CITY OF OCALA
DRIVEWAY POLICY

1 ACCESS REQUIREMENTS

1.1 A minimum number of access connections to city streets shall be provided to adequately serve the development. Joint and cross access easements may be required to protect the safe and efficient operation of the accessed streets.

1.2 In order to provide ease and convenience in ingress and egress to private property and the maximum safety with the least interference to the traffic flow on public streets classified collector and above, **CITY** shall regulate the number and location of access driveways.

1.3 Street stubs to adjoining undeveloped areas shall be provided when required to give access to such areas or to provide for proper traffic circulation. Street stubs in excess of one hundred fifty feet (150') shall be provided with a temporary cul-de-sac turn-around.

1.4 Auxiliary lanes, median modifications, or other design features may be required.

1.5 Every lot or parcel shall be served from a publicly dedicated street; however, a developer may retain as private a local street if the following conditions are met:

1.5.1 A permanent access easement is granted for service and emergency vehicles.

1.5.2 A reciprocal easement for ingress and egress is granted all residents of the development.

1.5.3 All building lots shall front on a paved road. A development shall abut, or have as its primary access, a street paved to **CITY** standards. All abutting roadways providing direct access to the development shall be paved to the nearest public paved road. Where paving is required on the abutting roadway outside of the development frontage, then paving only to the development access points may be allowed provided that in no case shall the length of required paving be less than the length of the development's frontage along the abutting roadway.

2 ACCESS LIMITATIONS

2.1 No new residential development shall create any parcels zoned for single-family or duplex residential uses having direct access to a major arterial road.

2.2 Parcels created after adoption of the Land Development Regulation shall have a minimum of two hundred (200) linear frontage feet in order to gain access to the arterial, unless one of the following conditions is met:

2.2.1 Access to the lot is provided jointly through existing cut(s) of an adjacent property.

2.2.2 Access to the lots is to be provided from a frontage road paralleling the arterial, which has been planned and approved by the City.

2.2.3 For corner parcels, access will be provided to the collector facility or lower classification where minimum arterial frontage requirements are not satisfied.

3 LOCATION OF ACCESS

3.1 Proposed access driveways should be made to align with any existing drive across the road whenever possible and align with existing median crossovers. If it is not possible to align the proposed access driveway with an existing median crossover, the driveway shall be designed to prevent wrong way movement of traffic.

3.2 If the property has access to an existing side street, then the access shall be designed on this street to minimize the connection to the major street.

3.3 All access shall be kept as far from the intersection as possible and shall never fall within the radius return.

3.4 The location of the drive shall be compatible with the internal movement of traffic and the planned parking spaces. The location of the driveway connection shall never allow vehicles to back across the throat of a driveway or back out into the through travel lane.

3.5 Drive-up service access shall be designed so that the connection is located far enough from the services that vehicles waiting in line do not extend past the business property or set back line.

3.6 For Commercial and Industrial Driveway Turn-out Sections, refer to 'C-Series' City Standard Details.

3.7 For Typical Residential Driveway Sections refer to 'R-Series' City Standard Details.

4 ACCESS DRIVEWAY DESIGN REQUIREMENTS

4.1 Plans Information: The plans shall show all proposed access driveway and approach improvements required including all information described in this 'Driveway Policy' such as, but not limited to the size, width, radius, angle to the roadway, approach taper length, existing and proposed pavement markings, proposed and existing drainage pipes, and/or other drains including pipe size, type of material, existing and proposed grading, and the proposed access pavement section base and surface materials and thicknesses for both

within the public right of way and on private property, all as described in the several paragraphs below.

5 ACCESS DRIVEWAY SPACING

5.1 Access driveway connections to city streets from each development shall be provided according to the requirements described in sub-parts 5.2 and 5.3 below.

5.2 Definitions:

5.2.1 To Street Corner: Spacing distances listed in the table below shall be measured from the extended curb-line/edge-of-pavement of the perpendicular intersecting street to the centerline of the access driveway.

5.2.2 Between Connections: Spacing distances listed in the table below shall be measured from the centerline of one access driveway to the centerline of the next access driveway.

5.3 The following minimum access driveway connection spacing shall be provided for all developments based on the spacing definitions above and the Building Zones and Usage Classes described below:

MINIMUM ACCESS DRIVEWAY CONNECTION SPACING

• Residential	
o Usage Class:	----
o To Street Corner:	50 feet
o Between Connections:	50 feet
• Industrial	
o Usage Class:	----
o To Street Corner:	200 feet
o Between Connections:	200 feet
• Commercial	
o Usage Class:	Less than 15,000 ADT on the connecting street
o To Street Corner:	150 feet
o Between Connections:	150 feet
• Commercial	
o Usage Class:	15,000 ADT or more on the connecting street
o To Street Corner:	200 feet
o Between Connections:	200 feet
• Commercial or Industrial	
o Usage Class:	More than: 65,000 bldg. sq. ft. **OR** 100 peak-hour trips
o To Street Corner:	300 feet
o Between Connections:	300 feet

6 ACCESS DRIVEWAY SPACING ON ARTERIAL ROADS

6.1 The minimum access driveway curb cut spacing on any arterial roadways, as defined in sub-paragraph 7.1 below, shall be one hundred fifty feet (150') in all Residential, Industrial and Commercial Zones, except one and two-family zoning districts, as per Code of Ordinance Section 58-34.

6.2 Where the above requirement conflicts with the provisions of sub-section 5 above, the more stringent (greater distance) shall prevail.

6.3 Waiver of the requirements of this sub-section, with acceptable justification, may be approved by the **CITY ENGINEER.**

6.4 The following are considered 'Arterial Roads' within the City of Ocala:

1. N.E. 8th Avenue
2. N.E. 14th Street (S.R. 492)
3. N.E. and S.E. 36th Avenue
4. S.E. and S.W. 17th Street
5. Silver Springs Boulevard (S.R. 40)
6. N.W. and S.W. 27th Avenue
7. S.W. College Road (S.R. 200)
8. N.E. and S.E. 25th Avenue
9. U.S. Highway 27 (N.W. 10th Street)
10. Pine Avenue (U.S. 441)
11. Magnolia Avenue and Magnolia Ave. Extension
12. Maricamp Road (S.R. 464)
13. Fort King Street (from Pine Avenue to the west city limits)
14. Fort King Street (from S.E. 16th Avenue to the east city limits)
15. N.E. 7th Street
16. N.W. and S.W. Martin Luther King Jr. Boulevard
17. U.S. Highway 301 (Old 301) (N.E. Jacksonville Road)
18. S.W. 20th Street (Airport Road)
19. S.W. 17th Road
20. S.W. 19th Avenue Road
21. Lake Weir Road (Avenue)
22. N.W. 10th Street (S.R. 500)
23. Old Blitchton Road (C.R. 500)
24. S.W. 13th Street (from S.W. 37th Avenue to S.W. 27th Avenue)
25. SW 60th Avenue (from S.R. 40 to S.W. 40th Street)
26. N.E. 24th Street (from Eighth Avenue to N.E. 36th Avenue)
27. S.E. 31st Street (from Pine Avenue to Maricamp Road)

7 ACCESS DRIVEWAY WIDTHS AND CURB RADIUS

7.1 The following minimum access driveway widths and curb radius shall be provided for all developments based on the Building Zones described below:

ACCESS DRIVEWAY MINIMUM WIDTH AND CURB RADIUS

• Residential		
	o One-Way Width:	10 – 14 ft.
	o Two-Way Width:	20 – 24 ft.
	o Curb Radius:	5 – 20 ft.
• Commercial		
	o One-Way Width:	14 – 18 ft.
	o Two-Way Width:	24 – 36 ft.
	o Curb Radius:	25 – 50 ft.
• Industrial		
	o One-Way Width:	14 – 18 ft.
	o Two-Way Width:	24 – 40 ft.
	o Curb Radius:	30 – 60 ft.
• Historic District		
	o One-Way Width:	9 – 12 ft.
	o Two-Way Width:	16 – 24 ft.
	o Curb Radius:	4 – 25 ft (1)

(1) Or Flare

7.2 Commercial developments with AASHTO WB-50 semi-trucks for servicing may have one 40-foot-wide two-way drive connection if applicable, as determined by **CITY ENGINEER**.

7.3 Commercial driveways with two-way traffic on a drop curb drive shall comply with the applicable requirements of Florida Department of Transportation 'Standard Plans for Road and Bridge Design' Topic No. 625-010-003, (latest revision), Index No. 330-001.

7.4 The radius shall not pass beyond the perpendicular property line.

7.5 Where one-way right turn only movement is specified, a reverse radius shall be installed to deter left turn movements.

8 ACCESS DRIVEWAY – VERTICAL GEOMETRY

8.1 The design and construction of Access Driveway vertical geometry shall be based on the requirements of the Florida Department of Transportation 'Standard Plans for Road and Bridge Design' Topic No. 625-010-003, (latest revision) Index No. 330-001, except that the minimum acceptable geometry for both 'Crest' and 'Sag'

vertical curves on Access Driveways shall be based the 'ROUNDED' and 'DESIRABLE' design conditions presented in the chart.

8.2 Any modification to the above requirements must be authorized in writing by the **CITY ENGINEER.**

9 ACCESS DRIVEWAY PAVEMENT (Within Public Rights of Way)

9.1 General: Acceptable types of permanent access driveway surfaces within public rights-of-way are Portland Cement Concrete or Asphaltic Concrete bituminous surface treatment. The use of alternate materials, such as gravel or wood chips, other than one of the two acceptable driveway pavement surfaces listed above requires the prior written approval of the **CITY ENGINEER.**

9.2 Materials: Access driveway materials and methods of driveway construction within public rights-of-way shall comply with the Florida Department of Transportation 'Standard Specifications for Road and Bridge Construction' (latest edition) and Florida Department of Transportation 'Design Standards' (latest edition) for the following FDOT designated materials:

9.2.1	Surface Course:	SP 9.5 Asphalt
9.2.2	Base Course:	Limerock, LBR 100 min. @ 98% Compaction
9.2.3	Subgrade Course:	Type 'B', LBR 40 min. @ 98% Compaction
9.2.4	Concrete Surface:	Class 1 Concrete, 2500 psi @ 28 days

9.3 Acceptable Minimum Flexible Pavement Thicknesses: The minimum acceptable access driveway pavement design sections by Building Zone are as follows:

FLEXIBLE (Asphaltic) PAVEMENT MINIMUM THICKNESS

• Residential	
o Surface Course:	1 in.
o Base Course:	6 in.
o Stabilized Subgrade Course:	8 in.
• Commercial	
o Surface Course:	1.5 in.
o Base Course:	8 in.
o Stabilized Subgrade Course:	10 in.
• Industrial	
o Surface Course:	2 in.
o Base Course:	8 in.
o Stabilized Subgrade Course [(1)]:	12 in.

[(1)] Stabilized Subgrade Course can be reduced by 2 inches for every 1 inch of additional Limerock Base Course provided

9.4 Acceptable Minimum Rigid Pavement Thicknesses: The minimum acceptable access driveway pavement design sections by Building Zone are as follows:

RIGID (Concrete) PAVEMENT MINIMUM THICKNESSES

- Residential
  - Concrete Surface: 6 in. [2]
  - Base Course: None
  - Stabilized Subgrade Course: Subgrade compacted to 95% Maximum Density
- Commercial
  - To be designed on a project-specific basis [3]
- Industrial
  - To be designed on a project-specific basis [3]

[2] with Fiber mesh reinforcement

[3] Rigid Pavement design shall be in accordance with FDOT 'Rigid Pavement Design Manual' Document No. 625-010-006-e (Latest edition)

10 ACCESS DRIVEWAY PAVEMENT (On Private Property)

10.1 General: All off-street vehicular driving and parking facilities, including access aisles and driveways, parking stalls, loading zones and other surfaces intended for vehicular traffic, shall be provided with either Portland Cement Concrete or Asphaltic Concrete bituminous surface treatment.

10.2 Flexible Pavement: Asphaltic (Flexible) Concrete pavement section shall be designed and constructed based on criteria described in the Florida Department of Transportation 'Flexible Pavement Design Manual', Document No. 625-010-002-g (latest edition).

10.3 Rigid Pavement: Portland Cement (Rigid) Concrete pavement section shall be designed and constructed based on criteria described in the Florida Department of Transportation 'Rigid Pavement Design Manual', Document No.625-010- 006-e (latest edition).

11 JOINT USE OF ACCESS

11.1 During the review of a project, or as a condition for approval, a joint use access may be necessary. The intent of this requirement is to connect adjacent properties so as to limit the number of access connections on arterial and collector roadways.

11.2 The driveway is to serve more than one property. All approved accesses shall provide detail for both property uses, and copies of legal, enforceable '*Agreement of Concurrence'* from all property owners on joint driveway usage.

11.3 All properties with non-conforming access spacing should be designed for joint use.

12 DEVELOPMENT ENTRANCES

12.1 Developments with 30,000 sq. ft. or more of gross floor area shall have a minimum of 75 feet of storage lane at the entrances.

12.2 Developments with 20,000 sq. ft. or less gross floor area shall be designed so that the first parking space no less than 30 feet from the property line at entrances.

12.3 For operational and safety reasons, Site Developments with un-signalized access driveways onto two-lane non-State Highways shall evaluate the need for turn lane(s) at the site access point(s) in accordance with the Turn Lane Guidelines at Un-signalized Driveways' of the City of Ocala.

12.4 If the Turn lane analysis determines the need for a turn lane, the Developer shall pay one-hundred percent (100%) of the turn lane capital improvements cost.

12.5 Intersectional Sight Distance: Proposed access driveway entrances onto public rights-of-way from Commercial and Industrial developments shall have no fences, walls, hedges or other shrubbery, or structures that will obstruct a driver's vision between a height of two and one-half feet (2-1/2') to ten feet (10') above the centerline grade of the intersecting driveway and shall otherwise meet the requirements of Section 58-31 of the Code of Ordinances.

13 CONNECTION ANGLES

13.1 Residential drives shall not have an access driveway angle of less than 45 degrees, as measured perpendicular to the edge of pavement of the connecting street.

13.2 Commercial and Industrial drives, with one-way connection, shall not have an access driveway angle of less than 45 degrees, as measured perpendicular to the edge of pavement of the connecting street, unless an on-site deceleration lane is provided. A two-way driveway shall not have an access driveway angle of less than 75 degrees, except on a low-speed or low-volume street, as measured perpendicular to the edge of pavement of the connecting street.

14 MEDIAN OPENING

14.1 To assure traffic safety and protect roadway capacity, median openings located within a roadway shall be spaced the maximum distance apart that will allow safe and adequate traffic conditions.

14.2 Unless otherwise authorized in writing by the **CITY ENGINEER**, the design and construction of median openings shall be based on the requirements of Part C.7.e of

the Florida Department of Transportation 'Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways (Commonly known as the "Florida Greenbook"), (latest edition).

15 EXISTING ACCESS

15.1 The access point is approved to the property for a particular type of land use generating specific projected traffic volumes. If any significant changes are made in the use, intensity of development, type of traffic, or traffic flow of the property, the property owner shall contact the **CITY** to determine if any re- permitting of access is required.

15.2 Existing driveway approaches shall not be relocated, altered or reconstructed without approval for relocation, alteration or reconstruction of such driveway approaches. When the use of any driveway approach is changed, making any portion or all of the driveway approach unnecessary, the developer of the abutting property shall obtain a permit from the **CITY** to abandon the driveway approach and shall, at his expense, replace all necessary curbs, gutters and sidewalks

15.3 If there is no use on an existing property for a period of one year or more, all access must be re-permitted before the new use of property can take place

16 SIGNING AND PAVEMENT MARKINGS

16.1 Traffic Control Signing: All Traffic Control signing within the public right-of- way shall conform to the requirements of the Manual on Uniform Traffic Control Devices (latest edition).

16.2 Pavement Striping: All final/permanent pavement markings within the public right-of-way shall be thermoplastic paint complying with the applicable requirements of the Florida Department of Transportation 'Standard Specifications for Road and Bridge Construction' (latest edition). On a temporary basis, for periods lasting no longer than 30 days, water-based paint is allowed.

17 ACCESS DRIVEWAY CONNECTION – PERMITTING

17.1 The following driveway-related information and permits are required prior to a 'Building Permit' being issued by the Building Department:

17.1.1 A city-approved Site Development Plan, a city-approved Sub- division Plan, and/or city-approved Traffic Impact Analysis.

17.1.2 A City of Ocala Driveway Permit is required for all access construction within **CITY** rights-of-way.

17.1.3 A City of Ocala Right-of-way Use Permit is required for utility usage within **CITY** rights-of-way. Permitting procedures can be found in the City's Code of Ordinances, Section Article II.

17.1.4 A Florida Department of Transportation Driveway Permit is required for all access construction on State Highways.

18 ACCESS DRIVEWAY CONNECTION – WAIVER

18.1 Waiver of the requirements contained in this Driveway Policy may be approved by the **CITY ENGINEER**.

18.2 Applicant shall submit a waiver request in writing to the **CITY ENGINEER** describing the reason(s) for the waiver, accompanied by three (3) sets of plans.

18.3 Contents of Waiver Request Plan Submission:

1. Plan sheet size 8-1/2" x 14".
2. Plan sheet drawn 'Not To Scale'.
3. Show all proposed and existing access that will be affected.
4. List the name of adjacent property owner.
5. Indicate the size of radius return on the access.
6. Indicate area of non-conformance.
7. List the name of the street the proposed access is on.
8. Indicate the affected street ADT.
9. Indicate the proposed access ADT.
10. List the name of the requesting applicant.

18.4 **CITY ENGINEER** will review the request once it is complete, make a decision whether or not to approve requested waiver, and inform the applicant in writing.

19 CLOSURE OF ACCESS

19.1 **CITY** can initiate action to revoke any existing access, if significant changes have occurred in the use, design, or traffic flow of the property requiring the relocation, alteration, resurfacing, or closure of the access; or if the access was not constructed at the location or to the design specified; or if conditions were not met to protect the health, safety and welfare of the public.

19.2 The process to be followed by **CITY** in closing an access shall be:

19.2.1 **CITY ENGINEER** shall give written notice by certified mail, with return receipt, to the property owner with a copy to the occupant, if not the landowner, that the access is in non-compliance and requesting the deficiencies be corrected within thirty (30) calendar days.

19.2.2 If no response is received by the **CITY** or the deficiencies have not been corrected within thirty (30) calendar days following the receipt of the letter by the property owner, a second letter of notification shall be sent by **CITY ENGINEER,** with City Manager's approval, by certified mail with return receipt. This second notice shall advise the property owner that

the access is still in violation and shall list specific actions that must be taken within thirty (30) calendar days following receipt of the second notice. The letter shall clearly state that unless the needed actions are taken, the connection to the City street shall be closed. The letter shall further advise this is the final notice the property owner will receive and will be referred to the Code Enforcement Board.

19.2.3 The construction cost of closure of access shall be borne by **CITY;** however, **CITY** shall pursue reimbursement of such cost from the property owner.

END OF SECTION