



DEPARTMENT OF PUBLIC WORKS

Ben Walsh, Mayor

**CURB CUT
PERMIT APPLICATION & INSTRUCTIONS**

REQUIRED FOR: Approval of the *location* of any proposed curb alterations (raising or lowering, widening or narrowing, adding, removing, or relocating).

- If proposed curb alterations are part of a site plan approved by the City Office of Zoning Administration, this application is not required.
- A separate Road Cut application is required to approve the *construction* of approved curb alterations.

THIS APPLICATION PACKET CONTAINS:

- 1) List of Required Submittals
- 2) Terms & Conditions
- 3) Submittal Instructions
- 4) Application

REQUIRED SUBMITTALS:

- **Curb Cut Permit Application** – Page 2, signed by Property Owner.
- **To-Scale Engineering drawing** – Scale: 1"= 20'
 - Must include all appropriate topography, property lines, street lines, sidewalks, proposed curb cut location with dimensions, distances on either side of the proposed driveway to the nearest intersection, etc.

TERMS & CONDITIONS:

- Please allow at least ten (10) business days for review once a complete application has been submitted.
- Property Owner may choose his/her own contractor or use a contractor provided by the City of Syracuse.
 - If Property Owner chooses Contractor: Contractor must obtain a Road Cut permit to perform the work.
 - If Contractor provided by the City: Property Owner may pay the cost in a lump sum, or may finance the cost of construction over a ten (10) year period by paying the cost as an additional charge to property taxes during that period.
- Design must conform to the City's design standards and the "Policy and Standards for Entrances to State Highways," latest edition, published by the State of New York.
- If proposed curb alteration is approved, Property Owner must contact Street Repair Inspector Matt Fiato at 315-882-3101 one (1) week prior to starting construction, to arrange for an inspection to ensure that the work is done according to City specifications.
- Property Owner is responsible for the cost of the approved curb alteration, including maintenance.

SUBMITTAL INSTRUCTIONS: Application and scaled drawing must be submitted to the:

Central Permit Office

201 E. Washington St., Room 101

Syracuse, NY 13202

(P) 315-448-4715

CentralPermitOffice@SyrGov.net

www.syr.gov.net/Central_Permit_Home.aspx



CURB CUT PERMIT APPLICATION

Date of Application: ___/___/___

Property Owner's Name: _____

Property Owner's Address: _____

Property Owner's Telephone Number(s): _____

Property Owner's Email Address: _____

Location of Curb Cut: _____

Reason for Curb Cut: _____

Dimensions of Curb Cut: _____

Other: _____

I, the Property Owner, understand and hereby agree to abide by the TERMS & CONDITIONS on Page 1 of this application.

Property Owner's Signature: _____ **Date:** ___/___/___

~~~~~

### FOR OFFICE USE ONLY

APPROVED: \_\_\_\_\_

DENIED: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Commissioner of Public Works

\_\_\_/\_\_\_/\_\_\_  
Date