

Driveway Application Procedure

Franklin County Road Department (FCRD)

1. Obtaining the Driveway Application

The applicant must complete a driveway application. Applications may be obtained using any of the following methods:

- **By Email Request:**
 driveways@franklincountyflorida.net
 - **Online Download:**
 <https://www.franklincountyflorida.com/county-government/road-department/>
 - **In-Person Pickup:**
 - **Franklin County Road Department**
376 SR-65, Eastpoint, FL 32328
(Blue Administrative Office Building)
 - **Franklin County Zoning Department**
248 U.S. Highway 98, Eastpoint, FL 32328
-

2. Submitting the Driveway Application

Once completed, the application must be submitted to the Franklin County Road Department (FCRD) using one of the following methods:

- **By Email:**
 driveways@franklincountyflorida.net
 - **By Mail or Hand Delivery:**
Franklin County Road Department
376 SR-65, Eastpoint, FL 32328
(Blue Administrative Office Building)
-

3. Application Review by the Road Department

Upon receipt of a completed application, the Franklin County Road Department will:

- **Assign a permit number**
 - **Verify the property address and parcel ID using the Property Appraiser's website**
 - **Confirm whether the property is located on a county-maintained road**
-

A. Property NOT on a County-Maintained Road

If the property is located on a private road, state road, or private subdivision/HOA road, the application will be marked as follows:

"This driveway is not on a County-maintained road. Please contact FDOT, the applicable Homeowners Association, or other governing authority if required. This application may proceed for Building Permit and/or Certificate of Occupancy purposes."

- **The application is returned to the applicant as the final driveway permit**
-

B. Property on a County-Maintained Road

If the property is located on a county-maintained road:

- **A site inspection is conducted to determine whether a culvert is required**

Culvert Determination:

- **If a culvert is required:**
 - **The inspector specifies the required culvert size**
 - **The application is returned to the applicant as an initial inspection**
 - **This allows the applicant to proceed with obtaining a building permit**
 - **Final driveway approval is required before issuance of the Certificate of Occupancy**
- **If a culvert already exists:**
 - **The inspector verifies that the culvert is the correct size and in good condition**
 - **If the culvert does not meet standards, the homeowner is responsible for replacement before final approval**

- Road Department staff completes Page 2 of the application and returns it to the applicant
-

4. Submission to the Building Department

The applicant submits the driveway application to the Franklin County Building Department.

The application is considered complete if marked as:

- Private road, state road, or private subdivision/HOA road
- No culvert required
- Existing culvert approved and in good condition

The application is considered initial only if marked as:

- “This driveway requires a culvert installation and final inspection prior to issuance of the Certificate of Occupancy.”
-

5. Culvert Installation Process (If Required)

Applicants may choose one of the following installation options:

Option A: Applicant or Contractor Installation

- Applicant notifies FCRD of who will perform the installation
- Once installation is complete, the applicant notifies FCRD
- FCRD conducts a final inspection to verify compliance with required specifications, including:
 - Proper slope
 - Correct depth
 - Approved materials
 - Required culvert size and placement

Inspection Results:

- If deficiencies are identified, FCRD will notify the applicant of required corrections

- Once approved, FCRD finalizes the driveway permit and returns it to the applicant for submission to the Building Department
-

Option B: Franklin County Road Department Installation

- Applicant requests culvert installation by FCRD
- Applicant purchases the required culvert and notifies FCRD
- FCRD submits a 911 Locate / No-Cuts Permit
- After utility locates are completed, FCRD schedules the installation

Important Notes:

- FCRD provides installation at no cost for labor, equipment, or materials
 - Culverts are not sold or provided by FCRD and must be purchased by the applicant
 - Upon completion, FCRD finalizes the driveway permit and returns it to the applicant
-

6. Final Submission

The applicant submits the finalized driveway application to the Franklin County Building Department in order to obtain the Certificate of Occupancy, if applicable.

7. Processing Time Disclaimer

Processing times may vary depending on inspection schedules, weather conditions, utility locates, and workload. Applicants are encouraged to plan accordingly to avoid delays in the issuance of permits or Certificates of Occupancy.

8. Contact Information

For questions, application status, or inspection coordination, please contact:

Franklin County Road Department, Virginia Messer

 376 SR-65, Eastpoint, FL 32328

 driveways@franklincountyflorida.net

 **Office hours: Monday–Thursday, 7 am – 5 pm (excluding holidays)**

9. Application Process Overview (Quick Reference Flow)

- 1. Applicant obtains and submits driveway application to FCRD**
 - 2. FCRD verifies road ownership**
 - **Not county-maintained → Final permit issued**
 - **County-maintained → Inspection required**
 - 3. Culvert determination made**
 - **No culvert needed → Permit finalized**
 - **Culvert required → Initial approval issued**
 - 4. Culvert installed (by applicant/contractor or FCRD)**
 - 5. Final inspection conducted**
 - 6. Final driveway permit issued**
 - 7. Applicant submits final permit to the Building Department for Certificate of Occupancy**
-

10. Fees

There are no fees or costs associated with this driveway application or permit.