



RESIDENTIAL DECK APPLICATION CHECKLIST

***** WORK MAY NOT BEGIN UNTIL PERMIT IS ISSUED *****

- ☐ Completed and signed Building Permit application with estimated cost of construction.
- ☐ Site plan showing location of existing and/or proposed driveway with dimensions and distance from property lines.
- ☐ Indicate surface material (asphalt, concrete, or gravel - gravel is not permitted in front yard.
- ☐ Application fee – To be determined (Refer to Permit Fee Schedule on back of Building Permit Application).

DRIVEWAY REQUIREMENTS

All residential driveways must comply with the City of Sturgis Zoning Ordinance and Engineering Standards.

- 1. Permitting Jurisdiction:
 - The Community Development Department permits all driveway work located on private property, beginning at the property line or right-of-way (ROW) line and extending inward.
 - The Engineering Department any work located within the public ROW, including driveway approaches, sidewalks, and curb cuts on City streets.
 - The County Road Commission permits any work located within public ROW, including driveway approaches, sidewalks, and curb cuts on County roads.
- 2. Surface Materials:
 - Driveways located within the front yard must be constructed of 3" asphalt or 4" concrete.
 - Gravel surfaces may only be permitted in side or rear yards, subject to zoning approval (refer to zoning ordinance for base and material requirements). A border is required whenever gravel surfaces are used.
 - Some subdivisions throughout the City have requirements for solid surface materials only. You will be required to follow those requirements.
- 3. Location and Width:
 - Driveway width at the property line must comply with zoning requirements (typically 10-24 feet).
 - Driveway width may not exceed approach at sidewalk by more than 2 feet..
 - Setback requirements must be met for all driveways. Driveways shall not extend onto adjacent properties.

DRIVEWAY REQUIREMENTS CONTINUED

- 4. Drainage:
 - Driveways must be graded to avoid drainage onto neighboring properties or public sidewalks. They may drain onto public streets if approved by the City of Sturgis Engineering Department.
 - Driveway installation must not block or obstruct existing drainage swales, stormwater paths, or curb inlets.
- 5. Inspection Requirements:
 - If work involves excavation or forms, a pre-pour inspection will be required.
 - Final inspection required upon completion of driveway surface installation.

When Permit is Ready	<ul style="list-style-type: none">• Once the Building Permit application has been processed and the Building Permit has been issued, the <i>Permit Applicant</i> will be notified that the Building Permit has been approved and is ready for payment.• Permits will not be issued until fees are collected.• Permit fees may be paid by check or cash.• Permits that have no activity within 6 months of the issuance date may be canceled.
Inspections	<ul style="list-style-type: none">• Pre-Pour Inspection (if applicable): Call before placing concrete or asphalt.<ul style="list-style-type: none">• Engineering Inspection: Call when all work in the ROW is formed, but prior to placement of finish material.• Community Development Inspection: Call when all work on the private property is formed, but prior to placement of finish material• Final Inspection: Call after all work is complete. <p>Please Note: Inspections must be scheduled in advance by calling 269-659-7230.</p>