

City of Hastings Driveway Permit Procedure

1. Contact DPS Administrative Specialist, Sandy Ponsetto, (269) 945-2468
 - Provide AS with your address and contact information so a file can be created
2. DPS AS will email you copies of the following:
 - Zoning Permit (Submitted to the Zoning Administrator)*
 - DPS Permit Application (To be completed and submitted contingent on approval by Zoning Administrator)
 - DPS-Concrete-Sidewalk-Drive-Approach-Requirements
 - MDOT-RO291—Driveway Opening and Sidewalk
 - City Insurance Requirements for contractors (Attachment C)

*Zoning Permit must include a sketch from the property owner/contractor, including the following:

- Length and width of driveway
- Type of material
- Distance from adjacent property line
- Distance from adjacent property centerline of driveway

3. Property owner/contractor goes over Zoning Permit with Zoning Administrator. Dan King
4. Once Zoning Permit is approved, the property owner/contractor schedules an appointment with the DPS Director, Travis Tate, to go over Driveway permit information**
5. If approved by DPS Director, Driveway Application and fees will be paid and the permit filed

** Call DPS AS, Sandy Ponsetto, to schedule the appointment