

# **Instructions for Property Owner**

## **Application for Driveway / Curb Cut**

1. Each case is considered individually. Just because a neighbor was approved, does not mean the next person will be approved.
2. Fill out and sign the Application for Driveway / Curb Cut and submit to the Public Works Department. *(There is no fee associated with this application.)*
3. Submit a drawing of the proposed work with measurements of the existing driveway, the proposed addition, and the distance from the property lines.
4. Mark the proposed area with flags, stakes, or paint on the ground. *(Markings must match measurements on drawing that is submitted.)*
5. An inspector will be sent to check the markings. If the property lines are not easily identified, you may be asked to have the property surveyed so we can determine exactly where the property line is located and to properly measure any easements that may be involved. *(It is not the responsibility of the Town of Smyrna to locate property lines.)*
6. After the pre-construction inspection has been completed, you will be contacted and advised of any changes or adjustments that may be necessary.
7. After the pre-construction inspection has been approved, you may proceed with the proposed work.
8. Once the construction has been completed, you will need to contact the Public Works Department at (615) 459-9766 for a final inspection.

If you have any questions please contact:  
tammy.rankin@townofsmyrna.org or tammie.mitchell@townofsmyrna.org

**Call 811 to have underground utilities located  
before you dig, drill, or blast.**



# TOWN OF SMYRNA

## APPLICATION FOR DRIVEWAY/CURB CUT

Homeowner: \_\_\_\_\_

Property Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_ Lot #: \_\_\_\_\_

Location of Easements: \_\_\_\_\_

Will curb be cut? \_\_\_\_\_ Is there a culvert under existing driveway? \_\_\_\_\_

\_\_\_\_\_  
Signature of Homeowner Date

***Approval of driveway curb cut shall be contingent on the following:***

- Pre-construction inspection must be performed by Town of Smyrna prior to the start of any construction.
- No driveway shall exceed 30 feet in width at its outer edge or street edge.
- Where two driveways are provided for one lot frontage, the clear distance between the driveways shall not be less than 25 feet.
- No point of access shall be allowed within 25 feet of the right-of-way line of any public intersection. On collectors or arterial this minimum shall be 40 feet.
- Driveway aprons shall not extend onto the street.
- Minimum of 1 inch lip (above the asphalt) is required where driveway meets asphalt.
- Lip of driveway must extend to face of curb.
- Expansion joints are required where curb and driveway tie in.
- Final inspection and approval by Town of Smyrna is required upon completion of construction.
- Pipe Size Required: \_\_\_\_\_ (Minimum pipe size is 15 inches unless approved otherwise. Pipe must be set to grade. Headwalls may be required.)
- Other Comments: \_\_\_\_\_

\_\_\_\_\_  
Pre-Construction Inspection Performed By Date

\_\_\_\_\_  
Final Approval Performed By Date