

Secondary driveways are regulated by both the City's Municipal Code and the Development Engineering Division's Standard Specifications.....

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- ⇒ No more than 50% of the entire front yard area may be paved regardless of purpose. (i.e. driveways, walkways, etc.)
- ⇒ No more than 350 sq. feet of paved surfaces may be used for parking or storing recreation vehicles (r/v).
- ⇒ Space must be provided behind the **building** setback for r/v parking\*. **No** parking in the front yard.
- ⇒ A 2nd driveway for r/v's may be allowed on corner lots with the **approval** of an encroachment permit from the Engineering Division.
- ⇒ A 2nd driveway may not take the place of, or encroach into, the required 21 feet on-street parking space (including transition aprons).
- ⇒ Driveways must be located two feet from any property line.
- ⇒ Driveways must be a minimum width of 10 feet.
- ⇒ Driveways shall conform to **all** Standard Details.

*\*Lots recorded before August 1984 have other setback requirements. Please call 916-617-4645 for details.*

City of West Sacramento

Community Development Department  
1110 West Capitol Avenue, West Sacramento CA 95691

# Secondary Driveways

Considering adding an RV access or second driveway to your residence? To protect your investment and to avoid fines, fees, penalties, or demolition costs, here are some considerations **before** starting your project.



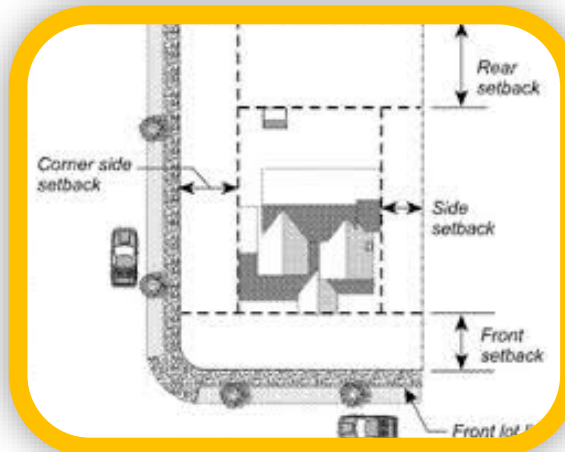
## How do I know if my encroachment permit is approved?

Once your permit application has been accepted by the Permit Technician, it will be entered in Accela Automation, at which time you will receive a permit number. When your permit is approved, you will be notified, requested to pay the permit and plan check fee (if applicable), and the permit status will be changed to “issued”.

Sometimes an application will have a permit number generated but may not be ready for approval. This could be for a number of reasons, such as:

- ⇒ the permit may require engineering or architectural calculations
- ⇒ additional documentation such as proof of valuation, or contractor information is missing
- ⇒ corrections are required on the plot plan based on project location or size concerns.

If for any reason your permit application needs corrections, you will be notified and will have an opportunity to make revisions.



## How do I obtain an encroachment permit?

Encroachment permits may be applied for via the City’s website at [www.cityofwestsacramento.org](http://www.cityofwestsacramento.org), or by visiting the Permit Center located on the 2nd floor of City Hall at 1110 West Capitol Avenue.

A permit application\* must be completed and submitted with a plot plan depicting the location and dimensions of the secondary driveway, in reference to the property lines, existing driveway, and any structures.

The cost of the permit is based on the valuation of the project calculated using City unit costs. These costs are available on the website noted above.

Simple permits may be approved “over-the-counter” but more detailed plan checking may be required for complex projects. The Permit Technician will advise you in this regard.

\*If you are a tenant, approval and a signature is required from your landlord or property owner of record before approval.

Permit applications can expire. It is in your best interest to resubmit any permit revisions as soon as possible. Your application is reviewed on a first come, first served basis and is subject to Permit Technician or Plan Check staff availability. A permit application that is waiting for customer revisions does not prioritize the review process.

If your permit application is denied, expires, or is otherwise not able to be issued, you will be notified. Remember, **DO NOT** start your project until your permit is approved and issued.

## My permit has been issued. Now what?

You may proceed with your project. Be aware that more complex projects may require periodic inspections during different stages of progress. When in doubt, call for guidance.

A City Inspector will check on your progress and will either approve the results, or request corrections. It is your responsibility to schedule inspections **and to be available** on the date of inspection. Upon completion, you must receive **final** City inspection approval.

Issued permits also have expiration dates. Typically you have one year to final a permit.

## Contact Us

City of West Sacramento  
Community Development Department

(916) 617-4645, fax: (916) 371-0845  
Or visit us on the web:  
[www.cityofwestsacramento.org](http://www.cityofwestsacramento.org)