



# City of Mobile

## Right of Way Permit Application

### Circular Residential Driveway and Sidewalk

Application Date: \_\_\_\_\_

<b>Applicant Information</b>	Individual or Company Full Legal Name (if applicable)		Applicant Contact Type	
	Name of Representative (First, Middle Initial, Last)		Title of Representative	
	Business Phone Number	Cell Phone Number	Fax Number	
	Address	City	State	Zip Code
	Email Address			

**Project Street Name & Address** (please use a legal 911 address – verify address using City of Mobile [CityMap GIS Tool](#)): \_\_\_\_\_

**Type of Work to be Performed** (please check Existing Home or New Construction and the all boxes under which apply):

<input type="checkbox"/> Existing Home <input type="checkbox"/> Replacing Driveway <input type="checkbox"/> Replacing Sidewalk <input type="checkbox"/> Placing New Driveway <input type="checkbox"/> Placing New Sidewalk <input type="checkbox"/> Removing Driveway/Curb Cut (Placing curb & gutter)	<input type="checkbox"/> New Construction <input type="checkbox"/> Placing New Driveway and Sidewalk <input type="checkbox"/> Placing New Driveway Only (I have a sidewalk waiver)
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**Additional Information** (please check all boxes which apply):

**What is the Driveway Material?**    ☐ Concrete (Standard)    ☐ Asphalt (Non-Standard – Approval Required)  
**What is the Street Type?**    ☐ Curb & Gutter    ☐ Valley Gutter    ☐ No Curb & Gutter (No Ditch)    ☐ No Curb & Gutter (Ditch)  
**Is the Parcel a Corner Lot?**  
☐ No    ☐ Yes    If a Driveway Is Being Placed, to Which Street(s) will it connect? \_\_\_\_\_  
**Will any Trees (Including Tree Roots) Be Affected By the Proposed Construction?**  
☐ No    ☐ Yes (Contact the City of Mobile Urban Forester at 251-208-1522 for Consultation/Guidance Before Beginning Work)

**Property and Driveway Dimensions** (please enter in dimensions to the nearest foot in all boxes which apply):

The diagram illustrates the layout of a property with a circular driveway and sidewalk. It shows the ROW/Property Line, the 4' Min. Radius for the driveway, and the 4' Wide Sidewalk (If Required). The diagram includes boxes for dimensions and labels for the Property Line/Street Edge (if corner lot).

**I hereby certify that:** I have the full authority to make the foregoing application as, or on behalf of, the applicant; the information in this application and the required submittals are complete and accurate to the best of my knowledge; the work and facilities to be installed will comply with all Federal, State, and local laws, ordinances, rules, regulations, policies, and procedures; more specifically, I will comply with the Manual on Uniform Traffic Control and Devices and will not cut roots, trim branches, or remove any trees in the right of way without explicit approval from the City of Mobile.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## Application Guidance

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### Applicability

This application is for work related to the placement, removal, or repair of residential driveways and sidewalk only. If you have applied for a land disturbance permit, which is typical for new residential construction, then you may provide this information on your site plan (property and driveway dimensions most importantly) and we will review the work in the right of way under the land disturbance permit and create the right of way permit for you.

### Sidewalk Waiver Information

If you are constructing a new house, you are required by the Subdivision Ordinance to construct sidewalk; however, if you wish have this requirement waived, an administrative sidewalk waiver may be applied for on your land disturbance permit. Waivers are typically approved in areas where the residential neighborhood is built out and sidewalk does not currently exist. For additional information, please contact the Permitting Section at 251-208-7601.

### Construction Standards Information

The City of Mobile has various Standard Drawings for construction in the Right of Way. Depending on the street type and the work proposed, different standard drawings may apply. The City of Mobile standard drawings can be found at the following webpage: <https://www.buildmobile.org/forms-and-applications/#engineeringpermitting>

- **For driveways abutting a curb & gutter street** – City of Mobile Standard Drawing 3 applies.
- **For driveways abutting a valley gutter or street with no curb & gutter and no ditch** – City of Mobile Standard Drawing 5 applies.
- **For driveways abutting a valley gutter or street with no curb & gutter and a ditch** – City of Mobile Standard Drawing 5 applies. The driveway pipe is required to be 15 inch minimum reinforced concrete pipe with no lifting holes and joints wrapped with filter fabric. ALDOT Safety Headwalls (HW-614-SP) are required on both ends of the pipe.
- **For placement of curb & gutter** – City of Mobile Standard Drawing 4 applies.
- **For placement of sidewalk** – City of Mobile Standard Drawing 12 applies.
- **For placement of ADA curb ramps** – City of Mobile Standard Drawing 7 applies (ADA complaint handicap ramps are required if the parcel is a corner lot and sidewalk is being placed).
- **Standards for historic districts** – There are unique standards for sidewalk and granite curbing in historic districts. Please contact the us at 251-208-6070 or [rightofway.permits@cityofmobile.org](mailto:rightofway.permits@cityofmobile.org) for those details

### Driveway Placement Information

Please make sure to fill out the property and driveway dimensions in the figure at the bottom of the application. These dimensions are important because they allow us to determine if the minimum width and radii required by our standards are met and to determine if there are any conflicts with the proposed location such as an inlet, a tree, or part of the driveway extending past your property line. It is best to place your driveway as far away from intersections as possible.

### Submission Information

**Submit to: In Person** – 205 Government Street, Mobile, AL 36644 – Government Plaza, South Tower, 3<sup>rd</sup> Floor, Engineering Department Right of Way Section Counter (exit left out of elevators)

**By Mail** – Engineering Department Right of Way Section, City of Mobile, P.O. Box 1827, Mobile, AL 36633-1827

**Online Via CSS** – Click [here](#) for CSS website, user manual, and contact info for CSS questions

**Submit digital files (PDF) to** [rightofway.permits@cityofmobile.org](mailto:rightofway.permits@cityofmobile.org)

For additional information, please contact us at 251-208-6070 or [rightofway.permits@cityofmobile.org](mailto:rightofway.permits@cityofmobile.org)

### Inspection Information

Inspections are required prior to placing fill over a driveway pipe and prior to the placement of concrete. Failure to get the required inspections may result in additional costs due to the removal/replacement of sub-standard work.