



ONE & TWO-FAMILY DRIVEWAY GUIDE

The information in this packet is provided to help guide you through the permit application process. This packet will also provide you with information regarding approved driveway setbacks, locations and minimum construction requirements.

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(08/20)

PERMIT APPLICATION GUIDE

Driveway Permit Guide:

This guide was developed to help direct you through the permit application process. Following the steps below will help to expedite the issuance of your building permit.

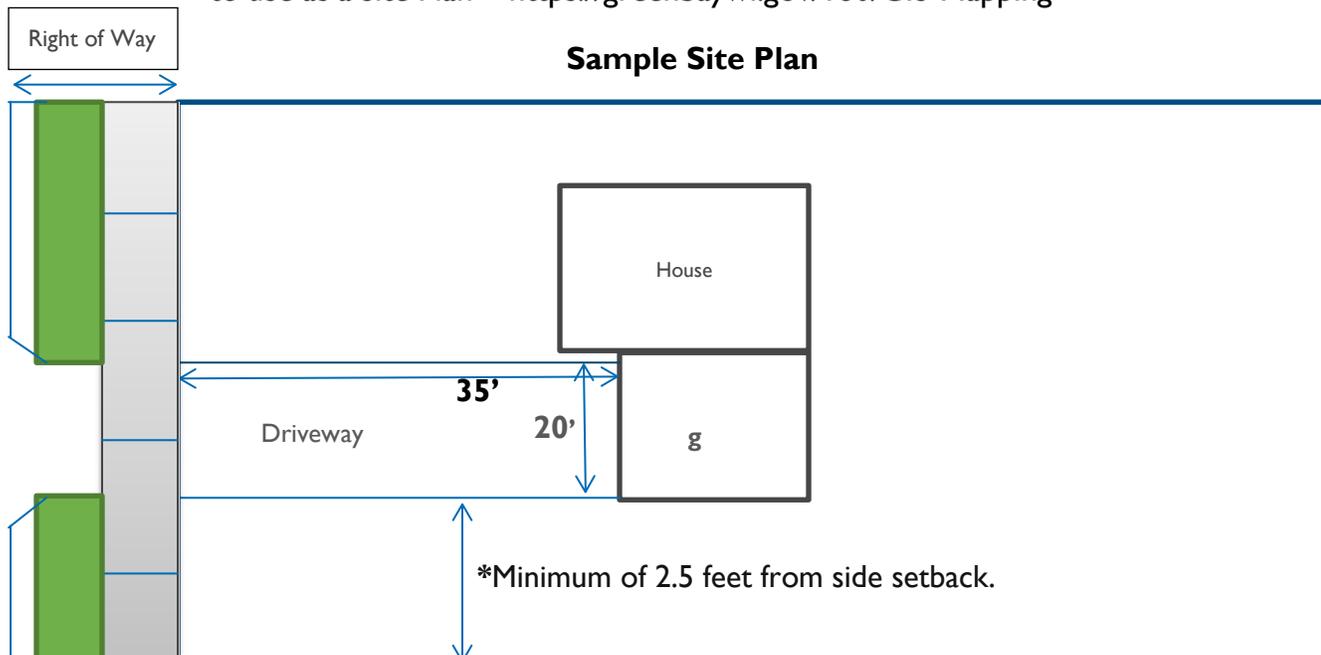
Please note that ALL required information must be submitted together at one time when applying for your permit (see submittal checklist in Step 3).

I. Completely fill out the attached Building Permit Application Short Form:

- Provide a detailed description of all proposed work. Property owners or contractors may obtain driveway permits.

2. Provide Site Plan:

- Indicate/draw driveway location.
- Indicate dimensions of driveway.
- Indicate all streets, north arrow.
- Exterior boundaries of the property including dimensions of property lines.
- Location of existing and proposed structures.
- Dimensions of setbacks from property lines and between structures.
- Parcel maps can be found on the City of Green Bay website under GIS Mapping to use as a Site Plan - <https://greenbaywi.gov/180/GIS-Mapping>



3. Apply for the Permit

- Please plan ahead and pick one of the following methods to apply for your permit. Make sure all of the required information listed above is included and submit it to the Department of Community and Economic Development using one of the methods listed below:
 - ***In Person with an Inspector at City Hall:***
 - This is the best method to discuss the specifics of your project with an inspector. Typically if all the required information is submitted and found acceptable, the permit can be issued at that time.
 - Inspectors are typically available for consultation and permit issuance from 8:00 a.m. - 4:00 p.m., Monday through Friday, but it is strongly encouraged to call ahead to verify inspector availability due to schedule variations for summer hours, holidays, etc.
 - ***By Email:***
 - Email all the required information (see Submittal Checklist below) to inspmail@greenbaywi.gov.
 - ***By Mail:***
 - City of Green Bay
Department of Community and Economic Development
100 N Jefferson Street, Room 608
Green Bay, WI 54301

Submittal Checklist:

- ✓ Site Plan
- ✓ Building Permit Application Short Form
- ✓ Non-Permitted Erosion Control Form

4. Payment of Permit Fees:

- Once your permit application has been reviewed and you have been notified of a Project Number, you can make payment.
- Driveways will require a \$50 permit fee for Residential and \$70 permit fee for Commercial.
 - Make checks payable to City of Green Bay, or
 - Pay online through GovPayNet - <http://www.greenbaywi.gov/DocumentCenter/View/943/Online-Payment-Instructions-PDF>.
A Project Number must be assigned by Inspection office staff **before** making a payment online. A service fee will be charged for online payment.



BUILDING PERMIT APPLICATION SHORT FORM

Department of Community
and Economic Development
100 N. Jefferson Street, Rm 608
Green Bay, WI 54301-5026
(920) 448-3300 - phone
(920) 448-3426 - fax
inspmail@greenbaywi.gov

All fields must be completed before permit will be processed.

Project Address: _____

PROPERTY OWNER	CONTRACTOR INFORMATION
Name:	Name:
Address:	Address:
City, State, Zip:	City, State, Zip:
Telephone #:	Telephone #:
Email:	Email:

Property Owner – Do you own and occupy the above listed property? Yes No
(check one)

Current Land Use: I-Family 2-Family Multi-Family Commercial
(check one)

Project Scope: Fence (36) Driveway Expansion (35) Yard Shed (22)(<150 ft²)
(check all that apply)

Description of Project: _____

Estimated Cost of Construction: _____

The applicant certifies that the information submitted herein is accurate, agrees to comply with the WI Admin. Code, Municipal Ordinance, and with the conditions of this permit, and understands that permit issuance creates no legal liability, expressed or implied, on the Department or Municipality.

Signature of Applicant

Date

To schedule an inspection, submit an online Inspection Request or call (920) 448-3300 at least one business day in advance. Final inspections are required for all projects.

For Office Use Only	
Project # _____	Receipt # _____
Parcel # _____	Permit Fee _____
Reviewed By: _____	Credential # _____

CHAPTER 13-1700. OFF-STREET PARKING, DRIVES, AND LOADING

13-1704. Use limitations. (Amd. GO 26-11) Required parking and loading spaces and the driveways providing access to them shall not be used for storage, display, sales, rental, or repair of motor vehicles or other goods or for the storage of inoperable vehicles or snow. Notwithstanding other provisions of this ordinance, any residentially-permitted vehicle shall be permitted to park in the front yard, side yard, or rear yard setbacks of any single-family or two-family dwellings on the days games are played in Green Bay by professional football teams of the National Football League. The Director of Planning and/or Director of Public Works may permit residential vehicles to be parked on the front, side, and rear yard of single- and two-family dwellings during the day of a special event held at Lambeau Field when the event is expected to exceed an estimated attendance of 20,000 or more individuals.

13-1705. Residential driveways. The following regulations apply to single- and two-family residential uses. (Amd. GO 22-07)

(a) (Amd. GO 7-10) (Amd. GO 8-12) The maximum width of any driveway at the curb line shall be no greater than 30 feet and symmetrically tapered to a driveway width at the sidewalk section or property line no greater than 25 feet. Driveway stalls may be allowed up to 10 feet in width and an additional two feet may be provided beyond either side of the garage door for two stall or larger attached garages. For attached single stall garages 10 feet or less in width, the driveway may be expanded up to 8 feet beyond the garage door opening, but shall not be located in front of the primary entrance to the residence and shall be consistent with this Section and Section 13-1709. The widened portion of the driveway must be tapered into the driveway at the property line over a distance of 5 feet or more. In no case shall the maximum driveway width be greater than 50 percent of the lot frontage.

(b) Driveways shall lead directly to a garage opening or parking space unless it is a drive as specified below.

(c) Driveways may be designed as one of the following:

(1) Side-loading drives: The driveway shall not be located within the side yard setback. The curb cut shall not be greater than 17 feet in width and shall taper over no more than 5 feet to a maximum of 12 feet in width within the front yard setback. The driveway width may extend to the width of the garage opening once outside the front yard setback.

(2) Circular drives: The driveway shall not be located within the side yard setback. The curb cut shall not be greater than 17 feet in width and shall taper over no more than 5 feet to a maximum of 12 feet in width within the front yard setback. The top of the inner arc of the drive shall be located a minimum of 15 feet from the right-of-way line or front property line. The interior area between the drive and the street must be appropriately landscaped.

(3) Alley drives: The driveway may extend to the garage opening or may extend into the lot for 30 feet in width and 40 feet in depth, but in no case shall it extend into the side yard setbacks. In no case shall the driveway width be greater than 50 percent of the lot width.

(d) Number of driveways.

(1) A maximum of one 2-way driveway or one 1-way driveways for single-family uses shall be permitted from each street right-of-way to which a lot or parcel has frontage, subject to the driveway design regulations specified herein.

(2) A maximum of one driveway per dwelling unit is permitted for two-family uses, subject to the driveway design regulations specified herein.

13-1709. Setbacks for parking areas. Parking areas shall be set back from lot lines in compliance with the following:

(a) Front and corner side yards. Parking areas shall not be located within a required front or corner side yard.

(1) In the Residential and Mixed-Use Districts, parking shall not be located between the front façade of the principal building and the street.

(b) Interior side yards

(1) Residential uses: Parking areas shall be permitted within required interior side yards, with a minimum setback of two and one-half (2.5) feet from the side lot line.

(2) Nonresidential uses: Parking areas shall not be located within a required interior side yard.

(c) Rear yards

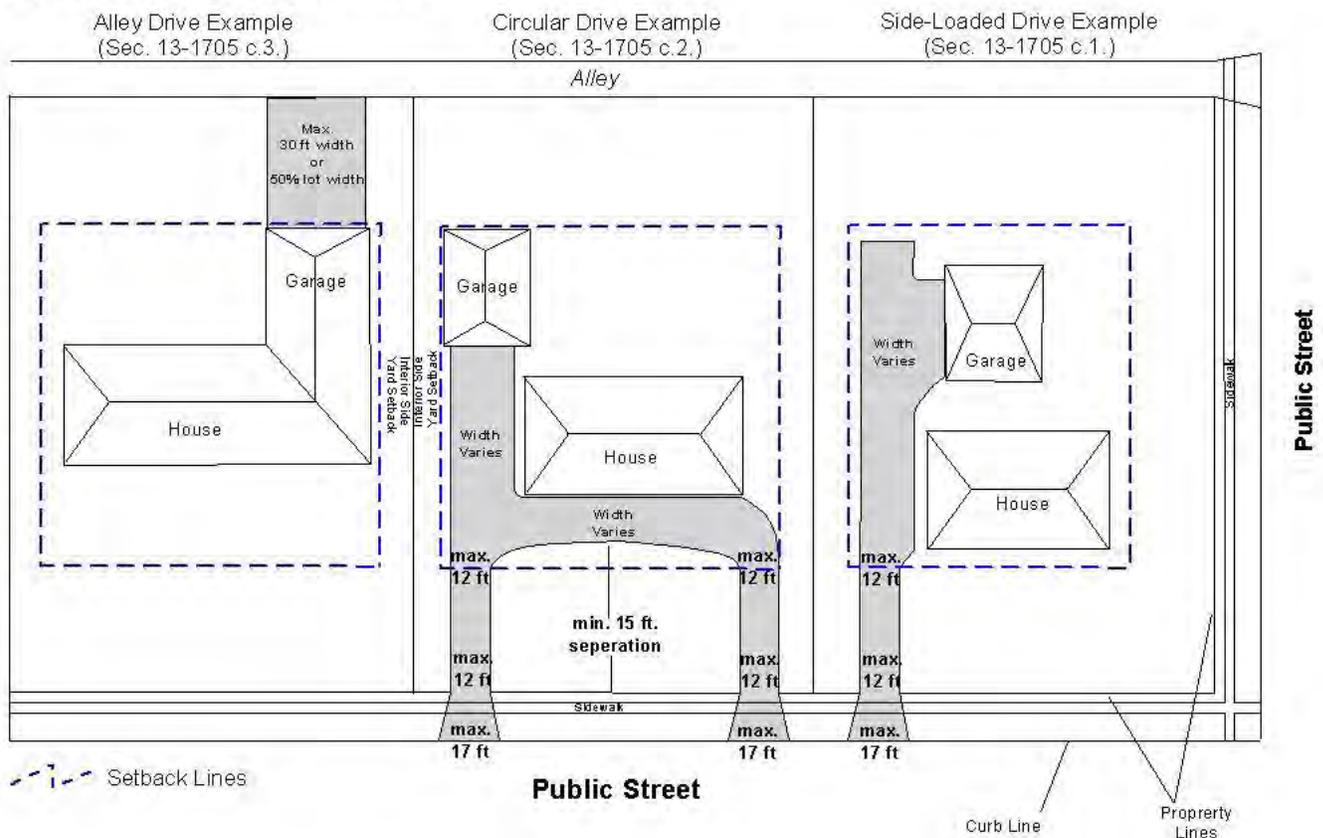
(1) Residential uses: Parking areas shall be permitted within two and one-half (2.5) feet of the required rear yards, unless on an alley, which does not require a setback.

(2) Nonresidential use: Parking areas shall not be located within a required rear yard.

(d) Parking perimeter buffers. Parking in any yard abutting a public street or walkway shall be separated from the street or walkway by a landscaped buffer strip meeting the requirements of Section 13-1822.

Parking areas and parking lots abutting residential uses in residential districts shall be separated by a perimeter landscape buffer meeting the requirements of Section 13-1820.

Driveway Design Regulations



THINGS TO CONSIDER

- Setbacks for driveway are a minimum of 2.5 feet.
- The building code does not establish minimum depth requirements for driveways; however, all driveways must be surfaced with a hard surface material capable of carrying a wheel load of 4,000 pounds (typically 4 to 6 inches).
- Driveways must be of a hard surface (concrete or blacktop). NO expansion of gravel/dirt allowed.
- Owner of the property can do resurfacing of driveway on their property and in right-of-way/city property (including the driveway, apron and sidewalk). Owner cannot do work on the curb.
 - Contractor can do resurfacing of driveway on owner's property, but not in right-of-way/city property (including apron, sidewalk and curb). For contractor to do work in the right-of-way/city property (the apron, sidewalk and curb), the contractor must be licensed and bonded with the City of Green Bay (approved contractor list found on city website or at Inspections and/or Public Works Departments).
 - Work being done in the right-of-way/city property requires an Excavation Permit (\$87.50) and a Right-of-Way Obstruction Permit (no fee). Please contact the Department of Public Works for those permits.
- The City of Green Bay does not provide surveying services for the location of property irons.
 - It is the owner's responsibility to ensure the driveway and all applicable setbacks are within their property lines. Property line disputes are not the city's responsibility and would result in a civil case.
 - Call Diggers Hotline to find out all utility easements on the property to avoid any possible damage.

If after reading this guide you still have questions, please feel free to contact the Department of Community and Economic Development at (920) 448-3300.

www.greenbaywi.gov

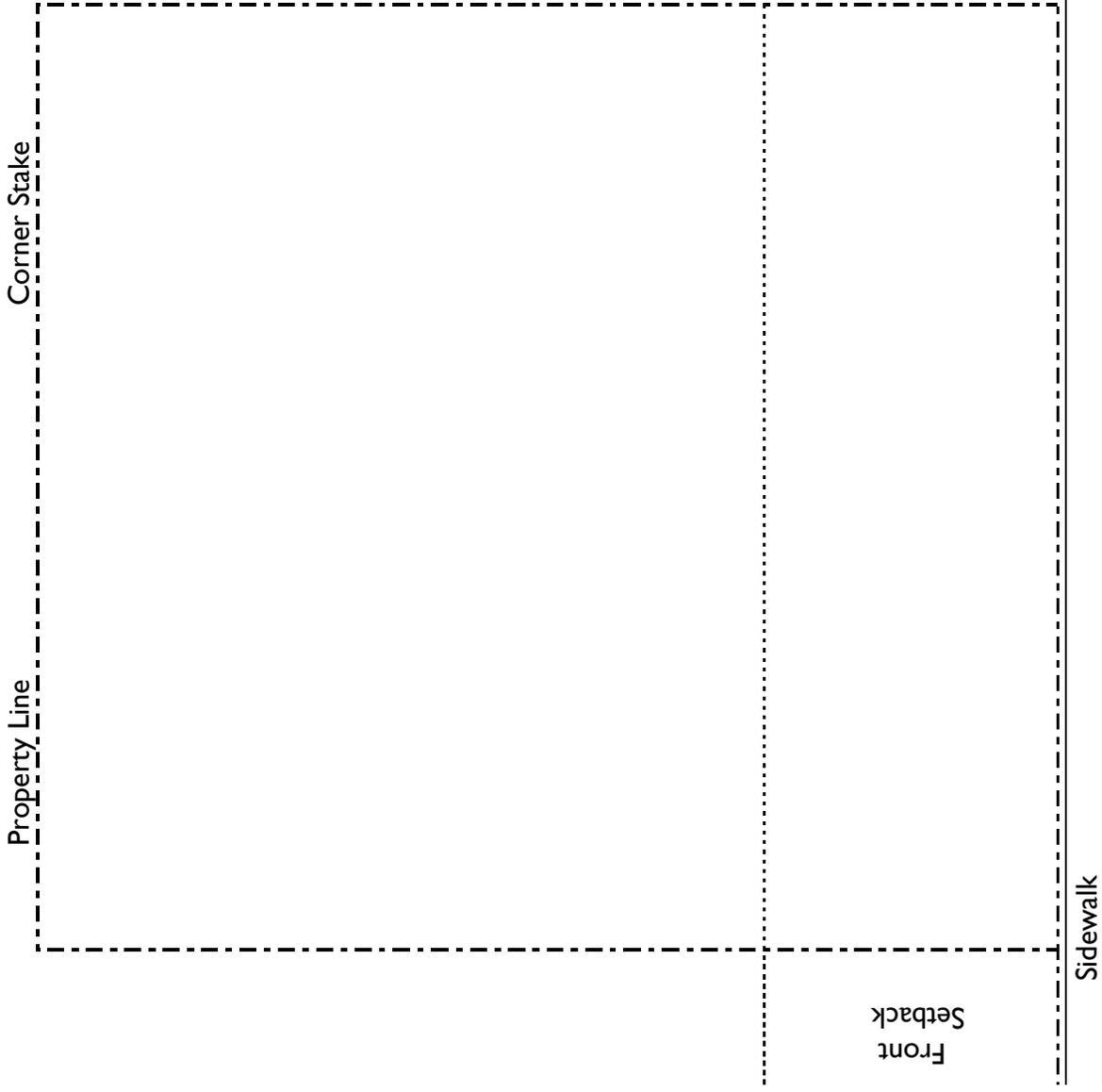
Underground Utilities: Call Diggers Hotline 3 Work Days Before You Dig!

1-800-242-8511

SITE PLAN

Address: _____
Parcel No: _____
Subdivision: _____
Lot No.: _____

- Lot Size and Dimensions
- Building(s) Location
 - Size
 - Number of Stories
 - Use
 - Setbacks from Property Lines





DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

100 N. Jefferson Street, Room 300
Green Bay, WI 54301
Tel (920) 448-3100
Fax (920) 448-3102

**EROSION AND SEDIMENT
CONTROL NON-PERMITTED
CONDITIONS**

Per 34.08 PERFORMANCE STANDARDS FOR CONSTRUCTION SITES NOT REQUIRED TO BE PERMITTED.

- (1) **RESPONSIBLE PARTY.** The landowner of the construction site or other person contracted or obligated by other agreement with the landowner to implement and maintain construction site BMPs is the responsible party and shall comply with this section.
- (2) **EROSION AND SEDIMENT CONTROL PRACTICES.** Erosion and sediment control practices at each site where land disturbing construction activity is to occur shall be used to prevent or reduce all of the following:
 - (a) The deposition of soil from being tracked onto streets by vehicles.
 - (b) The discharge of sediment from disturbed areas into on-site storm water inlets.
 - (c) The discharge of sediment from disturbed areas into adjacent waters of the state.
 - (d) The discharge of sediment from drainage ways that flow off the site.
 - (e) The discharge of sediment by dewatering activities.
 - (f) The discharge of sediment eroding from soil stockpiles existing for more than 7 days.
 - (g) The transport by runoff into waters of the state of chemicals, cement, and other building compounds and materials on the construction site during the construction period. However, projects that require the placement of these materials in waters of the state, such as constructing bridge footings or BMP installations, are not prohibited by this subdivision.
- (3) **LOCATION.** The BMPs shall be located so that treatment occurs before runoff enters waters of the state.
- (4) **IMPLEMENTATION.** The BMPs used to comply with this section shall be implemented as follows:
 - (a) Erosion and sediment control practices shall be constructed or installed before land disturbing construction activities begin.
 - (b) Erosion and sediment control practices shall be maintained until final stabilization.
 - (c) Final stabilization activity shall commence when land disturbing activities cease and final grade has been reached on any portion of the site.

- (d) Temporary stabilization activity shall commence when land disturbing activities have temporarily ceased and will not resume for a period exceeding 14 calendar days.
- (e) BMPs that are no longer necessary for erosion and sediment control shall be removed by the responsible party.

City Representative who reviewed the above requirements with the Project Representative:

(Signature) _____
(Date)

(Print Name and Title Here)

City Project ID: _____
Site Name: _____
Address / Location: _____
Land Owner: _____
Land Owner's Contact Representative: _____

I have reviewed the City of Green Bay Permit Conditions for the Erosion and Sediment Control Standards for the Non-Permitted referenced project above. I agree to comply with these conditions and will notify the City of Green Bay of any changes to the plan or project schedule.

(Signature) _____
(Date)

(Print Name and Title Here)

(1 Copy Permittee, 1 Copy Inspection Files, 1 Copy Engineering Files)



1 NOTIFY

Notify your local one-call center by calling 811 or making an online request 2-3 days before work begins. [Click here](#) for information about your local one-call center and online service availability. The one-call center will transmit information to affected utility operators.



2 WAIT

Wait 2-3 days (varies by state; please [click here](#) for state law information) for affected utility operators to respond to your request. On average, between 7-8 utility operators are notified for each request.

3 CONFIRM

Confirm that all affected utility operators have responded to your request by comparing the marks to the list of utilities the one-call center notified. State laws vary on the process for confirmation; please check with your local one-call center for more information.



4 RESPECT

Respect the marks. The marks provided by the affected utility operators are your guide for the duration of your project. If you are unable to maintain the marks during your project, or the project will continue past your request's expiration date (varies by state), please call 811 to ask for a re-mark.

5 DIG CAREFULLY

Dig carefully. If you can't avoid digging near the marks (within 18-24 inches on all sides, depending on state law), consider moving your project to another part of your yard. If you must dig near the marks or use machinery of any kind, please [click here](#) to read "The 811 Process for Contractors."

