

BUTTS COUNTY DRIVEWAY INSTALLATION REQUIREMENTS

RESIDENTIAL DRIVEWAYS:

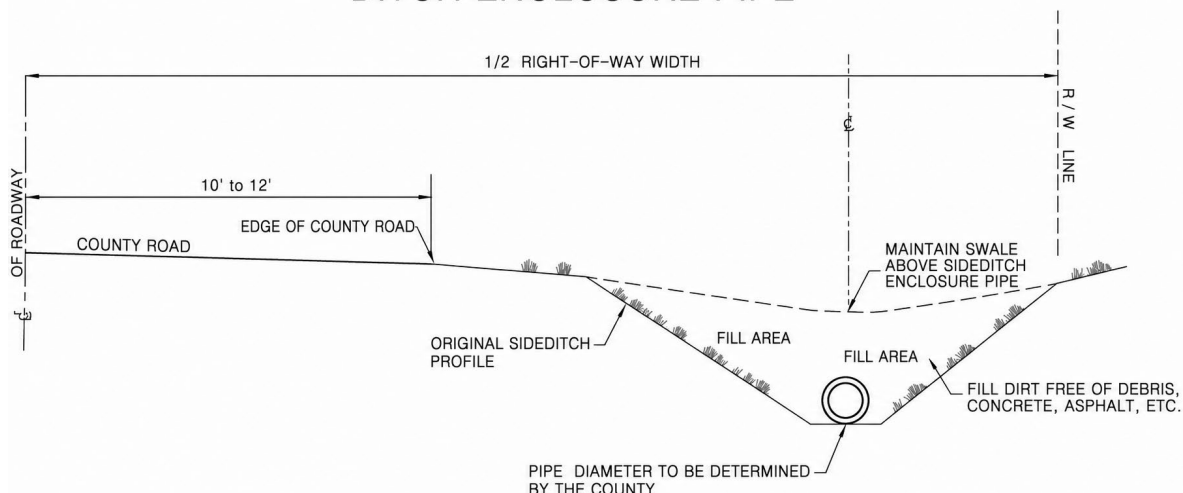
The applicant must determine the proposed location of the driveway and clearly mark the location by installing stakes or other visible markers. This allows the Permit Inspector to identify the correct driveway location during the site visit. The Permit Inspector will evaluate the proposed driveway location and advise the applicant whether the location is acceptable, determine the required pipe diameter (if a culvert is necessary), and approve the grading plan from the outside edge of the roadway shoulder 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 a minimum of 30 feet wide and a maximum of 40 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.

It is the responsibility of the property owner to provide routine maintenance of the pipe and driveway up to the roadway 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 DITCH ENCLOSURE PIPE



Standard Installation Requirements:

1. Driveway must slope away from the road to prevent water from running into the roadway.
2. Ditches for the entire road frontage of the parcel must be established and cleaned out from property marker to property marker.
3. The bottom of the pipe must sit below the road surface the following minimums:
 - The bottom of a 15" pipe must be at least 27" below the road surface.
 - The bottom of an 18" pipe must be at least 30" below the road surface.
 - The bottom of a 24" pipe must be at least 36" below the road surface.
4. A drainage ditch must be dug on each side of the driveway coming from the property towards the roadside ditch.

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 roadway
 - Object (oncoming vehicle's headlights): 2.0 feet above roadway

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.

Application Process:

- Before you begin the application, please mark the area you want your driveway to be with stakes, paint or flags.
- Complete the online Driveway Permit Application and submit the \$50 application fee. The application is available at:

buttscountyga.com → Forms & Permits → Driveway Permit Application

Direct link:

<https://www.cognitofrms.com/MGRC1/drivewaypermitapplication>

Complete all required fields in the permit application. 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 application fee.

Applications will not be processed until the application fee has been paid.

- Public Works will inspect the proposed location. Please allow up to 48 hours for the site inspection. Following the inspection, the applicant will receive an email containing a Driveway Installation Requirements Notice explaining the installation requirements.
- Install the driveway according to the requirements provided by Public Works. Driveways must meet all applicable drainage, grading, pipe-placement, and sight-distance requirements.

Inspection & Enforcement:

- After installation of a residential driveway is completed, you must contact the Department of Public Works to schedule an Installation Inspection. The applicant must install the driveway and schedule an installation inspection within 60 days of the date the Driveway Installation Requirements Notice is issued.
- During the Installation Inspection, the Department of Public Works will verify if the standard installation and sight distance requirements have been met.
- You may schedule an Installation Inspection by calling 770-775-8213 or by

emailing Brandy Cantoria at bcantoria@buttscounty.org.

- Upon passing an Installation Inspection, a Driveway Permit will be issued. Non-compliant driveways will not receive a Driveway Permit until corrections have been made.
- You may then take the Driveway Permit to the Department of Planning & Development to begin the Building Permit process. A Building Permit will not be issued by the Department of Planning & Development without this Driveway Permit.
- After home building is completed, you must contact the Department of Planning & Development to schedule a Final Inspection. A Certificate of Occupancy (C.O.) will not be issued without a Final Inspection. All original standard installation and sight distance requirements must still be met during the Final Inspection. For example, if ditches have silted in, the pipe has been crushed or the sight distance has become obstructed, then the Final Inspection will not pass. Re-inspection fees may apply.
- Please note: If the proposed driveway will be concrete, it is strongly recommended that the driveway inspection be completed and approved before the concrete is poured. This helps ensure any required corrections can be made before the driveway becomes permanent.

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.