City of Kingsville

Permit Instructions & Application for Driveways/Sidewalks/Parking Lots

email: tcavazos@cityofkingsville.com / Phone (361) 595-8019

INSTRUCTIONS: Submit one (1) application; you may be required to submit **architectural/engineering plans** upon request and any supplemental information to ensure compliance with the City of Kingsville Code of Ordinances. When submitting electronic plans, please place job description ("**Driveways/Sidewalks/Parking Lots"**) in the "subject" line. Email plans to: **tcavazos@cityofkingsville.com.**

Submitted drawings **must include**:

- Scaled drawing of site plan with driveway/sidewalk/parking lot location, size design and engineered standards (Architectural Plans)
- Weight limit (may require Engineering Plans)
- If installed over the public right-of-way, written permission from the City's Public Works Director is required

Permit applicants are required to meet conditions for all of City of Kingsville's ordinances, some of which may not be listed below. Ordinances can be found on our city website at:

https://library.municode.com/tx/kingsville/codes/code_of_ordinances

Common Driveway/Sidewalk/Parking Lot Ordinances:

Driveways, Street & Roadway Standards; Access to Businesses (Sec. 15-6-108)
Driveway and Permit Construction Requirements (Sec. 9-10-20 through 24)
Regulations for Access Driveways to State Highways Appendix, (Sec. 1-4)
Restricted construction; Alteration, Sidewalks, and Driveways Required (Sec. 9-10-4 and 9-10-5)
Alleys, Streets, & Pavement Cuts (Sec. 9-10-35, 36, 37)
Curb & Gutter (Sec. 15-3-50 (A&B))
Sidewalks (Sec. 15-3-51)
Landscapes in Parking Lots (Sec. 15-8-8, 9, 10)
Violations/penalties (Sec. 15-8-18)

Caution: Lot lines do not normally coincide with curbs, grader ditches, or sidewalks, and many fences are not located on lot lines. If you are unsure of the exact location of the lot lines, please have a land surveyor locate them.

The City of Kingsville **is not** responsible for locating pins or surveying your property.

Fees for Driveways/Sidewalks/Parking Lots: See City of Kingsville Permit Fee Schedule.

Inspections: Inspections can be scheduled by calling the Building Services at (361) 595-8019 within 24 hours. Please provide permit number and address of the property.

This form available on our website: https://www.cityofkingsville.com/departments/planning-and-development-services/

Last revised 03 Jun 2025

City of Kingsville
Application for Driveways/Sidewalks/Parking Lots

email: **tcavazos@cityofkingsville.com** / Phone 361-595-8019

Project Information (Please Print)

Project Address: _____

Legal Description: _____

Check work use and type: ☐ Residential ☐ Commercial ☐ Driveway ☐ Sidewalk ☐ Parking Lot

Check work detail: ☐ New Driveway ☐ Addition to existing driveway ☐ Remove & replace driveway

☐ New Approach **Material:** ☐ Concrete ☐ Asphalt ☐ Pavers ☐ Stone Base

Paving Thickness: ☐ Driveway ☐ Approach **Stone Base Thickness:** ☐ Driveway ☐ Approach

Name and Address of Property Owner (Please Print)

Property Owner Name: _____ Phone Number:_____

Street Address:_____

City:_____ State:_____ Zip Code:_____

Email Address:_____

Name and Address of Applicant or Contractor (If different from Owner; Please Print)

Company Name: _____

Contact Person:_____ Phone Number:_____

Street Address:_____

City:_____ State:_____ Zip Code:_____

Email Address:_____

The undersigned hereby makes an application to construct a driveway/sidewalk/parking lot as specified herein and as shown on the drawings, and agrees to comply with the provisions of the Building and Zoning Codes, Engineering, Design Standards of the City of Kingsville, and previous info provided under permit instructions attached whether the same is specified herein or not.

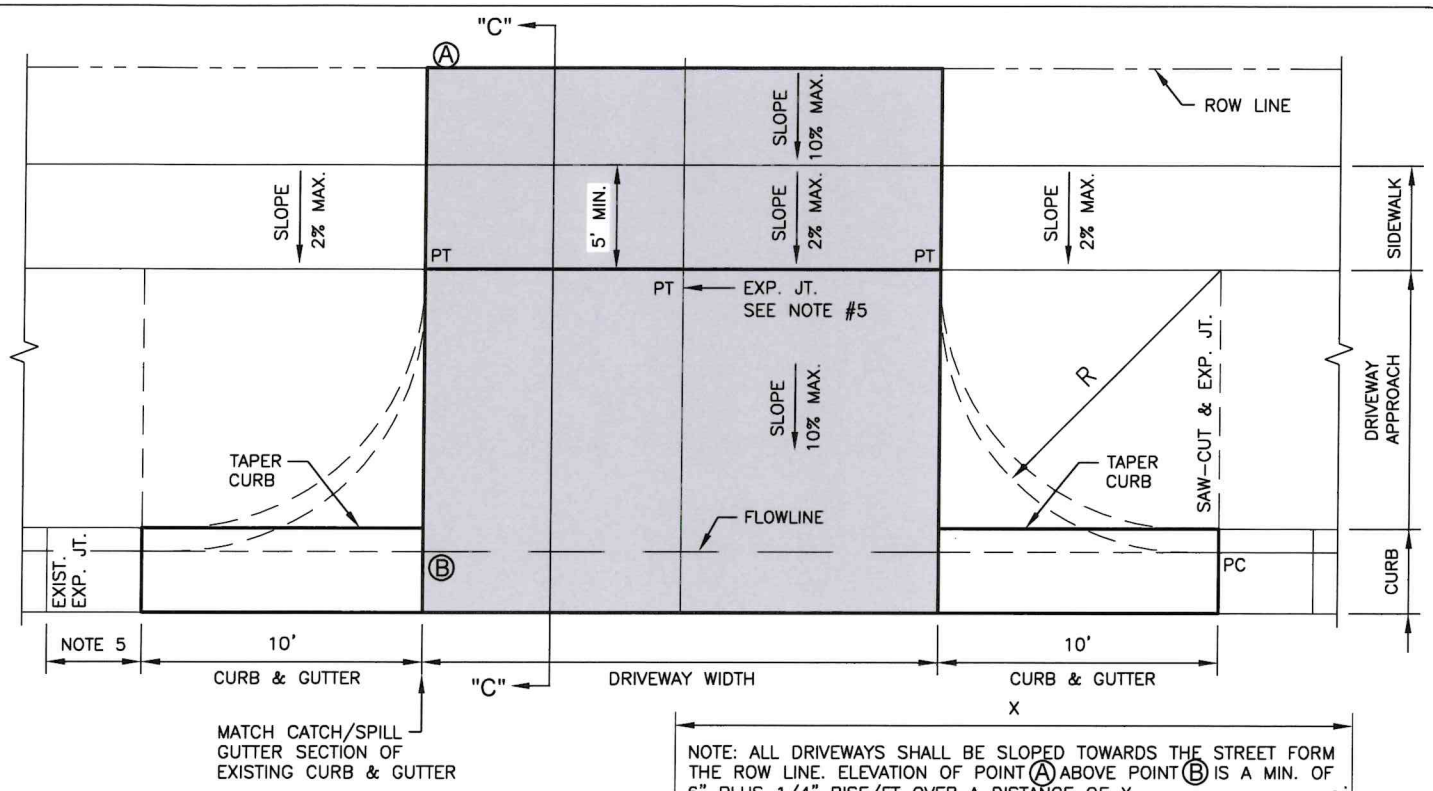
Applicant Signature:_____ Date:_____

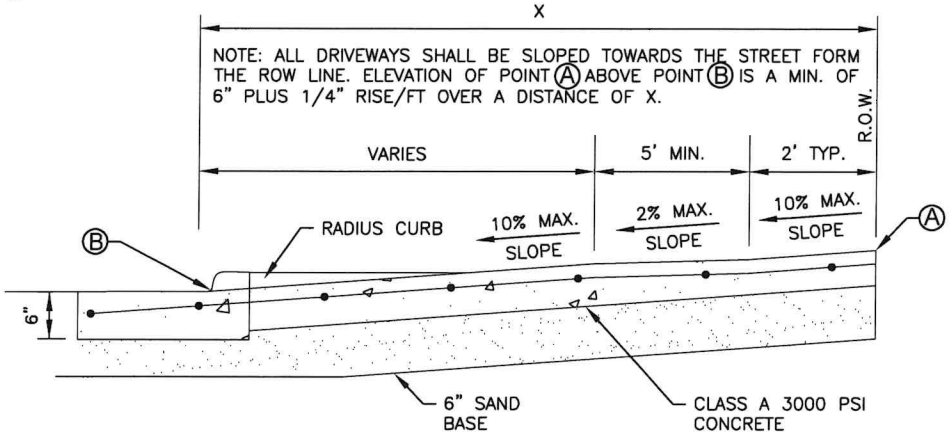
Property Owner's Signature:_____ Date:_____

Building Official Approval:_____ Date:_____

Last revised 03 Jun 2025

Concrete Driveway Details

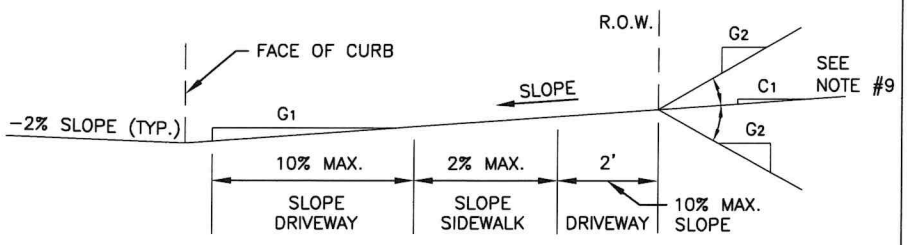




CROSS SECTION "C" - "C"

1. DRIVEWAY RADIUS ENDS ARE OPTIONAL.
2. DRIVEWAY WIDTHS AND RADII DIMENSIONS, ONE/TWO WAY TRAVEL REQUIREMENTS, AND GEOMETRIC LAY-OUT ARE HIGHLY VARIABLE SUBJECT TO SITE SPECIFIC CONDITIONS AND REQUIREMENTS.
3. "ZERO" CURB AT PT. TRANSITIONS SIDEWALK TO MATCH DRIVEWAY.
4. PLACE AN EXPANSION JOINT DOWN THE CENTER OF DRIVEWAYS WIDER THAN 30 FEET.
5. IF DIMENSION IS LESS THAN FIVE FEET, REMOVE CURB AND GUTTER TO EXISTING EXPANSION JOINT AND POUR MONOLITHICALLY WITH DRIVEWAY.
6. IF THE BASE IS OVER-EXCAVATED WHERE THE CURB AND GUTTER WAS REMOVED, BACKFILL WITH CONCRETE MONOLITHICALLY WITH DRIVEWAY.
7. DRIVEWAYS ARE TO BE LOCATED NO CLOSER TO THE CORNER OF INTERSECTING RIGHTS OF WAY THAN 60 PERCENT OF PARCEL FRONTAGE OR 100 FEET; WHICHEVER IS LESS.
8. DRIVEWAYS SHALL NOT BE CONSTRUCTED WITHIN THE CURB RETURN OF A STREET INTERSECTION.
9. WHILE THE PROPERTY OWNER REMAINS RESPONSIBLE FOR GRADE BREAKS WITHIN PRIVATE PROPERTY, THE FIRE DEPARTMENT SHOULD BE CONSULTED WHERE THE DRIVEWAY IS ESSENTIAL TO EMERGENCY VEHICLE ACCESS AND "C2" IS GREATER THAN 15%.
10. USE 1/2" ASPHALT BOARD OR OTHER APPROVAL MATERIAL FOR CURB AND GUTTER EXPANSION JOINTS, SIDEWALKS, AT THE ROW LINE, AND AT MIDWIDTH (NOTE 4).

USER	THICKNESS	REINFORCEMENT	DRIVEWAY WIDTH
RESIDENTIAL DRIVEWAYS; DRIVEWAYS FOR PASSENGER VEHICLE PARKING LOTS	6" MIN.	#4 BARS @ 18" O.C.E.W.	9' MIN. – 24' MAX.
NON-RESIDENTIAL	7" MIN.	#4 BARS @ 12" O.C.E.W.	24' MIN. – 35' MAX.



DRIVEWAY VOLUME (ADT)	D= GRADE CHANGE	
	STD.	MAX.
> 1,500	0%	3%
500 – 1,500	3%	6%
< 500	6%	15%

REVISED 05-31-2023

SHEET 1

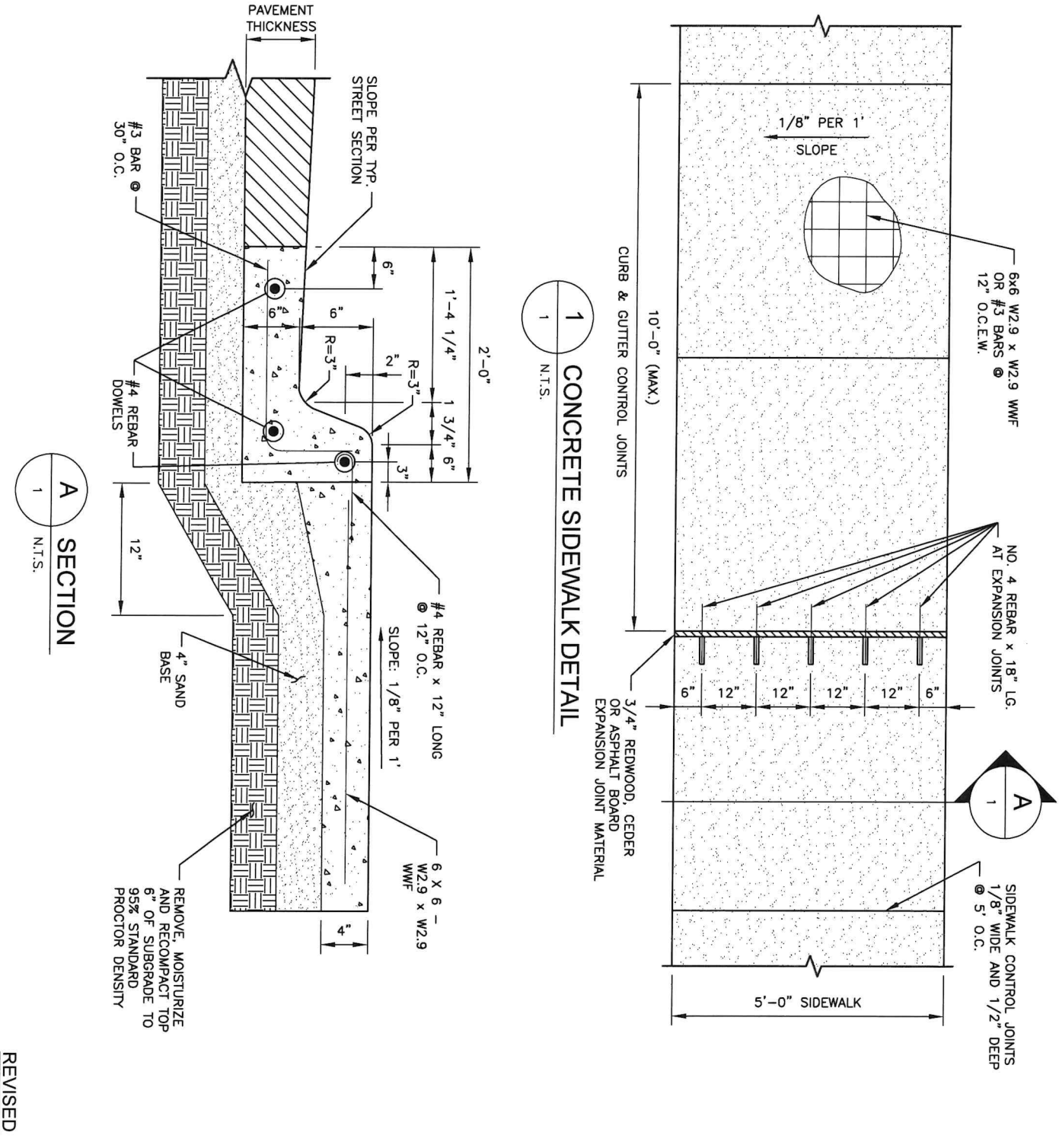
CITY OF KINGSVILLE

CONCRETE DRIVEWAY DETAILS

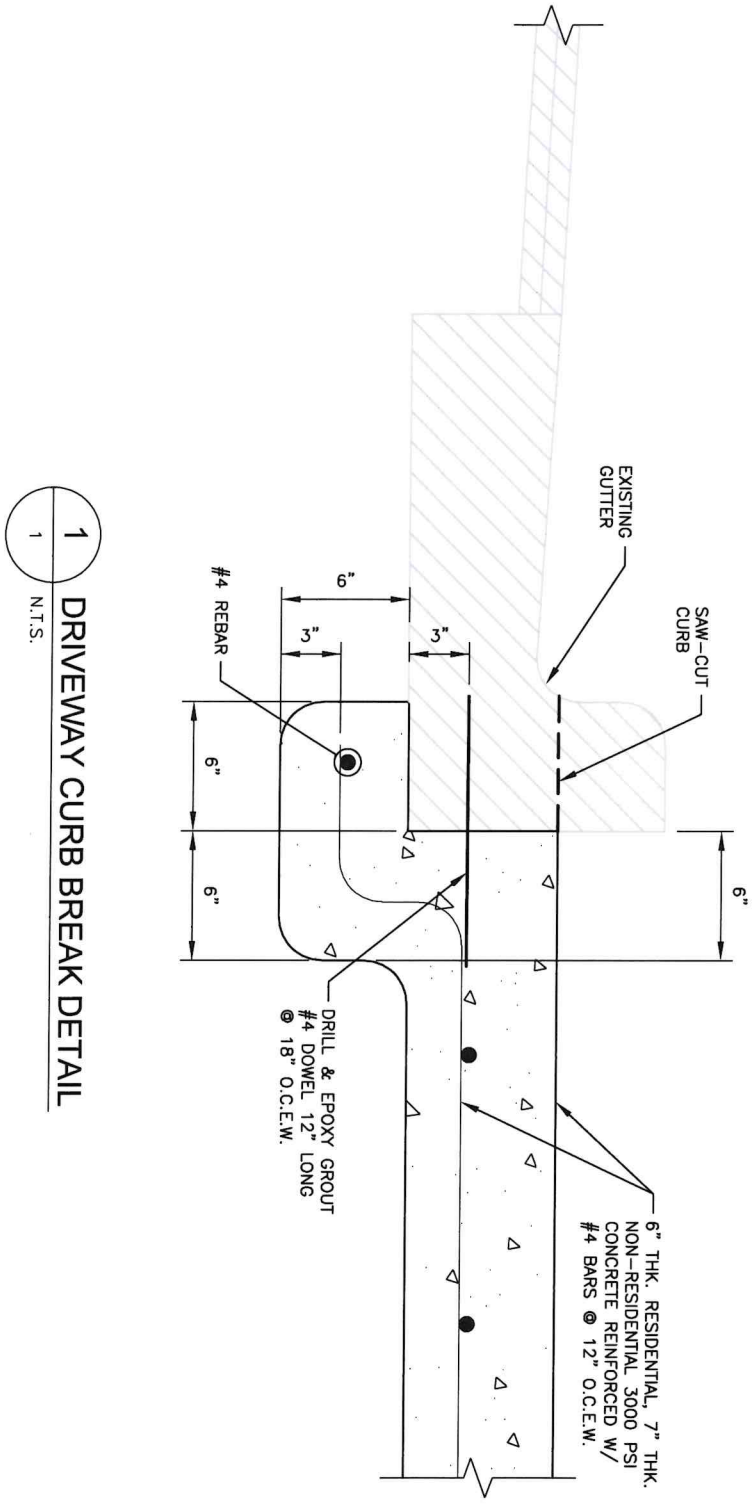
Drawn by: J. RAMIREZ
Date: 04-12-2023
Checked by: R. MORA
Job:
Scale: AS NOTED

CITY OF KINGSVILLE ENGINEERING DEPARTMENT
400 West King
Kingsville, Texas 78363
Office 361.595.8007
Fax 361.595.8035

Sidewalk Details



SHEET 1	**CITY OF KINGSVILLE** ***SIDEWALK DETAILS***	Drawn by: J. RAMIREZ Date: 04-12-2023 Checked by: R. MORA Job: Scale: AS NOTED	CITY OF KINGSVILLE ENGINEERING DEPARTMENT 400 West King Kingsville, Texas 78363 Office 361.595.8007 Fax 361.595.8035



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N.T.S.

DRIVEWAY CURB BREAK DETAIL

REVISED
05-31-2023

SHEET 1	**CITY OF KINGSVILLE** ***SIDEWALK DETAILS***	Drawn by: J. RAMIREZ Date: 04-12-2023 Checked by: R. MORA Job: Scale: AS NOTED	CITY OF Kingsville TEXAS	CITY OF KINGSVILLE ENGINEERING DEPARTMENT 400 West King Kingsville, Texas 78363 Office 361.595.8007 Fax 361.595.8035