

ONLINE CURB CUT PERMIT PROCESS

Curb Cut requirements are detailed in Section 6.40 of the Zoning Ordinance. Link to City Ordinances can be found on “Building/Zoning Info” dropdown above.

BEFORE PROCEEDING WITH THE PROCESS MAKE SURE YOU HAVE SCANNED ALL THE DOCUMENTS IN A .PDF FORMAT YOU NEED TO ATTACH. THE FOLLOWING IS A LIST OF DOCUMENTS THAT ARE REQUIRED OR APPLICABLE TO YOUR SUBMISSION:

- ❖ Plot plan (survey) to scale with dimensioned illustration of the driveway cut and the layout of the proposed on grade, off-street parking space, spaces or facility. (one set of paper plans must be submitted to ISD)
- ❖ Abutters forms from property owners on the sides and rear of property and the property owners located across the street(s) from the property.
- ❖ If unable to obtain abutter’s signatures, include a statement indicating an attempt was made.

Inspectional Services will review the application. If the request is not in compliance with the Zoning Ordinance, the applicant has the following options:

- ❖ Discontinue the application process
- ❖ Modify the application to bring it into compliance
- ❖ File appeal with BZA
- ❖ Request variance from BZA

If applicant is not successful with appeal or variance request, their recourse is with the courts. Upon approval ISD will electronically approve the application.

The City Clerk will notify neighborhood associations in the area of the petitioner and will send a copy of this notification to the applicant. The association may make a written request for an additional week of review time. Notification will include a copy of the plot plan or drawing submitted with the application and will request that the neighborhood association inform the City Clerk whether it approves or disapproves of the application. Petitioners are urged to contact their neighborhood association early to avoid delay.

The following City departments will review and electronically sign-off if they approve:

- ❖ Traffic, Parking & Transportation
- ❖ Historical
- ❖ Department of Public Works

Following all approvals by the City departments and City Clerk receives a response from the neighborhood association, or 21 days (28 days if extension requested) after initial notification the application will be placed on the City Council agenda for their approval.

If approved, the applicant will have the driveway constructed by a private contractor who is responsible for posting a bond and obtaining a permit from DPW. The work must be inspected by DPW for City standards before the bond is released.

APPLICANTS ARE CAUTIONED AGAINST EXPENDING ANY MONEY ON MODIFICATIONS TO THEIR PROPERTY IN ANTICIPATION OF THEIR APPLICATION BEING APPROVED BY THE CITY COUNCIL. BUILDING PERMITS IN CONJUNCTION WITH A CURB CUT WILL NOT BE APPROVED UNTIL CITY COUNCIL APPROVAL IS OBTAINED.