

Date Received: \_\_\_\_\_

Staff Initials: \_\_\_\_\_



COMMUNITY DEVELOPMENT  
BUILDING SERVICES DEPARTMENT  
PHONE: (770) 429-4554 FAX: (770) 429-4548  
2529 J.O. Stephenson Avenue, Kennesaw, GA 30144

# DRIVEWAY ADDITION APPLICATION

Land Lot# \_\_\_\_\_ Parcel# \_\_\_\_\_ District \_\_\_\_\_ Zoned \_\_\_\_\_ Historic area(Y/N) \_\_\_\_\_

Project Name/Address \_\_\_\_\_

Owner's Phone Number \_\_\_\_\_ Email \_\_\_\_\_

City/State \_\_\_\_\_ Zip \_\_\_\_\_ Total SQ Ft \_\_\_\_\_

Description of work: \_\_\_\_\_

(Amount/size of area to be disturbed, drainage easements or creeks on property, etc)

**NOTE:**

- After submitting the completed request form, with a scaled drawing or sketch and dimensions of the parcel requested driveway will be located on, to the Building Services Department the Director of Public Works will review your request and conduct a site visit.
- If request is approved, a **fee of \$50 Permit Fee plus \$10 Technology Fee** will be collected by the Building Services Department.
- All provisions of the City of Kennesaw Unified Development Code (UDC 6.07.09) shall apply to the approved driveway additions.
- If construction begins prior to approval by the Director of Public Works, you may be required to return the parcel to its original condition.

Property Owner's/Agent's Signature \_\_\_\_\_

\_\_\_\_\_ Date

Home owner's association approval required \_\_\_\_\_ Yes \_\_\_\_\_ No

HOA Approval Signature \_\_\_\_\_

\_\_\_\_\_ Date

**OFFICE USE ONLY**

DWP#:
DATE ISSUED

**CHECKLIST:**

- Proof of ownership of property or Notarized letter from homeowner approving changes.
- Scaled Drawing of Site showing dimensions, proposed project and silt-fence installation
- Fee Paid \$\_\_\_\_\_ Cg/Cash/Ck #\_\_\_\_\_
- Inspection of site by Director of Public Works or his designee (770-421-8582)

Permitting Approved By/date: \_\_\_\_\_

Public Works Department

**PERMITS ARE: NON-TRANSFERABLE & NON-REFUNDABLE  
MIN FEE: \$50 PLUS TECHNOLOGY FEE (1% OR \$10 MIN)**

Revised: October 2017