



Department of Planning and Zoning

Town of Vienna, Virginia

127 Center Street S

Vienna, Virginia 22180

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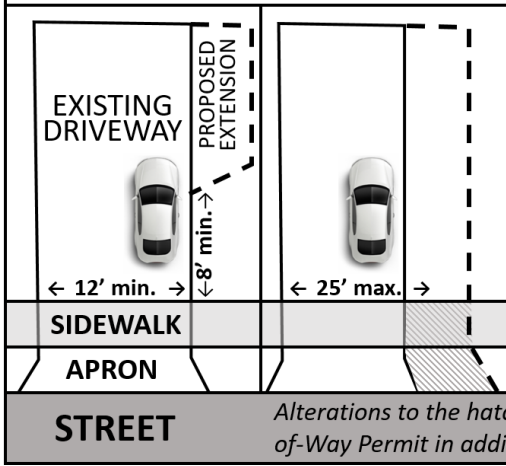
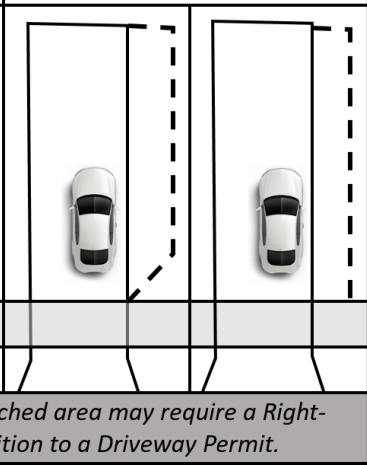
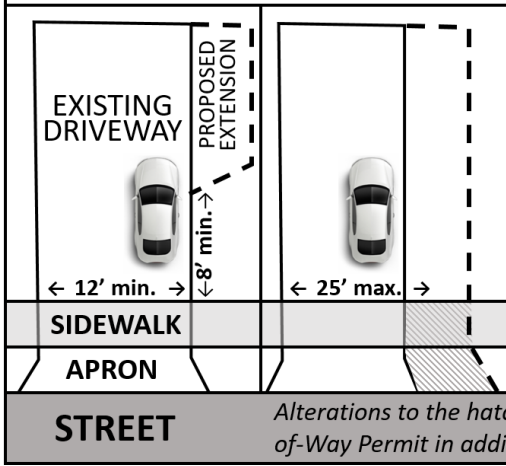
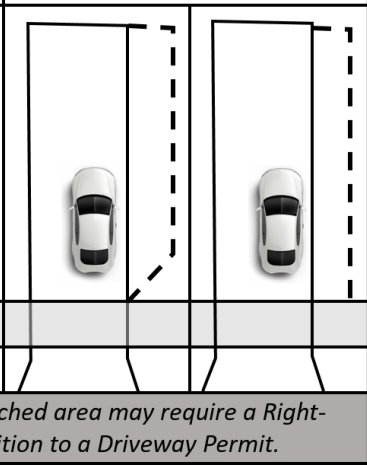
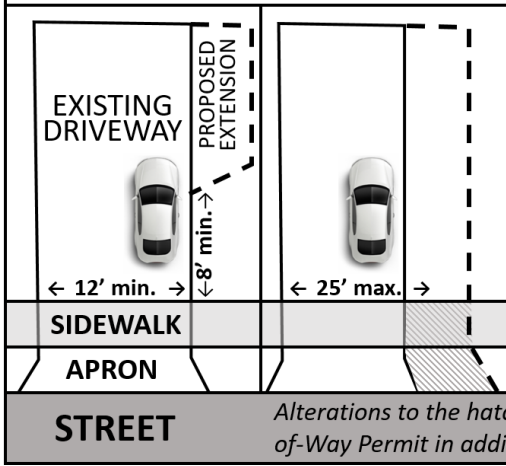
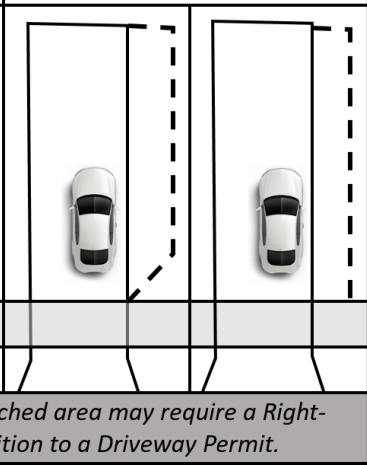
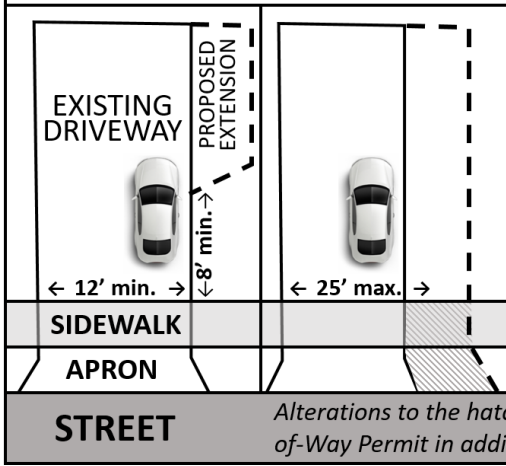
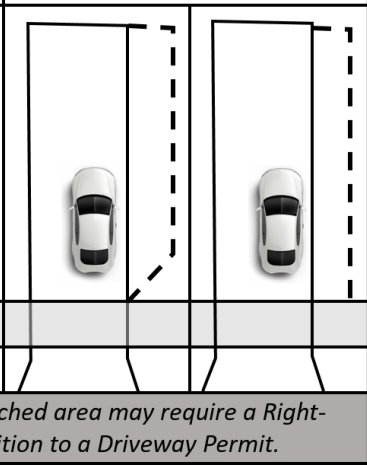
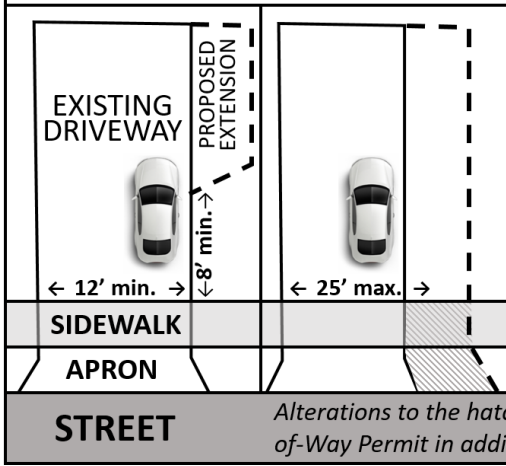
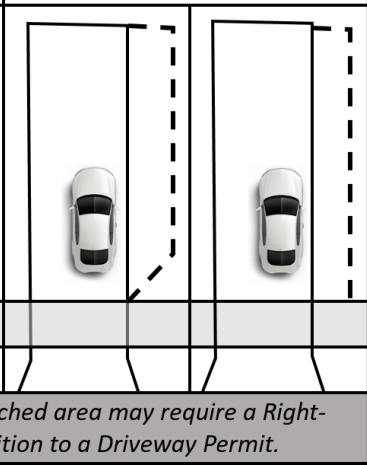
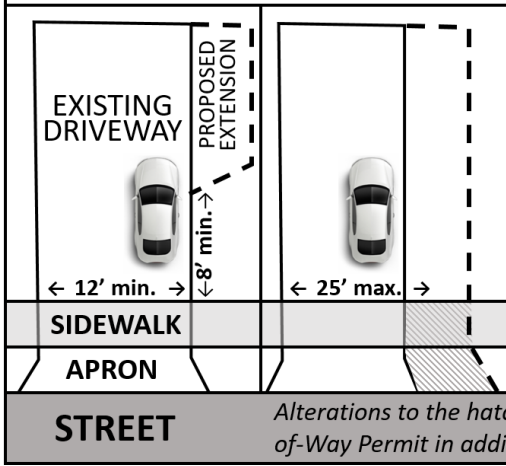
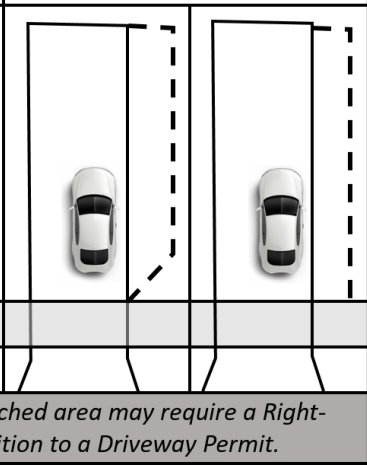
Hours: Monday – Friday, 8:00 am - 4:30 pm

Town of Vienna Residential Driveway Permit Checklist

This checklist is meant to serve as a guideline for driveway permits submitted within the Town of Vienna. Compliance with this checklist does not guarantee approval. More information may be requested in addition to information requested in this checklist. Applicants are responsible for ensuring they are compliant with all relevant Town, County, and State requirements.

Last Revised 2-21-2020

Requirements	Complied (Yes/No)
1 Clean, unaltered, survey/plat of property, prepared and sealed by professional surveyor, with all existing improvements shown, including dwelling, porches, patios, decks, driveways, accessory buildings such as sheds, and pools.	
2 All dimensions shown in feet and decimals of a foot to the closest 0.01 of a foot; all bearings in degrees, minutes and the nearest ten seconds.	
3 Survey/plat shall include all existing easements on subject property.	
4 Survey/plat shall be drawn to-scale. Scale shall be included on the survey/plat.	
5 Lot coverage calculation is included either on survey/plat or other document showing existing lot coverage, broken down by areas (in square feet) of the dwelling, porches, patios, existing driveways, and accessory buildings.	
6 On second copy of survey/plat, drawn to scale, the area of any new driveway or driveway expansion, dimensioned.	
7 New, proposed, lot coverage calculation meeting the same criteria of the existing lot coverage calculation.	

8	<p>Any proposed improvements to the apron/curb cut shall be shown and noted. Driveway shall not incorrectly be expanded to property line. See below:</p> <table><tr><th colspan="2">CORRECT</th><th colspan="2">INCORRECT</th></tr><tr><td></td><td></td><td></td><td></td></tr></table> <p><i>Alterations to the hatched area may require a Right-of-Way Permit in addition to a Driveway Permit.</i></p> <p><i>Drawing not to scale.</i></p>	CORRECT		INCORRECT						
	CORRECT		INCORRECT							
										
9	Driveway materials shall be noted on the survey/plat.									
10	If applicable, a complete application for right-of-way permit shall be submitted.									