

**City of Olean**  
**Department of Fire, Buildings, and Emergency Services**  
**Code Enforcement Division**  
**101 East State Street, P.O. Box 668**  
**Olean, New York 14760**  
**(716) 376-5683**

**Residential Parking Space/Driveway Application**

Location of driveway/parking space \_\_\_\_\_

Owner: \_\_\_\_\_ Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Driveway/parking space surface: \_\_\_\_\_

Driveway dimensions: Length: \_\_\_\_\_ Width: \_\_\_\_\_

Distance from property line: Side: \_\_\_\_\_ Rear: \_\_\_\_\_

Is a curb cut required?     Yes     No

\*\* If "Yes," fill out a Curb Cut Application

Number of spaces to be provided: \_\_\_\_\_

Are entrance or exit drives within thirty (30) feet of any intersection?     Yes     No

Are fences, walls, or similar buffers going to be used?     Yes     No

**10.3.5 – Location of required Parking Spaces**

1. Residential Districts (R1, R2, and R3) and Residential Transition (RT) District:
  - a. Required automobile parking spaces shall be provided on the same lot as the residence. This space shall be graded for parking use and readily accessible from the street.
  - b. Open parking areas may encroach on any required side or rear yard to within three feet of a property line except that in existing lots with six foot side yards and in the Residential Transition District, required parking spaces may, upon approval of the Planning Board, extend to the side and/or rear lot lines.

## Plot Plan Requirements

**ALL APPLICABLE INFORMATION MUST BE SHOWN ON PLOT PLAN**

- **Location of paved parking area**
- **Parking space location and configuration, including dimensions**
- **Access drives**
- **Fence/landscaping/buffering details**
- **Location and width of curb cut(s) – Note: Requires separate application**

**Property lines in bold – list setback of actual parking lot from lot lines!**



If this application is denied, I (owner/applicant) understand that only the appropriate Board has the authority to grant permission to vary from the requirements of the City of Olean Zoning Law, and NO work shall commence until the Building Department has issued a permit to do so.

I certify that the information supplied on this application is true and correct and that any changes shall be applied for, in writing, and approved by a Code Enforcement Official. I shall comply with any and all requirements as per Local and State Laws pertaining to the work applied for and agree that the City of Olean shall have access to the property to perform all necessary inspections required by law.

Owner: \_\_\_\_\_  
print signature date

Applicant: \_\_\_\_\_  
print signature date

***Building Department Use Only***

This application of: \_\_\_\_\_ received on \_\_\_\_\_  
for the construction site of \_\_\_\_\_ zoned: \_\_\_\_\_

is hereby **APPROVED** or **DENIED**

If denied, reason for denial is: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**The following applications and approvals for relief are required prior to the issuance of any permit:**

- Area Variance**                               **Special Use**                                       **Other**
- Use Variance**                               **Site Plan**

**Code Enforcement Official:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:** \_\_\_\_\_  
\_\_\_\_\_