

VILLAGE OF FOX CROSSING STREET DEPARTMENT
DRIVEWAY APRON POLICY

I. **DEFINITIONS**

Driveway Apron - The portion of the driveway located from the edge of roadway pavement to the property line, located within the Village right-of-way; not private property.

New or Updated Driveway Apron – Driveway aprons that have been moved, widened, extended, newly constructed, or upgraded.

Replacement Driveway Apron – Driveway aprons that will be at the same location and the same width as the pre-project condition as well as have an in-kind surface.

Driveway Apron Width – The width of the driveway apron measured at edge of pavement (rural roadway) or back of curb (urban roadway).

Unimproved Surface - The surface consists of earth or gravel; not a permanent surface.

Improved Surface - The surface consists of asphalt or concrete; a permanent surface. Village driveway specifications are as follows:

- Residential Asphalt: 3" asphalt / 12" aggregate base
- Residential Concrete: 6" concrete / 6" aggregate base
- Non-Residential Asphalt: 4" asphalt / 15" aggregate base
- Non-Residential Concrete: 8" concrete / 8" aggregate base

Rural roadway - Existing or new construction consisting of open ditch drainage, gravel shoulders, and hot mix asphalt pavement construction.

Urban roadway - Existing or new construction consisting of storm sewer drainage, concrete curb & gutter, and hot mix asphalt/concrete pavement construction; may include sidewalk and/or a recreation trail.

Street Resurfacing (Asphalt) projects – Existing pavement is removed and replaced with new hot mix asphalt. A new road crown is established. Spot aggregate base and/or curb and gutter areas are replaced. A portion of existing driveway aprons may be replaced, but typically not the full apron.

Street Reconstruction projects – Significant portions of pavement and aggregate base are removed and replaced. Rural roadways may be changed to urban roadways. Most, if not all, of the driveway apron is typically removed and replaced.

In-kind Surface – Replaced driveway apron surface that is the same as the pre-project surface.

Upgraded Surface – Replaced driveway apron surface that is of higher quality than the pre-project surface (improved surface in lieu of unimproved surface; concrete in lieu of asphalt).

II. **DRIVEWAY APRON REPAIR AND REPLACEMENT POLICIES (NON-VILLAGE PROJECTS):**

- A. Property owners assume 100% of the cost of driveway apron replacement when it is a non-Village project. Damage to existing roadways and/or curb and gutter because of the work shall be repaired in-kind at the property owner's cost.
- B. On a rural roadway, property owners can choose to replace driveway aprons with the in-kind surface or an upgraded surface.

C. On an urban roadway, driveway aprons must be replaced with an improved surface. If desired, property owners can choose to replace driveway aprons with an upgraded surface.

D. **Permitting**

1. Property owners are required to fill out a Driveway/Culvert/Curb Cut Permit, pay associated permit fees, and receive Village approval prior to performing work on the driveway apron. It is recommended that property owners review Section III of this policy on how their driveway apron may be affected by Village projects.
2. Maximum Driveway Apron Width
 - i. Residential – 40 feet
 - ii. Non-residential – 60 feet
 - iii. Property owners may request a variance on the maximum driveway width that will be subject to review by the Street Superintendent and/or Director of Public Works.

III. **DRIVEWAY APRON REPAIR AND REPLACEMENT POLICIES (VILLAGE PROJECTS):**

A. **Project Types:**

1. Public Utility (i.e. sanitary sewer, water, or storm sewer) projects:
The Village will replace only the portions of the driveway apron that were disturbed as part of the project. The replaced surface will follow Section III-B.
2. Ditching and Culvert projects:
The Village will replace only the portions of the driveway apron that were disturbed as part of the project. The replaced surface will follow Section III-B.
3. Street Resurfacing (Asphalt) projects:
 - a. The Village will replace up to 8 feet of the driveway apron from the edge of the road pavement on rural roadways. The amount of driveway apron replacement varies from driveway to driveway.
 - b. The Village will replace up to 4 feet of the driveway apron on urban roadways if curb and gutter repairs are done at the driveway. The amount of driveway apron replacement varies from driveway to driveway.
4. Street Reconstruction projects:
If a rural roadway is reconstructed to an urban roadway, surface replacement policies for urban roadways will be followed.

B. **Surface Replacement (Default):**

1. Unimproved Driveway Apron:
 - a. Unimproved driveway aprons on rural roadways will be replaced with the in-kind surface at no cost to the property owner.
 - b. Unimproved driveway aprons on urban roadways are not allowed. If a property's driveway apron was unimproved prior to the Village project, it will be replaced in asphalt. The property owner will reimburse the Village for the work.

2. Asphalt Driveway Apron:
Asphalt driveway aprons in rural and urban roadways will be replaced with the in-kind surface at no cost to the property owner.
3. Concrete Driveway Apron:
 - a. Concrete driveway aprons on rural roadways will be removed and replaced with asphalt at no cost to the property owner.
 - b. Concrete driveway aprons on urban roadways will be replaced with the in-kind surface at no cost to the property owner.
4. Paver Brick, Stamped/Colored Concrete, and/or other Specialty Surface:
Paver brick, stamped and/or colored concrete, or other specialty surface is not allowed within the Village right-of-way. On rural roadways, these will be replaced with asphalt at no cost to the property owner. On urban roadways, these will be replaced with concrete at no cost to the property owner.
5. Trails and Sidewalks:
If a driveway apron replacement intersects a trail or sidewalk, the more upgraded surface will be replaced in the trail or sidewalk. This work will be done at no cost to the property owner.
6. Private Driveways:
If a portion of a driveway is disturbed beyond the apron as part of a Village project, the Village will replace the disturbed section with the in-kind surface at no cost to the property owner.

C. Surface Replacement (Extensions and Upgrades):

If granted by the Village, this section supersedes Section III-A and III-B.

1. Surface Replacement Extensions:
If only a portion of the driveway apron is planned to be replaced, property owners may request that the Village replace the full driveway apron with the in-kind surface as part of the project. The Village would pay the upfront cost of the additional driveway apron replacement to the contractor, and the property owner would then reimburse the Village.
2. Surface Replacement Upgrades:
Property owners may request the Village replace the full driveway apron with an upgraded surface as part of the project, provided the Village already plans to use the upgraded surface elsewhere in the project. The Village would pay the upfront cost of the driveway apron upgrade to the contractor, and the property owner would then reimburse the Village.
3. Forms and Permits:
 - a. Driveway Apron Replacement Release Form – Upon initial notification of the project, property owners interested in surface replacement extensions or upgrades shall fill out, sign, and return a Driveway Apron Replacement Release Form to the Village of Fox Crossing Street Division by the required deadline determined by the Village for that project. Forms received after the deadline will not be accepted.

Effective January 1, 2025

- b. Driveway/Culvert/Curb Cut Permit – After the Village bids the project and notifies property owners of the anticipated cost, property owners still interested in surface replacement extensions and upgrades shall fill out, sign, and return a Driveway/Culvert/Curb Cut Permit application and pay the associated fees. The application and fee payment must be completed by the required deadline determined by the Village for that project. The Permit applications and fee payments after this date will not be accepted.

4. Payments

After final quantities are determined, the Village will send property owners an invoice for the surface replacement extension or upgrade work plus a 5% administration fee. The property owner shall pay the invoice in full by the due date on the invoice or the unpaid amount will be added to the property tax bill.

IV. DRIVEWAY APRON POLICY INTERPRETATIONS:

Questions in the interpretation of the Driveway Apron Policy will be clarified by the Director of Public Works.