

Driveway Construction Checklist / Inspection Form

Address/Location of Proposed Development _____

Name: _____ Contact Phone # _____ Tax Lot # _____

Instructions:

- Step 1 Visit the Yamhill County Public Works Department to obtain required access permit, approval and needed signature on this form. The Yamhill County Public Works Office is located at 2060 Lafayette Avenue. Phone 503-434-7370.
- Step 2 Read driveway construction requirements listed below and fully construct the driveway to serve the proposed development. Existing driveways must fully meet these standards. Contact your local fire department if questions arise, particularly if grade issues may exist. Driveways will be expected to fully meet grade requirements. Fire Department contacts are listed on the reverse of this page.
- Step 3 Complete the construction checklist and provide a signature stating that the driveway is fully constructed as required.
- Step 4 Bring the Driveway Construction Checklist / Inspection Form to your local fire department for final driveway inspection and approval. **Do not submit this form to your local fire department or request an inspection until the driveway is fully constructed and documented on this form. Contact your local fire department with any questions that may arise.**
- Step 5 Once approval is obtained from both Yamhill County Public Works and your local Fire Department, return this form to Yamhill County Planning Department.

Yamhill County Public Work Department Requirements:

New access (driveways) and improvements to existing accesses must have a permit and conform to the current requirements of the Yamhill County Public Works Department. This form must be signed by an authorized employee of Public Works in addition to the permit process. The Yamhill County Public Works Office is located at 2060 Lafayette Avenue. Phone 503-434-7370.

Public Works Signature: _____ Date: _____ Permit # _____

Driveway Construction Requirements

The Yamhill County Zoning Ordinance requires driveway improvements that are safe and passable prior to the issuance of a building permit. The primary reason for this requirement is to be assured road improvements are adequate for fire protection equipment to reach the site. Construct the driveway to the standards below and check completion for each construction point listed. Contact your local fire department as construction questions arise. Fire Department contacts are listed on the reverse of this page.

- 12 foot travel lane is required with 6 inches of base rock and 2 inches of surface rock. Your fire official may approve the delay of surface rock installation until the completion of the project, however 6" of base rock is always required. See diagram 1-A on the reverse page.
- Turnouts 10 feet wide and 30 feet long are required on any access driveway exceeding 400 feet in length. If the planned driveway will be over 400' in length contact your local fire official to approve the location and quantity of turnouts.
- Horizontal clearance shall be not less than 20 feet. Vertical clearance not less than 14 feet. Trees and brush must be removed as needed along the proposed driveway. See diagram 1-A on the reverse of this page.
- Driveways roads over 150 feet in length shall be provided with an approved turnaround at the end. See approved diagram 2-A on the reverse page.
- Proper drainage must be provided. Culverts are required at the entrance to the driveway and ditches shall be provided along the driveway. Bridges and culverts shall be capable of supporting between 50,000-60,000 pounds as required by the local fire authority. Engineering documentation will be required for bridges.
- Average road grade shall not exceed 10% and no grade shall exceed 15%. A maximum of 200 feet of 15% grade may be allowed. If your site is sloped, contact your local fire official immediately to discuss the issue and plan the best construction methods. Maximum curve centerline radii shall be not less than 35 feet. See diagram 3-A on the reverse of this page.
- A permanent address sign must be installed at the base of the driveway. Address signs shall be posted in a position to be plainly visible and legible. Numbers shall be at least 3" in height and contrast with their background. See requirements for driveways serving multiple homes on the reverse page. Note: If your proposed development site has not been issued an address from the county, disregard this step. Your local fire department will confirm address signage has been posted prior to issuance of a final occupancy permit.

↑ CHECK LIST MUST BE COMPLETED BY OWNER / BUILDER CONFIRMING COMPLETE CONSTRUCTION OF DRIVEWAY. BY SIGNING, I CERTIFY THE DRIVEWAY FOR THIS PROPOSED DEVELOPMENT IS COMPLETED TO THE ABOVE STANDARDS

Owner / Builder Signature: _____ Date _____

THIS SECTION TO BE COMPLETED BY FIRE DEPARTMENT

- Final Approval-** Driveway improvements to the proposed development site are suitable for access by Fire Department equipment.
 - Conditional Approval-** Driveway improvements to the proposed development site are temporarily suitable for access by Fire Department equipment, however deficiencies exist. RE-INSPECTION REQUIRED PRIOR TO FINAL OCCUPANCY PERMIT.
- Deficiencies: Surface Rock Required Additional Base Rock Required Turnaround Required Address Signage Needed
 Turnouts Required Other _____
 Other _____

Fire Official: _____ Fire Department: _____ Date _____

Diagram 1- A

Travel width and required clearance

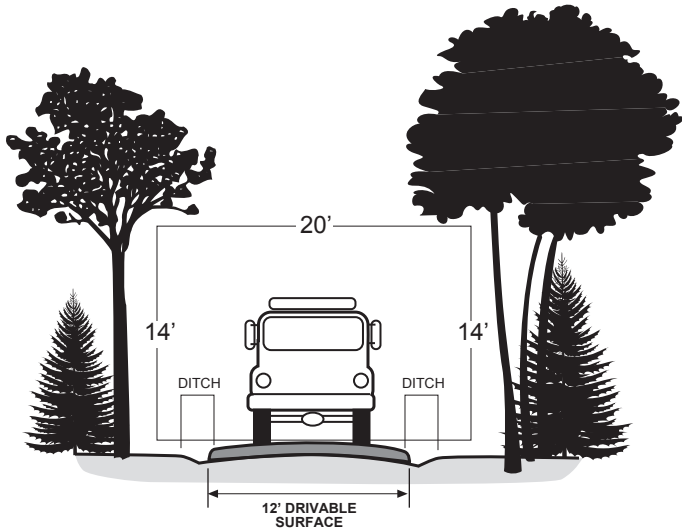
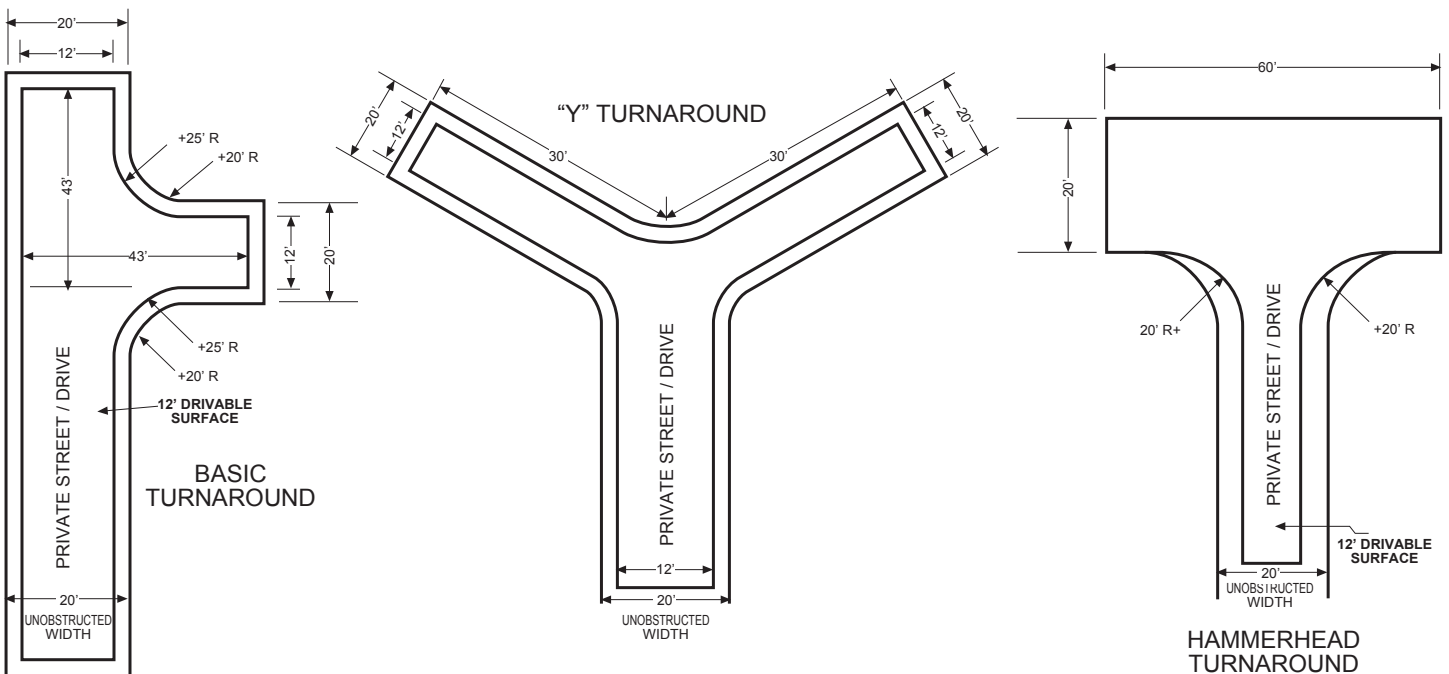


Diagram 2- A Approved Turnarounds

One of the following turnarounds must be provided at the end of each driveway.



Road Approach Plan

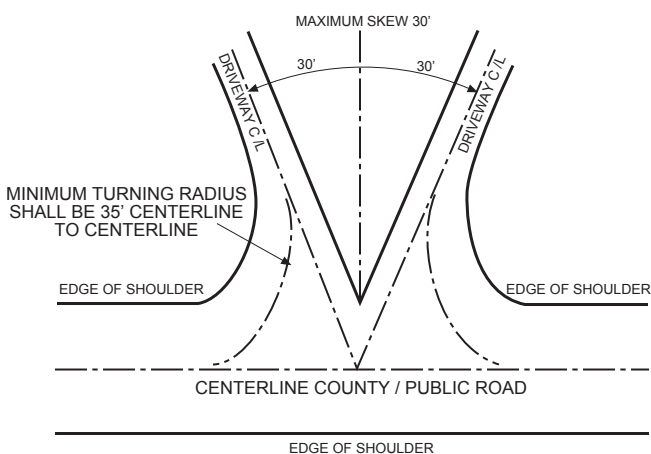
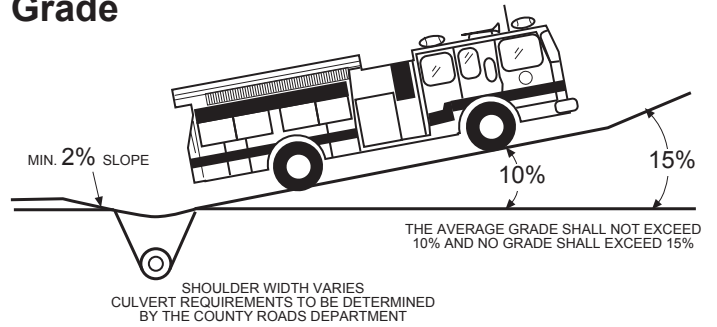


Diagram 3- A

Grade



With the increase of homes in the rural area, the need for adequate fire department access is ever more critical. The risk of wildfire and other emergency incidents increase with home density.

Many existing driveways do not provide the needed access for emergency apparatus. New homes will be expected to fully meet current driveway construction requirements. If the home site is located on sloped property, we recommend you determine site grade and contact your local fire official for input prior to driveway construction.

Contacts:

Yamhill County Planning Department 503-434-7516
Yamhill County Public Works 503-434-7370

Fire Department Contacts:

Amity Fire District 503-835-2311
Carlton Rural Fire Department 503-852-7575
Dayton Fire Department 503-864-3480
Dundee Fire Department 503-662-3511
Lafayette Fire Department 503-864-2824
McMinnville Fire Department 503-435-5800
Newberg Fire Department 503-537-1230
Sheridan Fire Department 503-843-2467
Willamina Fire District 503-876-2004
Yamhill Fire Department 503-538-4182
Gaston Fire District 503-985-7575