



MANUAL ON DRIVEWAY ENTRANCES

Version Effective 06.28.2022 – All Prior Invalid

I. SCOPE

- A. If conflicting requirements arise between the Town of Beech Mountain Code of Ordinances and this manual, the Code of Ordinances shall take precedent.
- B. Driveways and driveway entrances hereafter constructed in the Town of Beech Mountain and its jurisdictional boundaries on public street rights-of-way shall be designed, located, and constructed in conformance with the regulations and guidelines set forth in this Manual.
- C. Any driveway constructed on a state-maintained roadway must also conform to the requirements of the current "Policy on Street and Driveway Access to North Carolina Highways" by the North Carolina Department of Transportation. Where it is more restrictive, the NCDOT Driveway Manual will take precedent on these state-maintained roadways.
- D. It shall be unlawful for any person to construct or alter a driveway entrance into a public street or sidewalk, or to cut, break out or remove any curb along a street or sidewalk except as authorized by provisions of this Manual.
- E. It shall be the responsibility of the property owner to maintain the driveway through its operational lifetime.
- F. Persons seeking to construct a new driveway, modify or replace an existing driveway, pave/repave an existing driveway, or install/repair/replace culverts under driveways shall fully complete and submit a driveway permit application to the Town of Beech Mountain Department of Planning and Inspections for review and approval. Failure to secure a permit prior to the construction or change in the use of the property owner may result in a stop-work order, closure of the driveway and/or removal of the driveway at the expense of the property owner.

II. DEFINITIONS OF TERMS

Background adjacent street traffic. Existing traffic on the street adjacent to the driveway.

Driveway. The improved area between a public street and private property intended to provide ingress and egress for vehicular traffic from the street to a definite area on the private property. Driveways are classified as either single family residential or commercial, with subtypes (multi-family, industrial, institutional, etc.) falling under the commercial classification.

Driveway Angle. The angle between the proposed driveway centerline and the centerline of the existing street.

Driveway Permit Application. The standard form requesting approval of proposed plans for driveway access to private property from a public facility. This shall include a scaled site plan showing existing and proposed data as required in the Manual. This is submitted to and approved by the Department of Planning and Inspections.

Flare. The radius of the edge of pavement between intersecting roadways and/or driveways.

Grade. The slope parallel to the intended path of travel.

Parking Pad. The improved area intended for the parking of motor vehicles. Unless otherwise noted, parking pads shall be required to follow the same requirements of driveways in this manual.

Private Street. A vehicular travel way not dedicated or offered for dedication as a public street but otherwise resembling a street by carrying traffic from a series of driveways to the public street system.

Public Street. Street shall include avenue, boulevard, court, expressway, highway, lane, parkway, place, road, terrace, or other descriptors which are dedicated to the Town for public use.

III. DRIVEWAY PERMIT PROCESS

A. Application Procedure

Applications will be made to the Town of Beech Mountain by submitting the completed application to the Department of Planning and Inspections.

1. Planning and Inspections will review the application for compliance with Town Zoning ordinances, in addition to the requirements here within.
2. An on-site meeting shall be made prior to issuance of permit with, at a minimum, a representative of Planning and Inspections and the driveway contractor. Consultation with the Public Works Department shall be made regarding unusual or unique driveway applications.
3. The permit may have on its face any stipulations or special considerations that must be adhered to during construction.
4. **An applicant may not begin construction until they receive a copy of the approved permit.**

B. Information Required

Information that must be given with the application is listed below. Additional information will be required for special commercial property uses (Section VI, N.C. DOT Driveway Regulations).

1. Location – The street address of the proposed driveway shall be listed. For unassigned addresses, the property identification number may be used.
2. Identification – The property owner and driveway contractor shall be listed. Name, address, phone number, and email address shall all be included.
3. Property Use – The planned property use must be indicated as one of the following:
 - a) Residential
 - b) Commercial
4. Other – Information such as project cost, accessory structures, surface type, and the like shall be listed.

5. Agreement – The applicant shall agree and sign to terms listed on the permit, which shall include conformance with this manual and/or the N.C. DOT Division of highways' Manual on Driveway Entrance Regulations, in the case of commercial driveway entrances.

C. Plans

Plans shall be submitted which clearly indicate the character and extent of the work proposed, including:

1. The location of all existing or proposed buildings.
2. Retaining walls, drainage, poles, and other physical features which affect the driveway location.
3. Pavement and right-of-way widths.
4. Roadway alignment and channelization.
5. The number of off-street parking spots.
6. Off-street parking locations which may affect the driveway locations.
7. Location of control of access.
8. Surface type of the driveway.

D. Additional Permits and/or Plans

In the event trees will be removed, or significant grading is to occur, additional permit applications will be required as determined by Planning and Inspections. Retaining walls shall require engineering design where required by the NC Building Codes.

E. Driveways on Vacant Lots

To preserve the natural beauty of the town and limit unnecessary clearing of trees, shrubs, and the like, driveway applications for vacant lots shall not be approved unless one of the following criteria are met:

1. The driveway permit is submitted as part of the full and complete application packet for new construction,
OR
2. The applicant agrees in writing to return the driveway to pre-build natural state should construction not occur within 365 days.

F. Joint driveways

1. Joint driveways are encouraged wherever they will improve safety. They may also enable adjoining properties to be developed more advantageously.
2. Landowners of adjacent property may, by written mutual agreement, construct a joint driveway to service both properties, subject to the following:
 - a) All requirements of this Manual shall be met with the exception that the side clearance restriction shall not apply.

- b) If the driveway does not conform to the requirements of this Manual, the driveway shall be corrected to conform to these requirements by and at the expense of the landowners. Failure to do so shall result in the Town doing such work and billing each of the landowners 50% of the cost of such work.

G. Application Review Period

The Department of Planning and Inspections shall process all permit applications as expeditiously as possible. Residential applications will require approximately one week to process. Routine commercial applications will require approximately one to two weeks to process and may include Public Works and Fire Department review. Special commercial applications will typically require a minimum of sixty (60) days to process. This includes, but is not limited to, the following:

1. Shopping Centers.
2. Condominiums and apartments of ten (10) or more units.
3. New public streets.
4. Other uses which can be expected to attract large amounts of traffic.

H. Approval of Application

The approval of the application shall be subject to the following conditions:

1. The application shall be properly and clearly completed.
2. The applicant has met on-site with a Town representative.
3. The location, design and construction of driveway entrance shall meet the general and geometric requirements stated in this manual and/or the N.C. DOT Division of highways' Manual on Driveway Entrance Regulations, in the case of commercial driveway entrances.

IV. DRIVEWAY DESIGN REQUIREMENTS

A. Manuals

1. All residential driveway entrances shall be designed and constructed in accordance with the Town of Beech Mountain Manual on Driveway Entrance Regulations.
2. All commercial driveway entrances shall be designed and constructed in accordance with the N.C. DOT Manual on Driveway Entrance Regulations.

B. Location

1. All portions of the driveway, including the flares, shall be between the two frontage boundary lines completely on the applicant's property.

2. Driveways shall be located at a point along the frontage where it is possible for drivers of vehicles entering the street to see in both directions along the traveled way. The sightline shall be far enough to enter the street without creating a hazardous situation to themselves, pedestrians, or other vehicles.
3. At a street intersection, no driveway shall be allowed within the flare of the intersecting roadways.
4. The area to which the driveway provides access shall be of a size sufficient to allow for the necessary loading, unloading, and parking maneuvers to be accommodated on private property and out of the right-of-way.
5. Driveways shall be constructed where vehicles can enter the driveway in one motion. Under no circumstances shall any new driveway be allowed which requires motorists to back into or from a public street right-of-way.

C. Dimensions

1. The width of a driveway, measured parallel to the street center line, shall be within twelve (12) feet and thirty-six (36) feet.
2. Driveways shall have flares on both sides that are sufficiently sized for ingress and egress for both travelling directions on the adjacent street.
3. The first four (4) feet of a driveway shall match the existing shoulder grades.
 - a) There shall be no objects in the first four (4) feet that exceed the height of the driveway surface.
 - (1) Exception: Reflectors or snow delineators shall be required at both sides of the driveway culvert.

D. Driveway Surface

1. Driveways shall be surfaced, at a minimum, in accordance with the following requirements:
 - a) Gravel streets – Driveway entrances shall be surfaced with 6" of ABC aggregate.
 - b) Asphalt streets – Driveway entrances shall be surfaced with 2" of I-2 asphalt or concrete from the edge of the Town street to a distance of ten (10) feet or to the property line, whichever is of greater distance.
2. Driveways shall not be surfaced with grass, dirt, or similar soft material.

E. Drainage

1. Driveways shall be designed and constructed to contain or catch surface drainage before it enters the street.
 - a) In areas where access to the storm drainage system is impractical, this may be accomplished by using a flume or swale to divert drainage to the street ditch line. Channel drains are an acceptable method.
 - b) The design standard is a 10-year storm or greater.
 - c) In no case shall surface drainage be permitted to flow into the public street.
2. Driveways intersecting ditch lines shall have a minimum 18" double wall plastic culvert that spans the width of the driveway. The Town shall reserve the right to approve alternative culverts where conditions warrant. The applicant shall be responsible for installation and continual maintenance at their own expense.

3. The drainage in street side ditches shall not be impeded, and the applicant shall provide suitable drainage structures at their own expense.
4. The applicant shall be responsible for the cost of replacing any disturbed portion of a paved ditch if one is present.

V. ADDITIONAL REQUIREMENTS

A. Existing Facilities

1. Existing driveways shall not be altered without first securing a permit.
 - a) Resurfacing of driveways shall be considered alteration for the purposes of this manual.
2. Any alteration to an existing driveway shall meet the requirements of this manual.

B. Temporary/Construction Driveways

1. Temporary driveways built during construction, landscaping, or similar uses shall be permitted given the following requirements:
 - a) The driveway shall be converted to an approved permanent driveway at the completion of the project OR returned to its pre-build natural state.
 - b) Drainage and soil erosion control shall be maintained throughout the duration of the temporary driveway.
 - (1) Public street drainage shall not be altered; culverts as required by this manual shall be installed to maintain ditch flow.
 - (2) Driveways shall be designed and constructed to contain or catch surface drainage before it enters the street.
 - (3) Soil, debris, and other loose materials shall be contained within the perimeter of the site. It is the responsibility of the contractor to clean debris that wash into a public street.

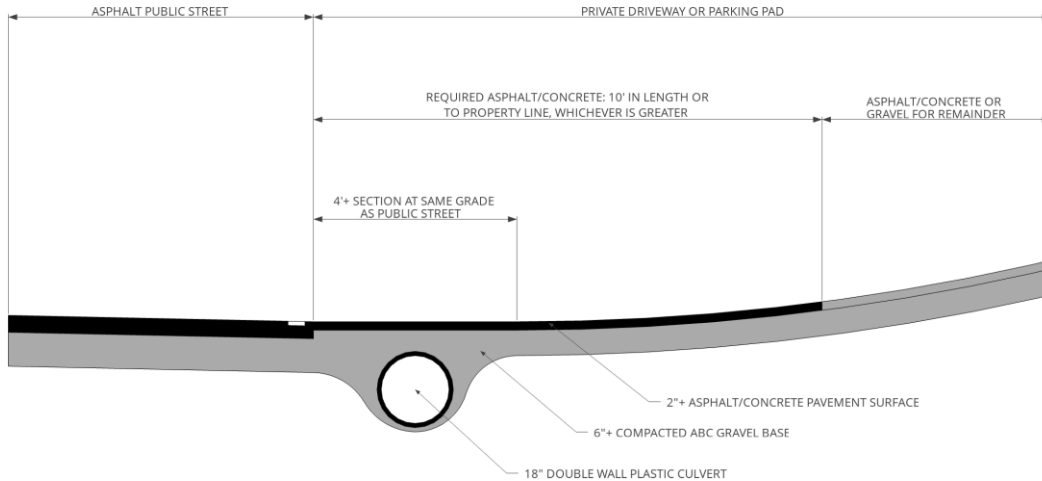
C. Major Thoroughfares

1. Driveways along major thoroughfares shall be provided with adequate space for turning so that no vehicle shall be required to back into the street.
2. For the purposes of this manual, the following roads shall be considered major thoroughfares:
 - a) Beech Mountain Parkway
 - b) Tamarack Road
 - c) Charter Hills Road: from Beech Mountain Parkway intersection to Tamarack Road intersection
 - d) Village Road
 - e) Oz Road
 - f) North Pinnacle Ridge Road

- g) Pinnacle Ridge Road
- h) Pine Ridge Road
- i) Buckeye Creek Road
- j) St. Andrews Road
- k) Grassy Gap Loop
- l) Lake Road: from Beech Mountain Parkway intersection to Chestnut Way intersection
- m) Lakeledge Road: from Chestnut Way intersection to Lake Coffey intersection
- n) Clubhouse Road: from Pine Ridge Road intersection to 121 Clubhouse Road

VI. APPENDICES

A. Appendix A: Driveway Diagram for Asphalt Street Connections



B. Appendix B: Driveway Diagram for Gravel Street Connections

