



**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
<input type="checkbox"/> Allow driveway location within 25’ of lot corner at street intersection - TRN 10.40.D.1 - 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.
<input type="checkbox"/> Allow driveway width that differs from width allowed by code Residential Driveway - (House) Width 9 feet min. to 20 feet max. or (Multi-Dwelling, Greater than 6 Units) Width 20 feet min. to 24 feet max. See TRN 10.40.E.a.1-3 for exceptions Commercial Driveway - (Includes mixed-use properties) Width 20 feet min. to 24 feet max. See TRN 10.40.E.a.4.a for exceptions Industrial Driveway - Width 20 feet min. to 40 feet max. See TRN 10.40.E.5 for exceptions
<input type="checkbox"/> Allow single dwelling zoned lot to have a driveway on more than one frontage - TRN 10.40.D.2
<input type="checkbox"/> Waive requirement for minimum curb length between driveways - TRN 10.40.E.2 - A minimum of 5 feet of straight curb must separate driveways (or 11' if no curb present) regardless of the type of driveway proposed or property ownership.
<input type="checkbox"/> Allow less than 100' of separation - TRN 10.40.D.2 - If more than one driveway is proposed per frontage on a property under one ownership, a minimum of 100 feet must separate centerlines of those driveways.
<input type="checkbox"/> Waive requirement for shared driveway - TRN 10.40.D.7 - Shared driveways are required with Attached Housing of two or more dwellings, regardless of ownership.
<input type="checkbox"/> Waive requirement for forward motion egress - TRN 10.40.D.4 - A driveway accessing a roadway classified as a neighborhood collector or higher traffic classification or a local service street with centerline pavement markings must be designed to allow forward motion ingress and egress.
<input type="checkbox"/> Waive requirement for driveway location on lowest classified street - TRN 10.40.D.5 - For any site with more than one frontage, driveway access is permitted only from the street with the lowest classification per the adopted Transportation System Plan
<input type="checkbox"/> Allow access control mechanism(s) associated with commercial permit regardless of location - PCC 17.28.110.B - The Director of the Bureau of Transportation may refer any driveway application to the City Traffic Engineer for review.
<input type="checkbox"/> Other - PCC 17.28.110.B - 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. (Delays may occur for not submitting all relevant information)

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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