TITLE 16

STREETS AND SIDEWALKS, ETC

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2. EXCAVATIONS.
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CHAPTER 1

MISCELLANEOUS

SECTION
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16-101. Obstructing streets, alleys, or sidewalks prohibited. No person shall use or occupy any portion of any public street, alley, sidewalk, or right of way for the purpose of storing, selling, or exhibiting any goods, wares, merchandise, or materials. (1973 Code, § 12-201)

16-102. Trees projecting over streets, etc., regulated. It shall be unlawful for any property owner or occupant to allow any limbs of trees on his property

1Municipal code reference
Related motor vehicle and traffic regulations: title 15.
to project out over any street or alley at a height of less than fourteen (14) feet or over any sidewalk at a height of less than eight (8) feet. (1973 Code, § 12-202)

16-103. Trees, etc., obstructing view at intersections prohibited. It shall be unlawful for any property owner or occupant to have or maintain on his property any tree, shrub, sign, or other obstruction which prevents persons driving vehicles on public streets or alleys from obtaining a clear view of traffic when approaching an intersection. (1973 Code, § 12-203)

16-104. Projecting signs and awnings, etc., restricted. Signs, awnings, or other structures which project over any street or other public way shall be erected subject to the requirements of the building code.¹ (1973 Code, § 12-204)

16-105. Banners and signs across streets and alleys restricted. It shall be unlawful for any person to place or have placed any banner or sign across any public street or alley except when expressly authorized by the city council after a finding that no hazard will be created by such banner or sign. (1973 Code, § 12-205)

16-106. Gates or doors opening over streets, alleys, or sidewalks prohibited. It shall be unlawful for any person owning or occupying property to allow any gate or door to swing open upon or over any street, alley, or sidewalk except when required by statute. (1973 Code, § 12-206)

16-107. Littering streets, alleys, or sidewalks prohibited. It shall be unlawful for any person to litter, place, throw, track, or allow to fall on any street, alley, or sidewalk any refuse, glass, tacks, mud, or other objects or materials which are unsightly or which obstruct or tend to limit or interfere with the use of such public ways and places for their intended purposes. (1973 Code, § 12-207)

16-108. Obstruction of drainage ditches. It shall be unlawful for any person to permit or cause the obstruction of any drainage ditch in any public right of way. (1973 Code, § 12-208)

16-109. Abutting occupants to keep sidewalks clean, etc. The occupants of property abutting on a sidewalk are required to keep the sidewalk clean. Also, immediately after a snow or sleet, such occupants are required to remove all accumulated snow and ice from the abutting sidewalk. (1973 Code, § 12-209)

¹Municipal code reference
Building code: title 12, chapter 1.
16-110. Parades, etc., regulated. It shall be unlawful for any club, organization, or similar group to hold any meeting, parade, demonstration, or exhibition on the public streets without some responsible representative first securing a permit from the city clerk. No permit shall be issued by the city clerk unless such activity will not unreasonably interfere with traffic and unless such representative shall agree to see to the immediate cleaning up of all litter which shall be left on the streets as a result of the activity. Furthermore, it shall be unlawful for any person obtaining such a permit to fail to carry out his agreement to immediately clean up the resulting litter. (1973 Code, § 12-210)

16-111. Operation of trains at crossings regulated. No person shall operate any railroad train across any street or alley without giving a warning of its approach as required by state law. It shall be unlawful to stop a railroad train so as to block or obstruct any street or alley for a period of more than five (5) consecutive minutes. (1973 Code, § 12-211, modified)

16-112. Animals and vehicles on sidewalks. It shall be unlawful for any person to ride, lead, or tie any animal, or ride, push, pull, or place any vehicle across or upon any sidewalk in such manner as to unreasonably interfere with or inconvenience pedestrians using the sidewalk. It shall also be unlawful for any person to knowingly allow any minor under his control to violate this section. (1973 Code, § 12-212)

16-113. Fires in streets, etc. It shall be unlawful for any person to set or contribute to any fire in any public street, alley, or sidewalk. (1973 Code, § 12-213)

16-114. Sidewalks. Sidewalks must be installed on all the city streets in Ashland City, Tennessee. Sidewalks shall be installed in a uniform manner under the direction of the city engineer.

The City of Ashland City shall be enforcing a sidewalk code for any new construction at the expense of the developer or land owner that will be occurring on all the streets in Ashland City, Tennessee. This chapter shall not apply to new construction of a single family home on a lot existing on the effective date of passage.

If a person is found in violation of this section there will be a fifty dollar ($50.00) a day fine after occupancy until the violation is corrected. (Ord. #68, Sept. 1989, as replaced by Ord. #313, Oct. 2005)

16-115. Bond by a subdivision developer for payment of repairs required; permit required. (1) The developer of any subdivision within the City of Ashland

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1 The Sidewalk Code is of record in the office of the city clerk.
city shall post a letter of credit in the amount of $25.00 per linear foot of city roadway between the entrances to the development and each state highway or state road from which heavy delivery trucks delivering concrete and other building products would normally come making deliveries plus estimated engineering fees to be incurred to document the quality of the streets before and after project completion.

(2) This letter of credit shall be posted prior to the issuance of a final plat for the subdivision.

(3) The secretary of the planning commission shall prior to recording the final plat of the subdivision hire an engineer at the expense of the subdivider. This engineer shall ascertain and document the quality of the roads to and from the subdivision at that time prior to construction.

(4) When the subdivision is substantially complete and built out, the building inspector shall then hire the same engineer at the expense of the subdivider to ascertain what damages, if any, have been done to the streets by delivery trucks and other heavy truck traffic attributable to the subdivision. The discretion of the engineer shall be absolute in this matter. The engineer shall calculate the dollar value of such damage. The building inspector shall make a claim on a letter of credit for amount of damage ascertained by the licensed professional engineer and for all sums due the engineer.

(5) The building inspector shall not accept a letter of credit with an expiration date shorter than 2 years. If within 3 months of the expiration of the letter of credit it appears that the subdivision will not be built out by the expiration of the letter of credit, the building inspector shall demand of the subdivider that the letter of credit be extended for an additional 1 year. If the extension is not received within 6 weeks of the expiration of the letter of credit, the building inspector shall issue a site draft to the bank issuing the letter of credit in an amount adequate to insure that the city will be compensated for any damage to the roadways.

(6) The building inspector shall accept a letter of credit only from state and federally chartered banks having an office in Cheatham County or a county contiguous thereto or a federal or state chartered savings and loan association having a net worth in excess of $50 million dollars and having its principal offices in Cheatham County, Tennessee or a county contiguous thereto provided however, that a letter of credit from a more distant institution may be accepted when accompanied by a letter from a local institution stating that it will honor, without recourse, all sight drafts drawn on the attached letter of credit.

(7) (a) Any person cutting a road for any purpose within the City of Ashland City shall first obtain a permit from the building inspector and pay a road cutting fee. The permit form shall be signed by the applicant and shall authorize the city to repair the roads at the expense of the applicant if repairs are not completed with thirty (30) days.

(b) Persons drilling under the road at a depth of 40 inches or greater and inserting a casing or pipe the same diameter as the bore shall
not be required to pay a fee but shall post a bond which shall be refunded upon completion if the road is not damaged and the site of the bore is cleaned up and reseeded.

(c) The amount of the road cutting fee shall be TWO THOUSAND DOLLARS ($2,000.00).

(d) The amount of the road boring bond shall be TWO THOUSAND DOLLARS ($2,000.00).

(e) The building inspector or his designated representative shall inspect all boring and cutting of roads.

(f) Any person cutting a road shall return the road to as near its original condition as possible except that no dirt shall be returned to the trench. Gravel shall be used as fill and shall be compacted and the pavement or surface repaired. Repairs shall be completed within thirty (30) days. If repairs are not completed within thirty (30) days the building inspector shall contract for repairs at the expense of the permittee.

(g) Any person boring a road shall repair all damage to the road, road shoulders, ditches and area adjacent to the road.

(h) Persons cutting state or federal highways or roads shall obtain such additional state or federal permits as may be required.

(8) Any person violating any portion of this section shall be subject to a fine set by the city judge but not to exceed $50.00. Each day the illegal condition continues shall be considered a new and separate violation.

(9) If any part of this section is declared illegal or void by a court the remaining portions shall remain effective if these portions are not themselves void.

(10) Anything to the contrary to the provisions of this section contained in any ordinance or code heretofore adopted by this council is hereby repealed to the extent of the conflict but no further. (Ord. #150, April 1996)
CHAPTER 2

EXCAVATIONS

SECTION
16-201. Permit required.
16-203. Fee.
16-204. Deposit or bond.
16-205. Manner of excavating--barricades and lights--temporary sidewalks.
16-206. Restoration of streets, etc.
16-207. Insurance.
16-208. Time limits.
16-209. Supervision.

16-201. Permit required. It shall be unlawful for any person, firm, corporation, association, or others, to make any excavation in any street, alley, or public place, or to tunnel under any street, alley, or public place without having first obtained a permit as herein required, and without complying with the provisions of this chapter; and it shall also be unlawful to violate, or vary from, the terms of any such permit; provided, however, any person maintaining pipes, lines, or other underground facilities in or under the surface of any street may proceed with an opening without a permit when emergency circumstances demand the work to be done immediately and a permit cannot reasonably and practicably be obtained beforehand. The person shall thereafter apply for a permit on the first regular business day on which the office of the city clerk is open for business, and said permit shall be retroactive to the date when the work was begun. (1973 Code, § 12-101)

16-202. Applications. Applications for such permits shall be made to the city clerk or such person as he may designate to receive such applications, and shall state thereon the location of the intended excavation or tunnel, the size thereof, the purpose thereof, the person, firm, corporation, association, or others doing the actual excavating, the name of the person, firm, corporation, association, or others for whom the work is being done, and shall contain an agreement that the applicant will comply with all ordinances and laws relating

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1State law reference

This chapter was patterned substantially after the ordinance upheld by the Tennessee Supreme Court in the case of City of Paris, Tennessee v. Paris-Henry County Public Utility District, 207 Tenn. 388, 340 S.W.2d 885 (1960).
to the work to be done. Such application shall be rejected or approved by the city clerk within twenty-four (24) hours of its filing. (1973 Code, § 12-102)

16-203. Fee. The fee for such permits shall be two dollars ($2.00) for excavations which do not exceed twenty-five (25) square feet in area or tunnels not exceeding twenty-five (25) feet in length; and twenty-five cents ($.25) for each additional square foot in the case of excavations, or lineal foot in the case of tunnels; but not to exceed one hundred dollars ($100.00) for any permit. (1973 Code, § 12-103)

16-204. Deposit or bond. No such permit shall be issued unless and until the applicant therefor has deposited with the city clerk a cash deposit. The deposit shall be in the sum of twenty-five dollars ($25.00) if no pavement is involved or seventy-five dollars ($75.00) if the excavation is in a paved area and shall insure the proper restoration of the ground and, laying of the pavement, if any. Where the amount of the deposit is clearly inadequate to cover the cost of restoration the city clerk may increase the amount of the deposit to an amount considered by him to be adequate to cover the cost. From this deposit shall be deducted the expense to the town of relaying the surface of the ground or pavement, and of making the refill if this is done by the town or at its expense. The balance shall be returned to the applicant without interest after the tunnel or excavation is completely refilled and the surface or pavement is restored.

In lieu of a deposit the applicant may deposit with the city clerk a surety bond in such form and amount as the city clerk shall deem adequate to cover the costs to the town if the applicant fails to make proper restoration. (1973 Code, § 12-104)

16-205. Manner of excavating--barricades and lights--temporary sidewalks. Any person, firm, corporation, association, or others making any excavation or tunnel shall do so according to the terms and conditions of the application and permit authorizing the work to be done. Sufficient and proper barricades and lights shall be maintained to protect persons and property from injury by or because of the excavation being made. If any sidewalk is blocked by any such work, a temporary sidewalk shall be constructed and provided which shall be safe for travel and convenient for users. (1973 Code, § 12-105)

16-206. Restoration of streets, etc. Any person, firm, corporation, association, or others making any excavation or tunnel in or under any street, alley, or public place in this town shall restore said street, alley, or public place to its original condition except for the surfacing, which shall be done by the town, but shall be paid for by such person, firm, corporation, association, or others promptly upon the completion of the work for which the excavation or tunnel was made. In case of unreasonable delay in restoring the street, alley,
or public place, the city clerk shall give notice to the person, firm, corporation, association, or others that unless the excavation or tunnel is refilled properly within a specified reasonable period of time, the town will do the work and charge the expense of doing the same to such person, firm, corporation, association, or others. If within the specified time the conditions of the above notice have not been complied with, the work shall be done by the town, an accurate account of the expense involved shall be kept, and the total cost shall be charged to the person, firm, corporation, association, or others who made the excavation or tunnel. (1973 Code, § 12-106)

16-207. Insurance. In addition to making the deposit or giving the bond hereinbefore required to insure that proper restoration is made, each person applying for an excavation permit shall file a certificate of insurance indicating that he is insured against claims for damages for personal injury as well as against claims for property damage which may arise from or out of the performance of the work, whether such performance be by himself, his subcontractor, or anyone directly or indirectly employed by him. Such insurance shall cover collapse, explosive hazards, and underground work by equipment on the street, and shall include protection against liability arising from completed operations. The amount of the insurance shall be prescribed by the city clerk in accordance with the nature of the risk involved; provided, however, that the liability insurance for bodily injury shall not be less than $100,000 for each person and $300,000 for each accident, and for property damages not less than $25,000 for any one (1) accident, and a $75,000 aggregate. (1973 Code, § 12-107)

16-208. Time limits. Each application for a permit shall state the length of time it is estimated will elapse from the commencement of the work until the restoration of the surface of the ground or pavement, or until the refill is made ready for the pavement to be put on by the town if the town restores such surface pavement. It shall be unlawful to fail to comply with this time limitation unless permission for an extension of time is granted by the city clerk. (1973 Code, § 12-108)

16-209. Supervision. The city clerk shall from time to time inspect all excavations and tunnels being made in or under any public street, alley, or other public place in the town and see to the enforcement of the provisions of this chapter. Notice shall be given to him at least ten (10) hours before the work of refilling any such excavation or tunnel commences. (1973 Code, § 12-109)

16-210. Driveway curb cuts. No one shall cut, build, or maintain a driveway across a curb or sidewalk without first obtaining a permit from the city clerk. Such a permit will not be issued when the contemplated driveway is to be so located or constructed as to create an unreasonable hazard to pedestrian and/or vehicular traffic. No driveway shall exceed thirty-five (35) feet in width
at its outer or street edge and when two (2) or more adjoining driveways are provided for the same property a safety island of not less than ten (10) feet in width at its outer or street edge shall be provided. Driveway aprons shall not extend out into the street. (1973 Code, § 12-110)
CHAPTER 3

REGULATIONS FOR MOVING STRUCTURES

SECTION
16-301. Fee; procedures and regulations.
16-302. Moving structures through the city.
16-303. Trailers; exemption.
16-304. Owner to make necessary improvements.
16-305. Violations.

16-301. Fee; procedures and regulations. For moving any building or structure to be relocated in Ashland City the fee shall be one thousand dollars ($1000.00) and the following procedures and regulations shall be adhered to:

1. General. A building or a part of a building shall not be moved through or across any sidewalk, street, alley or highway within the governmental limits of Ashland City without first obtaining a permit from the building commissioner's office.

2. Written application. Any person desiring to move a building or structure shall first file with the building commissioner a written application setting forth the following regulations.
   (a) Type and kind of building or structure to be moved.
   (b) The extreme dimension of the length, height and width of the building or structure.
   (c) Its present location and proposed location.
   (d) The approximate time such building or structure will be upon the streets, and contemplated route that will be taken from present to new location.

3. Bond required. The building commissioner as a condition precedent to the issuance of such permit, shall require a bond in the amount of ten thousand dollars ($10,000) to be executed by the person desiring such moving permit, with corporate surety to his satisfaction. The bond shall be made payable to Ashland City and it shall indemnify Ashland City against any damages caused by the moving of such building or structure to streets, curbs, sidewalks, shade trees, highways and any other property which may be affected by the moving of such building or structure. The surety bond shall also be conditioned upon liable for strict compliance with the terms of the permit, as to the route to be taken and limit of the time in which to effect such removal and to repair or compensate for the repair and to pay said applicable governing body as liquidated damages an amount not exceeding fifty dollars ($50.00) to be prescribed by the building commissioner and every day's delay in completing such removal or repairing any damages to property or public improvements or clearing all public streets, alleys, or highways of all debris occasioned thereby.
(4) The mover must have liability insurance of the same type and the amount equal to or greater than the state requirements. Evidence of such insurance must be furnished to the building commissioner prior to the moving of the structure.

(5) Notice to be given by movers. Upon issuance of the moving permit the movers shall cause notice to be given to the police department and all utility companies. Receipt of such and any instructions, comments or notice shall be furnished by the mover to the building commissioner before the building or structure is moved.

(6) Public safety requirements. (a) The owner or person moving a building or structure shall employ at their expense, two (2) vehicles with safety equipment notice and flashing devices to be placed before and after the structure being moved to divert and caution traffic.

(b) No building or structure shall be moved before ten o'clock (10:00) A.M. or after three o'clock (3:00) P.M. and to be moved to its final location in a time period not to exceed five (5) days after the building or structure has either been moved from its original location or has entered the city.

(c) Every building or structure shall have sufficient lights continuously burning between sunset and sunrise for the protection of the public.

(d) There shall be a minimum of five (5) red lights on each street side of the building or structure. These red lights shall be attached to the building or structure in such a fashion as to indicate extreme width, height and size.

(e) The owner or person moving a building or structure shall obtain all necessary permits and meet all requirements of the State of Tennessee as defined in Tennessee Code Annotated, title 55. (Ord. #87, Nov. 1992)

16-302. Moving structures through the city. For moving any building or structure or any part of any building or structure through the city or removal from the city to be relocated outside of Ashland City, the procedures in § 16-301(a) through (f) shall be followed and no fee will be charged. (Ord. #87, Nov. 1992)

16-303. Trailers; exemption. Trailers with widths of sixteen feet (16') or less and any building or structure used for agricultural or storage purpose with widths of less than sixteen feet (16') are exempt from obtaining a moving permit. (Ord. #87, Nov. 1992)

16-304. Owner to make necessary improvements. The owner of any building or structure proposed to be moved shall make all necessary improvements and finish the outside of the building or structure within ninety
(90) days and make all necessary improvements and finish the inside of the building or structure within one (1) year of the date of the application. The application for the moving permit shall be accompanied by an application of a building permit. (Ord. #87, Nov. 1992)

16-305. Violations. Any person who commences the moving of a building or a structure before a moving permit is obtained shall be subject to a penalty of 100% of the usual permit fee and 100% of the building permit. (Ord. #87, Nov. 1992)
CHAPTER 4

NUMBERING SYSTEM FOR BUILDINGS

SECTION
16-401. Posting of designated street address.
16-402. New structures.
16-403. Penalties.

16-401. Posting of designated street address. (1) The owner or occupant or person in charge of any house or building to which a number has been assigned will be notified in writing by the city clerk or building inspector or other designated city official of the number assigned to the same at any time after the adoption of this chapter.

(2) Within sixty (60) days after the receipt of written notification of the city clerk or building inspector, or other designated city official, the owner or occupant or person in charge of a house or building to which a number has been assigned shall affix the same in a conspicuous manner in a conspicuous place. Residential to have 3" numbers and commercial buildings to have 6" numbers.

(3) It shall be the duty of such owner or occupant or person in charge thereof upon affixing the new number to remove any different number which might be mistaken for, or confused with, the number assigned to said structure by the town.

(4) Each principal building shall display the number assigned to the frontage on which the entrance is located. In case a principal dwelling is occupied by more than one business or family dwelling unit, each separate front entrance may display a separate number.

(5) Numerals indicating the official numbers for each principal building or front entrance to such buildings shall be posted in a manner as to be legible and distinguishable from the street on which the property is located. (Ord. #76, March 1991)

16-402. New structures. (1) All residents and business buildings erected after the adoption of this chapter shall be assigned a number in accordance with the property numbering system and shall purchase and display such number as provided in this chapter.

(2) No building permit shall be issued for any principal building until the owner or developer has procured from the building inspector or from the city clerk the official number of the premises. Final approval for a certificate of occupancy of any principal building erected or repaired after the effective date of this chapter shall be withheld until permanent and proper numbers have been displayed in accordance with the requirements above. (Ord. #76, March 1991)
16-03. Penalties. In the event the owner or occupant or person in charge of any house or building refuses to comply with the terms of this chapter by failing to affix the number assigned within sixty (60) days after notification, or by failing within said period of sixty (60) days to remove any old numbers affixed to such house, or house entrance, or building, or building entrance, or elsewhere, which may be confused with the number assigned thereto, that person shall be punished by a fine of not less than five dollars ($5.00) for such non-compliance in the city court for the Town of Ashland City, each day constituting a separate offense. (Ord. #76, March 1991)
16-501. Right-of-way; parking. No part of the street right-of-way should be used for servicing vehicles, displays or for conducting private business. All rights-of-way shall be kept clear of buildings, fences, business signs, parking areas, service equipment and appurtenances thereto. Parking may be permitted on the roadway only where specifically permitted, as posted, by the town.

Each roadside business establishment shall provide parking and storage space off the right-of-way so as not to impede the use of a business driveway or hinder traffic upon a thoroughfare.

For business establishments at a corner street intersection, parking shall be restricted on each street between the intersection and nearest driveway. (Ord. #210, Dec. 1999)

16-502. Driveways not to impair drainage. All driveways shall be constructed in a manner which will not impair drainage within the street right-of-way, nor alter the stability of the roadway subgrade. Further, driveways constructed shall not impair or materially alter the drainage of adjacent areas. All culverts, catch basins, drainage channels and other drainage structures required within the right-of-way and under driveways as a result of any property being developed within the town shall be installed in accordance with the standard cited within the subdivision regulations of the Town of Ashland City, which are hereby incorporated by reference and in accordance with the town's zoning ordinance. All driveway culverts shall be a minimum diameter of 15 inches and a minimum length of 16 feet. (Ord. #210, Dec. 1999)

16-503. Driveways to afford maximum sight distance; not to create a hazard. Any driveway installed along a city street shall be located so as to afford maximum sight distance and shall not constitute a safety hazard. Where a driveway is provided to a commercial establishment, the right-of-way and adjacent border area shall be reasonably clear so that either the establishment or an appropriate sign located outside of the right-of-way can be seen at a sufficient distance to enable proper maneuvers on the part of drivers desiring
to enter the establishment. The profile of a driveway and the grading of the right-of-way shall be such that a driver of a vehicle that is standing on the driveway may see a sufficient distance in both directions to enable him to enter the highway without creating a traffic hazard.

All improvements on property adjacent to street right-of-way shall have a sufficient setback so that parking, stopping and maneuvering on the right-of-way will be avoided by those patrons in vehicles entering business establishments.

Driveways for vehicles entering or leaving a residential development or establishment shall not interfere with the free movement of traffic or create a hazard upon a public street. Where feasible, driveways shall be located where there are not sharp curves, steep grades and where sight distances are adequate for safe traffic operation. Driveways shall not be located within intersections, rotaries and interchanges, or on streets immediately approaching such. Driveways shall also be located in such a manner that there will be no interference with the placement of signs, signals or other devices affecting traffic operation. (Ord. #210, Dec. 1999)

16-504. Arrangement of driveways; number of driveways. The arrangement and alignment of driveways must be in such a manner that will complement the highway alignment, street profile and sight distance conditions. From the point where any driveway abuts the pavement of any street or highway, the slope of that driveway shall under no circumstance exceed a ten (10) percent grade for the twenty (20) feet of said driveway’s point of abutment with the pavement of the street or highway in question. The permissible number, arrangement and width of driveways shall be governed in part by the street frontage of abutting private property, and shall comply with the minimum access control requirements cited in Section 3.090 of the Ashland City Zoning Ordinance. The number of driveways provided shall be the minimum number required to serve the needs of the adjacent property. Frontages of 100 feet or less shall be limited to one driveway. No more than two (2) driveways will be provided to any single property tract or business establishment. (Ord. #210, Dec. 1999)

16-505. Position of driveways. Driveways shall be positioned to clear the frontage boundary lines by the specified minimum dimension. Where two driveways are provided for one frontage, the clear distance between driveways measured along the right-of-way lines shall not be less than 25 feet.

At an intersection of two streets, a driveway connecting each street with a corner property will be permitted, where essential, to conduct business on a corner tract, provided such driveways comply with the minimum access control requirements cited in Section 3.090 of the Ashland City Zoning Ordinance. Where the volume of traffic of the street or streets is high, the driveway(s)
should be located as far away from the intersection as possible. (Ord. #210, Dec. 1999)

16-506. To be positioned at right angles. Whenever possible, all driveways shall be positioned at right angles to the public roadway. (Ord. #210, Dec. 1999)

16-507. Request by applicant. Before construction of a driveway commences off a city street, the applicant must first furnish to the building inspector a written request to construct a driveway and thereafter, furnish a sketch illustrating the location of the applicant's property, a plot plan or simple layout of the applicant's property, especially as it relates to the proposed access design, and the proposed land usage of the applicant's property. Thereafter, it shall be the building inspector's responsibility to grant and issue a permit to the applicant so long as the same is in compliance with this chapter. The building inspector, may at his discretion, refer the applicant's request to the Ashland City Planning Commission for review prior to construction. (Ord. #210, Dec. 1999)