



TOWN OF WALDEN

CURB CUT PERMIT APPLICATION

Remit application and fee to:
Town of Walden
1836 Taft Highway
Walden, Tennessee 37377

DO I NEED A CURB CUT PERMIT

A Curb Cut Permit **IS** Required If:

You are building a driveway that accesses a publicly maintained Town of Walden Road.

A Curb Cut Permit Is **NOT** Required If:

- You are building a driveway that accesses a private road or unopened right-of-way within the Town.
Note: A Special Use Permit is needed to build a driveway that accesses a private road or unopened right-of-way. Special Use Permits are obtained by applying to the Walden Planning Commission.

- You are building a driveway that accesses a State Road.
Note: Taft Highway is a State Road. Curb Cut Permits for state roads must be obtained from the Tennessee Department of Transportation (TDOT).

AQUIRING A CURB CUT PERMIT IS A THREE-PART PROCESS AND MAY TAKE UP TO 2 MONTHS

PART ONE: OBTAIN A SPETIC PERMIT

APPLY FOR A SEPTIC PERMIT FROM THE HAMILTON COUNTY GROUNDWATER DEPARTMENT

Hamilton County Groundwater Department contact information:

Address 1250 Market Street Chattanooga, TN 37402	Phone Number (423) 209-7876
Website https://www.hamiltontn.gov/BuildingInspection_Septic.aspx	Email Address gwp@hamiltontn.gov

PART TWO: SUBMIT CURB CUT PACKET TO THE TOWN OF WALDEN

PACKET REQUIRED DOCUMENTS

Application Packet Must Include:

- Septic Permit Approved by the Hamilton County Ground Water Department
- Curb Cut Permit Application
- A complete Site Plan
- In cases where the use of the property is for non-residential purposes, packet must include a traffic study prepared by an engineer licensed in the State of Tennessee.

SITE PLAN REQUIREMENTS

Please Include the Following on Site Plan or Drawing:

- Name of the owner of the property.
- Address of the property.
- Current zoning for the location.
- A written description of the request for permitting.
- Location of property lines.
- Front, rear, and side setback lines.
- Distance from property lines indicated on the site plan for existing and proposed driveway.
- **Culvert under driveway must conform with current TN state regulations.**
- Footprint and dimensions of existing and proposed buildings and their uses.
- Location of easements or right-of-ways.
- Location of existing streams.
- Location of the existing and proposed septic tank and field lines.
- A digital copy of the to-scale site plan, signed by an engineer licensed with the State of Tennessee.

ADDITIONAL INFORMATION FROM THE TOWN MAY BE REQUESTED

Submit Packet:

Email: Send it to Mariah Prescott at atmprescott@waldentn.gov

In Person: Drop it off at Walden Town Hall

Mail to: Walden Town Hall

1836 Taft Highway
Walden, TN 37377

PART THREE: REVIEW AND APPROVAL PROCESS

Application Review and Approval Process:

- Application reviewed by the Town Engineer.
- Application reviewed by the Town Manager.
- Application placed on the agenda for the next Town Meeting.
 - Meetings are held on the **second Tuesday of each month.**
- Application reviewed and voted on by the Board of Mayor and Aldermen.

Note: Final approval is granted by the Board of Mayor and Aldermen.

For questions email mprescott@waldentn.gov or call (423) 886-4362



Town of Walden

CURB CUT PERMIT APPLICATION

Remit application and fee to:

Town of Walden
1836 Taft Highway
Walden, Tennessee 37377

Date Submitted	Applicant is: () Contractor () Property Owner () Other (explain)		
Contractor Information			
Contractor Name	Contractor Phone Number	Contractor Email Address	
Contractor Address	Contractor State License Number		
Property Owner Information			
Name of Property Owner	Phone Number of Property Owner		
Current Mailing Address of Property Owner	Email Address of Property Owner		
Engineer Information			
Engineer Name	Engineer State License Number		
Engineer Address	Engineer Phone Number	Engineer Email Address	
Property Information			
Address of Property	Property Tax Map Number(s)		
Current Zoning for the Location	Total Acres of Property		
Is the property access to a public right of way or a private right of way? () Public ROW () Private ROW			

Signature of Applicant

Date

BELOW FOR OFFICE USE ONLY

Approved by Town Administrator

Approval Date

Total Fees	Date Paid	Check No	Staff