

Driveway Permit Application Steps

1. Complete application, include a plot plan or drawing (with measurements) of lot with driveway location on it and pay application fee.
2. Mark location of driveway at lot with either stakes or paint.
3. County Highway Department will then check location to see if it meets the driveway ordinance.

**IF driveway location meets all the requirements the driveway is approved.
Go to step 9.**

4. If the location of the driveway does not meet the ordinance requirements the applicant will be contacted.
5. If the location of the driveway can be moved from the proposed location to another location on the lot so that all ordinance requirements are met it will be relocated and will be approved for the new location. Go to step 9.
6. If there is not a location that will meet all the ordinance requirements a variance must be requested to allow you to install driveway. The variance form must be filled out and signed. The variance fee is \$100.00 made payable to the County Commissioners.
7. The applicant needs to email Sara Hilderbrand Commissioners Exc. Admin Assistant Sara.Hilderbrand@hancockin.gov to set up a time to go before the County Commissioners. Commissioner Meetings are every 1st, 3rd, and 5th Tuesdays of each month. The meetings start at 8:00am. The County Commissioners will decide if you will be granted a variance to put a driveway on your lot.
8. If the variance is approved, you will be allowed to put your driveway at the location approved by the County Commissioners.
9. After location is approved and before you start work you must submit a \$3,000 bond, or a cash deposit and you will be issued your permit.
10. Bond to be made to: **HANCOCK COUNTY BOARD OF COMMISSIONERS**
11. **Final Inspection:** Your driveway and/or sidewalk must be completely done and clean before you can have final inspection or get occupancy of your home. In subdivisions the curbs must also be clean so a visual inspection can be performed.