



TOWN OF ATHERTON
PUBLIC WORKS DEPARTMENT
91 ASHFIELD ROAD
ATHERTON, CA 94027
(650)752-0570 fax (650) 688-6539

TYPICAL COMMENTS FOR DRIVEWAY PERMITS

Typical comments that need to be addressed prior to obtaining a driveway permit:

1. The drawings need to include a cross-section. This is a section showing elevations and grades along the driveway, not a pavement section.
2. The drawing needs to show drainage grades both upstream and downstream of the project site. These grades are needed to show drainage direction and to assure that drainage is not blocked by the project. Provide flow lines as to how the water will be directed.
3. Spot elevations are needed from adjacent properties edge of right of way. Where driveways leads to a flag lot, spot elevations should be taken 25 feet on both sides of the driveway.
4. The driveway needs to have a swale to carry drainage across the driveway. The swale should be a minimum of 1" below the edge of pavement, or deeper to the match existing swale upstream. This can be made of the same material as the driveway, made of asphalt or it can be a concrete valley gutter. If it is asphalt, caution should be exercised that the grade is steep enough to be paved without ponding (0.5% or greater).
5. The driveway swale needs to be continued beyond the driveway to daylight so that the driveway swale does not form a pond in the driveway.
6. The driveway grade at the property line needs to be a minimum of six inches (6") above the flow line of the swale. This will prevent street drainage water from running down the driveway onto the property during heavy rains.
7. The street side edge of the valley gutter needs to be (____) feet or more from the centerline of the roadway ((____) feet or less from the property line). This allows the street to be reconstructed to the Town Standard (____) feet width, centered on the right of way, without disturbing the valley gutter.
8. The valley gutter is shown as 2' wide. Contractor should consider if a 2' wide valley gutter in the driveway will be too much of a dip for the property owner. A 4' wide valley gutter will provide a smoother entrance. Any width between 2' and 4' is acceptable to the Town.
9. The plan view should show the minimum 18" pavement conform on the street side of the valley gutter. This is necessary to provide space for formwork, and to provide a smooth conform from the uneven asphalt pavement of the street to the straight grade of the valley gutter edge.

If you have any questions, please contact David Huynh, Assistant Engineer at (650) 752-0555.