

# The Driveway Application Process

The homeowner's guide to the permitting process for driveway projects

## When is a permit required?

A permit is needed if

- the driveway area and/or design is changing
- if the public right-of-way is altered

## When is a permit *not* required?

If the driveway is resurfaced, repaired or maintained. For example, adding a layer of asphalt to an existing asphalt driveway does not need a permit.

## What types of materials may driveways be constructed of?

Driveways must be constructed of a “dustless” surface. Examples include asphalt, concrete, and pavers. The one exception are driveways located in the Historic Overlay District, in which the material may be gravel. To find out if your property is located in the Historic Overlay District, please contact the Historic Preservation Planner at 703-257-8247.

## What if the apron is being expanded?

The apron is the part of the driveway that connects to the public right-of-way. If the apron is being altered or enlarged, the entire apron needs to be replaced.



## What are some of the basic driveway requirements?

- The maximum area a driveway may take up is 20% of the total area of the property.
- The minimum setback to side and rear property lines is 2 feet. Existing grandfathered shared driveways must meet this requirement if the driveway is expanded.
- The maximum width of the driveway depends on the total length of street frontage:

Length of Street Frontage	Maximum Driveway Width
Less than 30 ft.	Call 703-257-8278 for more information
Between 30 ft. and 59 ft.	15 ft.
Between 60 ft. and 99 ft.	20 ft.
100 ft. or more	25 ft.

- An additional 200 sq. ft. of driveway area is allowed to accommodate vehicle maneuverability

## What are the application requirements?

**1) Zoning Certificate Application:** The form is posted on the website ([manassascity.org/ds](http://manassascity.org/ds)) and has a \$50 application fee.

**2) Excavation Permit Application:** The form is posted on [manassascity.org/ds](http://manassascity.org/ds) and has a \$150 application fee, and \$2,000 bond. This form is only needed if the apron is being altered.

**3) House Location Survey:** This a document created by a Land Surveyor that shows an aerial view of your property. The picture of the property is scaled, and the proposed driveway should be drawn on it.

To find out more information about driveway applications and permits, email [permitstatus@manassasva.gov](mailto:permitstatus@manassasva.gov) or call 703-257-8278.