



Driveway/Curb Cut Permit Application

| | | | |
|---|--|--------------------------|--|
| Date | | Tax ID # (If applicable) | |
| <p>● \$50.00 application fee ● All application fees are non-refundable ● Permits and approved plans must be posted on site as failure to post may result in re-inspection fee ● City will call when permit is ready for pickup ● Application must be completed in its entirety prior to submittal ● All inspections will be scheduled for next day. Same day inspection will cost an additional \$75.00</p> | | | |

| | | | |
|---|----|----------|--|
| Job Address | | Suite # | |
| Cost of work being done | \$ | | |
| Tenant/owner/business name | | Phone | |
| Contact person | | Phone | |
| What commercial project is this related to? | | Permit # | |

| | | | | | |
|--|-----------------------------------|---|------------------------------------|---------------------------------|--------------------------------------|
| Check type/description of work | | | | | |
| <input type="checkbox"/> Driveway | <input type="checkbox"/> Sidewalk | <input type="checkbox"/> Barrier-free ramp(s) | <input type="checkbox"/> Utilities | <input type="checkbox"/> Paving | <input type="checkbox"/> Storm sewer |
| <input type="checkbox"/> Other (explain) | | | | | |

| | | | | | |
|--------------------------------|---|--|---|-------------------------------|--------------------------------|
| Work to be performed by | | | | | |
| <input type="checkbox"/> Owner | <input type="checkbox"/> Utility contractor | <input type="checkbox"/> Paving contractor | <input type="checkbox"/> General contractor | <input type="checkbox"/> City | <input type="checkbox"/> Other |

| | | | |
|---------------------------------------|--|------------------------|--|
| Contractor (contact person) | | Registered w/ City? | |
| Company Name | | | |
| Company Address | | Phone | |
| Contractor (contact person) | | Registered w/ City? | |
| Company Name | | | |
| Company Address | | Phone | |

Work as authorized under the approved permit request shall begin within sixty (60) calendar days from the approved date, or the application for permit must be resubmitted. To schedule inspection, call 940-458-2571.

By signing below, I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local law regulating construction or the performance of construction. The issuance of any permit neither exempts nor modifies any covenants, deed restrictions, city ordinances and/or state or federal laws, whether herein specified or not.

To have the City mail the permit and plans, please provide a correctly-sized, stamped, self-addressed envelope.

Additional checklist information is on reverse side of application

| | | | |
|-------|--|-----------|--|
| Name | | Signature | |
| Phone | | Email | |

Checklist for Permit Application

- Estimated calendar days of street blockage or lane closure: _____
- Traffic control drawing attached: Yes No
- Contractor will supply barricades as required by state and local codes
- Contractor shall meet all requirements of Driveway Ordinance #2251 and Tree Preservation Ordinance #2520
- Applicant acknowledges his liability for the work and related hazards
- Applicant shall provide a minimum of two (2) copies of the proposed construction plans with this permit form
- Proof of insurance, bond or other required financial information is current and on file
- Right-of-way user certifies that all work conducted under this permit complies with the NPDES storm water permit requirements and other provisions of the federal Clean Water Act
- Engineering plans drawn at a scale not to exceed one inch (1") equals one hundred feet (100') which show the proposed location(s) and route(s) of all facilities to be constructed or installed and the applicant's plan for right-of-way construction, including details of any bores, trenches, hand holes, manholes, switch gear, transformers, pedestals, etc. including depth
- Appropriate signage (i.e.: 3' X 3' Information Signs; "Utility Construction Ahead" or "Roadwork Ahead" signs)
- Show location of all right-of-way and easements to be used
- Show all existing city utilities in relationship to proposed work
- Detailed emergency procedures
- Detailed method of compaction, equipment must be on site
- Any deviation or exceptions to this permit must be approved by the City
- To schedule inspection, call 940-458-2571