



Parking Lot/Commercial Entrance Permit

Permit # _____

Zoning _____

Property Address: _____

Owner Name _____ Phone # _____

Contractor Name: _____ Phone # _____

Address: _____ Contractor's License# _____

Description of work: _____

- ***Submit 2 sets of plans for review.***
- ***Tree protection required, see next page for details.***
- ***The fee for a Parking Lot Permit is \$100.***

New Parking Lots

New parking lots require site plan approval from the Planning & Zoning Division. Contact the City Planner for more information. Projects must be submitted to MSD and are subject to the City of Kirkwood Code of Ordinances, Chapter 5, Article VI, Infill Development Stormwater Regulations.

Parking Lot Additions/Remove and Replace

Any parking lot addition or removal and replacement of the pavement surface must be submitted to MSD and are subject to the City of Kirkwood Code of Ordinances, Chapter 5, Article VI, Infill Development Stormwater Regulations. The site plan requires approval from the Planning & Zoning Division.

Mill & Overlay

A site plan or aerial sketch showing the limits of work must be submitted showing the extent of the work and a striping plan in compliance with the zoning code. If alterations or additions to stormwater structures or pipes are included then plans must be submitted to MSD.

- Tree protection must be inspected prior to beginning work. Call 314-984-5907 to schedule an inspection.
- Inspections are required prior to placement of concrete/asphalt. Call Public Works at 314-822-5822 (min. 24 hours in advance) for inspection when subgrade is complete and prior to pouring the concrete or placing the asphalt.

I have read the parking lot requirements of the City of Kirkwood and hereby agree to comply with the provisions of the ordinances of the City of Kirkwood.

Applicant's Signature: _____ Date: _____

Approved By: _____ Date _____

Comments: _____

- ❖ **Parking Surfaces** off the public right-of-way shall be constructed in accordance with the following specifications:
 - Asphaltic concrete minimum of two (2) inches thick on a six (6) inch rock base.
 - Striping, stall, and drive aisle dimensions shall comply with the City of Kirkwood Zoning Code.
 - 6" x 24" concrete barrier curbs required.
- ❖ **Driveway entrances** (twelve feet behind curb or between curb and sidewalk) shall be constructed in accordance with the following specifications:
 - Six sack per yard mix of Portland cement concrete seven (7) inches thick on four (4) inch rock base or
 - Other impervious dust-free surfaces approved by the City Engineer. Rock or gravel is not permitted.
 - Entrance minimum width is 12.5' for one way traffic, 22' for two way traffic (plus flare at street).
 - Entrance maximum width is thirty five (35) feet (plus flare at street).
 - Minimum radius of 10' and maximum radius of 20'.
 - Grade breaks shall not exceed 15%.
 - Sidewalks through the entire width of the driveway shall have a cross-slope of less than 2%. This may require the removal and replacement of sidewalk outside the limits of the driveway for transitions.
- ❖ **Sidewalks** along the public streets shall be constructed in accordance with the following specifications:
 - Six sack per yard mix of Portland cement concrete
 - Four (4) feet wide (minimum), or as directed by the City Engineer and four (4) inches thick on (2) inches of (1) inch minus. Increase thickness to six (6) inches where the sidewalk passes through a driveway entrance.
- ❖ Cross slope shall be less than 2% [one (1) inch rise per forty eight (48) inches in width]. Sidewalk and handicapped ramps shall have a maximum running grade of 8.33% [one (1) inch rise per twelve (12) inches in length].
- ❖ Decorative surfaces other than standard concrete or asphalt, i.e. stamped or colored pavement, exposed aggregate, etc. may be allowed if ADA requirements are met. However, if future work within the right-of-way performed by the City requires removal of the decorative surfaces they will be replaced with standard concrete or asphalt. Sidewalk surfaces deemed too rough or unstable which impede a disabled person's travel will not be allowed.

Tree Protection Requirements

- ❖ All trees, public or private, within 20' of the work area must be shown on the plans/sketch and protected according to Kirkwood Code of Ordinances Chapter 24, Tree Code.
- ❖ Work within 20' of public trees will be reviewed for protection, maintenance or removal recommendations by the Urban Forester. Recommendations must be followed.
- ❖ Requests for Removal of a public tree must be approved by the Urban Forestry Commission and the Urban Forester.
- ❖ All work on public trees other than tree protection must receive a permit to maintain/remove from the Urban Forester.
- ❖ **Failure to comply with tree protection requirements will result in penalties in accordance the Kirkwood Code of Ordinances Chapter 24, Tree Code.**

Curb and Gutter Removal and Replacement

- ❖ Remove curbing to an existing joint or a saw cut joint
- ❖ Replace curb to match existing style, dimensions, and material. No cold mix allowed.

Location of Entrances

- ❖ Entrance must be a minimum of five (5) feet from the edge of any storm water inlet
- ❖ Entrance must be a minimum of ten (10) feet from any intersection radius point

Inspections – 24 Hour Notice Call 822-5822

- ❖ First inspection prior to concrete/asphalt placement
- ❖ Final inspection after work is completed and backfilled.
- ❖ Effective March 4, 2019, expansion of existing driveways will be subject to review for compliance with Kirkwood Code of Ordinances Chapter 5, Article VI, Infill Development Stormwater Management.