



Access Permit Frequently Asked Questions

Access (Driveway) Permit Information

Please note: Driveway construction cannot begin until an approved permit has been obtained.

In accordance with Marion County Ordinance #651, you need a driveway access permit if you are:

- Creating a new driveway access/sidewalk.
- Rebuilding, widening, or improving an existing driveway access/sidewalk.
- Changing the use of an existing driveway access (i.e. farm to residential use, residential to commercial use, farm to commercial use).

You may be required to get a driveway access permit when:

- You apply for a building permit, planning action, or when the County finds your access to be significantly unsafe.
- When applying for building permits, you will be required to either make application for a driveway access permit or you may apply for an Access Review if you think your access meets County standards.
- If you apply for an Access Review and the driveway access does not meet the County standards, you will be required to get a permit to bring it up to standard. A failed review could lengthen the time it takes to get a building permit due to the additional processing.

Also, if a County inspector finds your access to be unsafe when inspecting in response to a citizen's complaint or when randomly noticing the condition of your access, you may be required to get a permit to upgrade the access to a safe condition.

Driveway access permits are issued for:

- Access to Marion County maintained roads.
- Access to public right-of-way which is not County maintained.

- Connections of private roads to county roads or traffic increase from private roads due to added residences or businesses.

Driveway access permit process for non-curbed street:

- Fill out and sign the General Land Development and Event Permit Application, completing the sections relevant to obtain an Access Permit. Those sections are 1, 2, 3, 6, and 9.
- Submit the Application, a site plan sketch, and pay the appropriate fee (\$50).
- Mark the proposed driveway access location in the field.
- Inspector researches planning actions for any restrictions or requirements.
- Inspector visits site to determine drain tile size and sight distance requirements.
- Driveway access permit is approved or denied; if denied, Marion County will work with you to find a safe, suitable location.
- Driveway access is built to Marion County standards and any additional specifications noted on the approved driveway access permit.
- Inspector completes final driveway access inspection.

Driveway access permit process for curbed street:

- Fill out and sign the General Land Development and Event Permit Application, completing the sections relevant to obtain an Access Permit. Those sections are 1, 2, 3, 6, and 9.
- Submit the Application, a site plan sketch, and pay the appropriate fee (\$50).
- Receive approved permit which includes the construction standards.
- Prepare location for pouring concrete.
- Call for inspection prior to pouring concrete; allow 24-hour minimum response time for inspection.
- When approval has been granted, you may pour concrete.
- Inspector completes final driveway access/sidewalk inspection.

Common Questions Asked Regarding Access Permits

Q: How long does the process take?

A: *Typically*, anywhere from 2 days to 2 weeks.

Q: Who can apply for the permit?

A: The property owner, his or her builder/contractor, or other representative of the owner.

Q: What kind of pipe (or tile) and backfill do I need?

A: Only concrete pipe is allowed, except in the locations where 12 or more inches of cover can be maintained over the pipe. In this case, double walled High Density Polyethylene (HDPE) plastic pipe may be approved if requested. The standard pipe size is 12 inches in diameter and the minimum is 10 inches. When a pipe is required, the size will be determined by the inspector. Only 1 inch minus crushed rock backfill may be used around and over the pipe.

Q: How wide may I construct my driveway access?

A: Maximum width is 24 feet for residential and up to 40 feet for commercial, based on need. See Marion County Engineering Standards for details.

Q: Do the requirements apply to my entire driveway?

A: No. They apply only to that portion that is within the public right-of-way, (from your property line to the road) called the "access" to the County road.

Q: How much does the permit cost?

A: Driveway access permits for Curbed streets and Non-Curbed streets are \$50.00.