



City of Rockville, Maryland  
111 Maryland Avenue, Rockville, MD 20850-2364  
Public Works 240-314-8500 Fax: 240-314-8539  
Email: [PW@rockvillemd.gov](mailto:PW@rockvillemd.gov)

## **RESIDENTIAL DRIVEWAY APRON STANDARDS AND PROCEDURES**

### **Goal:**

To provide City homeowners with effective and efficient permitting and constructions services to install or replace residential driveways and driveway aprons.

### **Objective:**

To disseminate the standards and procedures for installing residential driveway aprons on City properties.

### **Standards:**

Only one driveway apron (minimum 10 feet, maximum 20 feet wide) per single-family lot is allowed unless the homeowner submits compelling evidence to staff for approval by the Director of Public Works to support the need for a circular driveway and/or multiple driveway aprons. City of Rockville homeowners may install, modify, replace or remove a driveway apron to their property by one of two methods: residents may choose to participate in the City Driveway Apron Program or to privately construct the apron. These standards and procedures shall be followed for either option.

### **Procedures:**

1. The location and design of driveways and driveway aprons must comply with the parking design standards of the City's Zoning Ordinance, Section 25.16.06.
  - A. Driveways shall provide safe drainage conveyance to prevent damage to the homeowner's property, adjacent lots, and public streets.
  - B. Driveways shall be constructed of concrete, asphalt, pervious pavement, or other materials as approved by the Director of Public Works. Refer to the [City's Permeable Pavement Design Guidelines](#) for information specific to installing pervious pavement.
  - C. Driveways shall be installed such that a reasonable landing area is connected to the driveway apron. The landing area shall have a maximum slope of 14 percent. An initial slope less than 10 percent for a minimum of 10 feet into the property is recommended for ease of access.
  - D. Driveway aprons shall have a minimum 10-foot width and a maximum 20-foot width, measured at the property line.
  - E. Unless otherwise impractical, the driveway shall be located at least 1-foot from the adjacent property line (with exception to shared driveways).
  - F. Combined aprons for two adjoining properties are allowed using a modified detail and with approval from the Department of Public Works (DPW).

2. The area of the front yard devoted to vehicular movement and parking, including pervious surfaces, is limited to 10 percent to 40 percent, depending on the property's residential zone (Sec. 25.10.05). The Department of Planning and Development Services (240-314-8200) can assist the homeowner to ensure this limit is not exceeded.
3. If more than 2,000 square feet of impervious area is created by the driveway, the homeowner must provide stormwater management (e.g., permeable pavement, monetary contribution to the regional Stormwater Program, etc.).
4. The appropriate City driveway apron standard detail shall be used:
  - A. If the existing street has concrete curb and gutter, the driveway apron must be constructed of concrete. Refer to Standard Detail SF-1 (Single Family/Townhouse Driveway Apron with Buffer) or SF-2 (Single Family/Townhouse Driveway Apron without Buffer).
  - B. If the road has an asphalt curb or is open-sectioned (no curb at all), the apron may be constructed of asphalt per DPW approval. Refer to Standard Detail 70.
5. To participate in the City Driveway Apron Program, where the property owner requests the City to construct the apron and the costs are assessed on the property owner's tax bill:
  - A. The homeowner shall complete an application and waiver form, but should not sign the form until they are informed of the estimated construction costs. The application and form must be completed by the owner, not a renter.
  - B. The property owner shall submit the application to DPW at City Hall or via email to [PW@rockvillemd.gov](mailto:PW@rockvillemd.gov).
  - C. Within two weeks, the Applicant will be contacted by a City of Rockville Construction Inspector to discuss the proposed driveway apron and an estimated cost.
    - i. If a homeowner with an existing concrete apron requests a wider apron through the Driveway Apron Program, and the existing apron is in good condition, the City will remove only what is necessary and charge only for the additional square footage of the new apron.
  - D. Once the apron is installed, the Construction Inspector shall forward the necessary paperwork to the Finance Department for billing. The homeowner has two payment options:
    - i. The expense can be billed along with the homeowner's property tax bill as a special assessment, over a maximum five (5) year period; or
    - ii. The homeowner can reconcile the full amount upon receipt of the bill.
6. To privately construct the driveway apron, a Public Works Permit (PWK) must be obtained:
  - A. Either the homeowner or the owner's contractor shall complete a PWK Application.
    - i. Work undertaken and permitted by a homeowner is not subject to the application and permit fees, provided the permitted work is adjacent to the single-family residence where the homeowner resides (Sec. 21-18(h)(1)).
    - ii. If the contractor is the applicant and permittee, there is an application fee and permit fee.
  - B. The Applicant shall submit a sketch (refer to Attachment A), with dimensions and/or scale bar, showing the proposed driveway apron, applicable standard detail (see Step 4), grading, site features, and property line.
    - i. The apron shall be located to minimize impacts to public improvements within the right-of-way, which may include trees, fire hydrants, inlets, transformers, utility poles, water meters, etc. The homeowner must receive permit approval and relocate public improvements at his or her expense, prior to installing the driveway apron.
  - C. If there are existing street trees adjacent to the proposed apron, DPW staff will seek City Forester review and approval, prior to permit issuance.

- D. The Applicant shall submit a \$2,000 security (cash bond, performance bond, or letter of credit) retained by the City to cover the cost of the City constructing the apron should the applicant fail to do so properly or to allow for any damage to the public right-of-way. The legal entity that signs the application must be the entity to post the bond.
- E. DPW staff will review and process complete submissions within 10 business days. Approved permits will then be distributed to the Applicant via email and a hardcopy available upon request.
- F. The Applicant must schedule a preconstruction meeting with the City Construction Inspector(s) as listed on the permit. The Construction Inspector will confirm with the City Forester that tree protection measures are implemented (if necessary), confirm the proposed apron location, and will check the forms and subgrade prior to the concrete being poured.
- G. Once construction is complete and the right-of-way restored, the Construction Inspector will perform a final inspection, and pending compliance, will release the bond to the Applicant. It can take approximately two (2) weeks to receive a refund check.



Craig L. Simoneau, PE – Director of Public Works

8-6-20

Date

Attachment A: Example Sketch for Driveway Modifications

