



Town of Vienna Driveway Permit

Permit Number: _____
(Office Use Only)

Address of Subject Property: _____

Legal Description: _____

Lot: _____ Block: _____ Section: _____

Subdivision: _____

Area of Disturbance (in Square Feet): _____ Zoning: _____

Description of Proposed Work:

Is a curb cut required? No Yes If "Yes," the contractor must contact the Town's Department of Public Works to obtain information pertaining to standards of construction and inspection requirements.

Name of Owner(s): _____

Address: _____ Phone: _____

Name of Contractor: _____

Address: _____ Phone: _____

E-mail Address (for "Contact Person"): _____

I hereby certify that all driveways and parking areas constructed will be within the boundaries of the applicant's property and built in compliance with Sections 18-134, 18-144, and 18-145 of the Vienna Town Code (see reverse side of this form for more information). This includes, but is not limited to, the construction of all driveways and parking areas with permanent materials such as asphalt, concrete or grid pavers. It is understood that gravel driveways and parking areas are not permitted.

Signature: _____ Date: _____

Approved by:

Director of Planning and Zoning: _____ Date: _____

Director of Public Works: _____ Date: _____

Parking Regulations

Sec. 18-134. - Improvements applicable to parking areas and loading spaces.

All private or public parking areas and loading spaces constructed after the effective date of the ordinance from which this section is derived shall be developed as follows:

- A. All parking areas in the single-family residential zoning districts shall be constructed of permanent materials, with an asphalt, concrete, or grid paver surface, meeting the specifications of the Town. Ingress and egress to a public street shall be provided by means of a driveway meeting these same specifications and maintaining a width of not less than 12 nor more than 25 feet at the street right-of-way line.
- B. All parking areas in the townhouse, two-family, multiple-family residential, commercial and industrial zoning districts shall be constructed of permanent materials, with an asphalt or concrete surface, meeting the specifications of the Town. Ingress and egress to a public street shall be provided by means of entrances and exits meeting these same specifications and maintaining a width of not less than 25 feet nor more than 35 feet at street right-of-way line. All parking areas shall also be provided with bumper guards as deemed necessary by the director of public works in order to protect a building from vehicular bumpers, or a public sidewalk from overhanging bumpers, to prevent vehicles from rolling down embankments or onto adjacent property, or to provide protection against other hazards peculiar to the topography or site development of a particular parcel of ground. Curb stops may be substituted for bumper guards where their use is considered adequate by the director of public works.

Sec. 18-144. - Private parking area; where to be located.

A private parking area may occupy any part of a required rear yard. In residential zones, it shall be not less than one foot from any side or rear lot line.

Sec. 18-145. - Private parking area on corner lot.

No private parking area on a corner lot shall be constructed beyond the building line of any adjoining lot, nor be located nearer than five feet to the side line of such adjoining lot.

Note: Effective November 12, 2007, and at the direction of the Mayor and Town Council, lot coverage "credits" will no longer be allowed for these types of driveway surfaces, nor will driveway "strips or tracks" be permitted.

THE TOWN OF VIENNA DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY IN THE ADMINISTRATION OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN, ITS PROGRAMS OR ACTIVITIES. THE DIRECTOR OF HUMAN RESOURCES, 127 CENTER STREET, SOUTH, VIENNA, VA 22180, HAS BEEN DESIGNATED TO COORDINATE COMPLIANCE WITH NON-DISCRIMINATION REQUIREMENTS. THIS DOCUMENT WILL BE MADE AVAILABLE IN LARGE PRINT OR ON AUDIO CASSETTE UPON REQUEST. CALL (703) 255-6300 (VOICE) OR TTY 711.