RESIDENTIAL DRIVEWAY AND CURB CUT

I want to: Repair or replace an existing residential driveway or construct a new residential driveway with a curb cut.

Do I need a permit? Yes, any use of the public right-of-way, which is defined as the space outside of the private property line, requires permission from the District Department of Transportation and can require a rental payment for use of the space. Please note: the driveway must lead to parking on private property.

Where do I go to get this permit? The public space permit office at 1100 4th Street, SW, 2nd floor, between the hours of 8:30 am and 4:15 pm, weekdays except Thursday when hours are 9:30 am to 4:30 pm. DDOT electronic permit kiosks are available to simplify the permit application process. These kiosks are located at the Permit Office as well at all seven Metropolitan Police Department District Stations or you may enter your application information, and submit your application online from your home or office computer at https://tops.ddot.dc.gov

What do I need to apply for my public space permit?

1. Register yourself as a user on the DDOT Transportation Online Permit System (TOPS) at any of the DDOT electronic permit kiosks or online at https://tops.ddot.dc.gov.

2. Complete an on-line application at any of the DDOT electronic permit kiosks or online at https://tops.ddot.dc.gov.

3. If applicable, Fine Arts Commission and/or Historic Preservation Review Board approval must be obtained before permit application is submitted

4. Site plans and other supporting documents may be uploaded online or paper copies may be submitted to a public space technician at the public space permit office.

5. If you want to repair or replace an existing driveway in-kind:
   a. There may be no change in the width or location of the driveway
   b. Photo taken from the street showing the existing driveway and the vehicle parking area on private property.
   c. Two (2) copies of the site plan showing the replacement driveway with the vehicle parking on private property, drawn to scale, indicating replacement in-kind to DC standards and specifications which are online at:
   http://ddot.dc.gov/DC/DDOT/Projects+and+Planning/Standards+and+Guidelines.

   - Or -

6. If you want to construct a new curb cut and driveway:
   a. Off-street parking must be accessed from a public alley, unless applicant proves that the property does not have alley access or alley access is not practical and would cause undue hardship to the applicant. Shared driveways are encouraged.
   b. Photo taken from the street showing the proposed driveway and the parking area location.
   d. Ten (10) copies of the site plan showing the proposed curb cut and driveway with the vehicle parking on private property, drawn to scale, showing a curb cut and driveway constructed to DC standards and specifications which are online at:
   http://ddot.dc.gov/DC/DDOT/Projects+and+Planning/Standards+and+Guidelines.
   e. Please present one (1) copy of the site plan for the new curb cut and driveway to a public space technician at the public space permit office for review before submitting the full package of site plans.

7. A separate public space permit for the temporary occupancy of public space will be required for the work zone associated with the replacement of an existing driveway or the construction of a new curb cut and driveway.

How much will this permit cost? The permit will cost $75.00. There will also be an inspection fee and refundable restoration deposit. Both vary depending on the square footage and several hundred dollars for each is common. Checks or money orders should be made payable to "DC Treasurer." Discover, MasterCard and Visa are accepted

How long will the application take to process? Two (2) days for a permit to repair or replace an existing driveway or forty five to sixty (45-60) days for a new driveway. You may check your application status at https://tops.ddot.dc.gov.

What if I need additional information? Please call the Public Space Permit Office at (202) 442-4670.