

Permit Guidelines for Residential Driveway Entrances

Residential Entrance Regulations

Our goal is to:

- Provide the maximum protection to Anne Arundel County's motoring and pedestrian public through the orderly control of traffic movement to and from the County's roadway system.
- Protect the integrity of the County's roadside drainage systems
- Protect public infrastructure and utility access within the County's rights-of-way.

Anne Arundel County (County) must approve the location, design geometrics, any drainage requirements, and paving cross section of a residential entrance onto a County road. A "Right-of-Way" permit is required for any modification or new installation of a residential entrance flowing onto a County road, with or without the need to remove and replace concrete curb and gutter. Maintenance and repair of an existing entrance with no change in its dimensions, location, or drainage characteristics will not require a permit from the Bureau of Highways.

All work within County rights-of-way shall conform to the Anne Arundel County Design Manual and Standard Details & Specifications for Construction.

The permit procedure is as follows:

1. Upon receiving an application for a "Right-of-Way Permit," a Bureau of Highways representative will investigate the proposed driveway location/modification to determine its acceptability based on sight distance, overall safety, drainage and other factors.
2. After this determination, the Bureau of Highways will issue a permit to the homeowner for the construction or modification of the entrance at the approved location.
3. Forty-eight (48) hours prior to beginning construction, the Permittee must notify the Bureau of Highways of the intent to begin the proposed work. This notification is necessary to allow our office time to schedule an inspection.
4. After all work is completed the Bureau of Highways must be informed that all construction has been completed within the County's right-of-way for final acceptance.

A request by the homeowner for a "Right-of-Way Permit" from the Bureau of Highways is required: **This request must include the following:**

- Homeowner's name, address, daytime phone number
- Contractor's name, address, daytime phone number
- A drawing or rough sketch of the proposed driveway's location. Include a measurement from the center of the proposed entrance to an existing feature (electric pole, fence corner, fire hydrant, etc.), the width, and length of the proposed entrance.

Standards and Specifications For Residential Entrances

- The Permittee shall have any utilities that are in conflict relocated by the owner utility.
- Circular entrances (ingress and egress point connected by a common driveway) will be only authorized at the discretion of the County.
- Any existing sidewalks, curb, and gutter disturbed by construction shall be replaced in kind to current County standards.
- Positive drainage shall be maintained.

- Entrances at locations that would interfere with the placement and proper functioning of highway signs, signals, lighting, guardrails, or other devices that affect traffic operation shall be avoided. Any change, removal or installation shall be approved in advance by the Traffic Engineering Division of the Bureau of Highways.
- No portion of a driveway shall be constructed within 50 ft of the point of curvature of the intersection curb radius.
- No driveway shall be located where only partial ingress or egress of vehicles onto private property is possible.
- All entrances shall be confined to the properties' frontage.
- Any new entrance onto a County road shall be located to minimize impact on traffic flow, and provide access consistent with the road's classification.
- Driveway entrances shall be located where roadway alignment and profile are favorable.
- Driveway entrances shall have a minimum grade of 2% and a maximum grade of 14%.
- Property owners located within the Critical Area shall file a Standard Grading Plan available at <http://www.aacounty.org/IP/Forms.cfm> with the Department of Inspections & Permits.
- Property owners who disturb more than 5,000 sqft of earth and/or disturb slopes 15% or greater must apply for a Grading Permit with the Department of Inspections & Permits in lieu of a Right-of-Way Permit.

Open Section Roadways

The following is to be used for "Open Section Roadway" entrances (these are roadways that are without curb and gutter).

- 8" plain Portland cement concrete mix No.7, or
- 1 ½" bituminous concrete (asphalt) surface course, and 5 ½" bituminous concrete (asphalt) base course placed in two courses, or
- 1 ½" bituminous concrete (asphalt) surface course and 3" bituminous concrete (asphalt) base course and 6" dense graded aggregate base course placed in two courses, or
- 7" dense graded aggregate (Gravel or CR6)
- Single entrances are to be a minimum 10' wide and a maximum 12' wide. Double entrances are to be a minimum 18' wide and a maximum 20' wide.
- Drainage pipe shall be a minimum of 20 linear feet of metal pipe (16 gauge min.), 15" or equivalent in diameter, and be centered on the ditch with 6" minimum cover.

Closed Section Roadway

The following is to be used for "Closed Section Roadway" entrances (these roadways have curb and gutter).

- All driveway aprons and adjoining sidewalk must be 7" plain Portland cement concrete mix No.7
- Concrete curb and gutter must be removed to the nearest joint or as provided by applicable County Standard Details for Construction.
- ½" preformed bituminous expansion joint filler must be placed behind all curbing to separate the driveway from the curb.
- Single entrances to detached houses should be a minimum 10' wide and maximum 12' wide. Double entrances to detached houses should be a minimum 16' wide and a maximum 18' wide.
- Double entrances to semi-detached houses should be a minimum 24' wide.

Requests for an application, questions concerning residential entrances, or questions concerning the permit process may be addressed to:

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 Bureau of Highways
 2662 Riva Road, Suite 310
 Annapolis, MD. 21401
 410-222-7344
 email: permitcoordinator.dpw@aacounty.org