



MEMORANDUM

Date: August 12, 2021
To: Building Contractors
From: Joanne Vernon, P.E., County Engineer
Subject: Driveways

The ROW division has been receiving plans where pertinent design information on the driveway portion is excluded. All information for driveway design needs to be on the plans during review or they will be denied until this information is included. This includes the material being used for driveway construction, width of the driveway, as well as the slope and elevations of the driveway.

As part of the new ROW ordinance and Engineering Design and Construction Standards that was approved by the Board of County Commissioners on March 10, 2021, there is a new requirement for driveway slopes within the County ROW. The exact wording which is in section III, D of the Engineering Design and Construction Standards is: *If achievable, the slope of the driveway within County ROW should be less than 2% to meet ADA requirements for future sidewalks.*

Please keep this in mind during the design and construction of the site. The ROW portion of the permit will not be approved unless it meets this criteria or proper consideration has been given. In cases where the requirement cannot be met due to elevations, the County will work with the builders to have the driveway meet the standard through a portion of the ROW for future sidewalks.

I have asked my team to deny permits if all information is not submitted. If you have any questions or concerns, please reach out to me at Joanne.Vernon@charlottecountyfl.gov.

PUBLIC WORKS DEPARTMENT

7000 Florida Street | Punta Gorda, FL 33950
Phone: 941.575.3600 | Fax: 941.637.9265