



**DRIVEWAY
DESIGN EXCEPTION
REQUEST FORM**

DRIVEWAY DESIGN EXCEPTION NUMBER

Project & Contact Information		
Project Street Address		Associated CO, RS, SD, EA, LU, or WI Number (if applicable)
Contact Name	Contact Role in Project	
Contact Telephone Number	Contact Email Address	
Contact Signature	Date	

Driveway Code Exceptions – check box for each exception requested

Allow driveway location within 25’ of lot corner at street intersection - PCC 17.28.110.B. - No portion of a driveway, excluding ramps if required, shall be located closer than 25 feet from the corner of a lot where two streets intersect.

Allow driveway width that differs from width allowed by code

Residential Driveway (1 or 2 units) PCC 17.28.110.C.1.				Commercial Driveway (non-residential or 3 or more units) PCC 17.28.110.C.2.			
	Frontage Length	Min. Width	Max Width		Frontage Length	Min. Width	Max Width
<input type="checkbox"/>	25’ or less	9’	12’	<input type="checkbox"/>	50’ or less	10’	20’
<input type="checkbox"/>	more than 25’ to 50’	9’	20’	<input type="checkbox"/>	more than 50’ to 100’	20’	30’
<input type="checkbox"/>	more than 50’ to 75’	9’	25’	<input type="checkbox"/>	more than 100’	20’	30’
<input type="checkbox"/>	more than 75’ to 100’	9’	30’				
<input type="checkbox"/>	more than 100’	9’	30’				

Waive requirement for minimum curb length between driveways - PCC 17.28.110.C.1 & 2. - No less than 5 feet of straight (full-height) curb must separate service driveways regardless of ownership.

Allow more than one driveway per frontage - PCC 17.28.110.C.1 & 2. - More than one driveway may be allowed for frontage up to 100 feet with the approval from the Director of the Bureau of Transportation and the City Traffic Engineer.

Waive requirement for shared driveway - PCC 17.28.110.C.5. - - The Director of the Bureau of Transportation may require joint or shared use of a driveway by two properties in separate ownership.

Waive requirement for forward motion egress on to an arterial - PCC 17.28.110.D - - The Director of the Bureau of Transportation may refer any driveway application to the City Traffic Engineer for review.

Waive requirement for vehicle access gate to be located 20’ behind the right-of-way line - PCC 17.28.110.D - - The Director of the Bureau of Transportation may refer any driveway application to the City Traffic Engineer for review.

Other - PCC 17.28.110.D - - The Director of the Bureau of Transportation may refer any driveway application to the City Traffic Engineer for review.



The Portland Bureau of Transportation fully complies with Title VI of the Civil Rights Act of 1964, the ADA Title II, and related statutes and regulations in all programs and activities. For accommodations, complaints and information, call (503) 823-5185, City TTY (503) 823-6868, or use Oregon Relay Service: 711.

Project Description & Reason for Requesting Exception

Briefly describe your project and thoroughly describe your reason for requesting a design exception to the above selected code; attach additional pages if necessary.

Site Plan & Supporting Documentation

You are required to attach a site plan with dimensions on no larger than a 11"x17" page size that at a minimum includes property lines, curb lines, sidewalks, the adjacent street area, the driveway(s) for which an exception is being requested, any other driveways on the property, width of driveways, distance between driveways, distance between driveways and lot corners, and all street furniture and other obstructions in the area of the driveway such as utility poles, signs and trees. For commercial driveways (non-residential or 3 or more units) include building footprints and parking lot layouts with spaces and direction of travel. Also attach any other supporting documentation such as communications with City staff, turning movement exhibits, cross sections, traffic reports, etc.

Site plan attached

Instructions

Use this form to request a Driveway Design Exception (DDE). A DDE is a request to allow an exception to City Code as relates to driveway width, number, or location. DDEs do not alter completed land use reviews and a new or amended land use review may be required to incorporate changes from a successful design exception. You are advised to discuss your case with the Portland Bureau of Transportation (PBOT) review staff before filing a request against a completed land use review.

This form must be filled out completely. For help, or questions about this form please consult the PBOT review staff assigned to your project or call (503) 823-7002 and select option 3.

Email the form and supporting documents in pdf format to DrivewayDesignException@portlandoregon.gov. You may also mail or hand-deliver requests to:

City of Portland - 5th Floor Reception
Attn: PBOT Building Plan & Development Review (299/5000)
1900 SW 4th Avenue
Portland, OR 97201

Note: As of October 1, 2017, a Driveway Design Exception (DDE) fee of \$250.00 will be charged at the time of request. This fee amount is subject to change, therefore the applicant should confirm the current fee amount with the Transportation Development & Street Systems Management's Fee Schedule (Portland Policy Document TRN-3.450) found here: <https://www.portlandoregon.gov/citycode/article/405864>. The DDE request form will not be processed without the payment of the DDE fee. Payment may be made by check, cash, or credit card, and submitted to the above address.



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