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Butts County
Department of Public Works
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Monday – Friday, 7AM – 3:30PM

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ONLINE DRIVEWAY PERMIT APPLICATION

If your driveway will be off a state highway (Hwy 16, Hwy 36, Hwy 42 or Hwy 87) DO NOT PROCEED with this application, you will instead need to obtain a driveway permit through the Georgia Department of Transportation (706-646-6100).

If your driveway will be inside the city limits of Jackson DO NOT PROCEED with this application, you will instead need to obtain a driveway permit through the City of Jackson (770-775-7535).

****Before you begin the application, please mark the area you want your driveway to be with stakes, paint or flags****

buttscountyga.com → Forms & Permits → Driveway Permit Application
or <https://www.cognitoforms.com/MGRC1/drivewaypermitapplication>

Please review the driveway permit instructions before beginning the application.

Complete all required fields. You have the option to upload documents, such as maps or drawings. Once all information is entered, click the red SUBMIT button at the bottom of the page. You will immediately receive an email confirmation for the submission of your application, which will have a link at the top where you can submit your \$50 payment. Once the site has been inspected, you will receive an email containing the requirements for your proposed driveway.

THE PUBLIC WORKS DEPARTMENT WILL HAVE 48 HOURS TO INSPECT THE DRIVEWAY

STANDARD INSTALLATION REQUIREMENTS:

Driveway must slope away from the pavement. Ditches for the entire lot must be cleaned out from property marker to property marker. A drainage ditch must be dug on each side of the driveway coming from the property towards the roadside ditch. The bottom of the pipe must sit below the edge of the pavement the following minimums: 15" pipe = 27", 18 pipe" = 30", 24" pipe = 36".

RESIDENTIAL DRIVEWAYS

The Permit Inspector will advise the applicant regarding acceptable location of the driveway and the pipe diameter, if required, to be placed under the driveway, and approve the grading plan from the outer edge of the shoulder of the road to the right-of-way line.

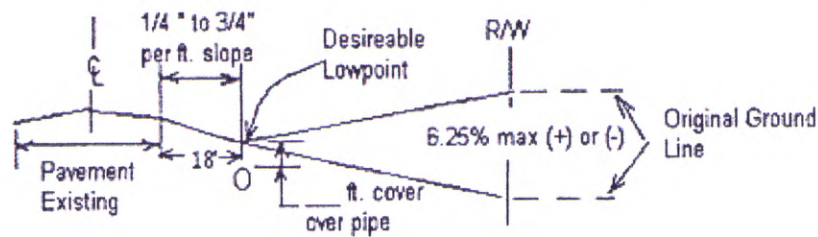
Locations for residential driveways should be based on existing conditions. While separation from existing driveways is desirable, residential driveways should be located to provide the safest possible ingress and egress based on sight distance and roadway characteristics.

Residential driveways are, as the name implies, driveways to private residences. Normally they are 14 to 16 feet wide. It is recommended that turnarounds be provided to avoid vehicles backing into the roadway. Under special circumstances, certain design vehicles require more width to safely negotiate a turn into or out of the drive without stopping and/or backing on the roadway. The Permit Inspector may approve a driveway up to 40 feet wide.

It is the responsibility of the property owner to provide routine maintenance of the pipe and driveway up to the roadway edge of pavement without making improvements to it as governed by the permit process.

Applicants may choose to use reinforced concrete, corrugated aluminum, corrugated galvanized metal, asphalt coated galvanized metal or HDPE (high-density polyethylene) plastic pipe.

Typical plan & profile for driveway



Driveway Sight Distance Requirements

To ensure safe ingress and egress to all county roads, every driveway must meet the minimum sight distance requirements set by the American Association of State Highway and Transportation Officials (AASHTO).

1. Definition

- Sight Distance: The length of roadway visible to the driver of a vehicle entering or exiting a driveway.
- Measurements are based on:
 - Driver's eye height: 3.5 feet above pavement
 - Object (oncoming vehicle's headlights): 2.0 feet above pavement

2. Minimum Stopping Sight Distance (SSD)

The following table applies based on the posted speed limit of the roadway:

Posted Speed (mph)	Minimum Sight Distance (feet)
25 mph	155 ft
30 mph	200 ft
35 mph	250 ft
40 mph	305 ft
45 mph	360 ft
50 mph	425 ft
55 mph	495 ft

3. Driveway Approval Conditions

- Driveways will only be approved if the minimum sight distance is met in both directions.
- The property owner must remove or trim vegetation, trees, mailboxes, or other obstructions that block required sight distance.
- If the minimum distance cannot be achieved, the driveway location must be adjusted, or the permit may be denied.

4. Inspection & Enforcement

- The Public Works Department will verify sight distance during the driveway permit inspection.
- Non-compliant driveways will not receive final approval until corrections are made.

UTILITY DRIVEWAYS

Utility driveways for access to utility sites such as power substations, water tanks, or telephone service sites are to be permitted by the Permit Inspector and should be treated much the same as a residential driveway for design and sight distance. The Permit Inspector should bear in mind that the driveway must function in a manner which will allow the utility vehicle to pull completely off the roadway without stopping and backing into the driveway or having to back out into the roadway when exiting the driveway. The vehicle must not reduce sight distance for driveways located along the same section of roadway. A utility driveway will normally not count as one allowed access point along an applicant's frontage, depending on the length of frontage and safety considerations.

FARM USE, LOGGING & MINING DRIVEWAYS

These driveways are to be permitted by the Permit Inspector in a manner similar to a Utility driveway. A logging driveway will usually be a temporary driveway which will either be removed when the logging operation is completed

or left in to become a farm use driveway. A mining operation may require a more substantial design to function properly.

COMMERCIAL DRIVEWAYS

Note: Commercial driveways shall be installed per a County approved site plan if one has been submitted for new construction. Butts County is not responsible for maintaining commercial driveways. Commercial driveways shall meet the regulations for driveway and encroachment control promulgated by the state department of transportation (GDOT) in order to receive a driveway permit and a final occupancy permit, except where the inspector has determined a deviation for a lesser standard due to constraints dictated by the local terrain. Please see the current GDOT Regulations for Driveway and Encroachment Control manual.