

Curb Alteration Permit

PERMIT APPLICATION PACKET & 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. **Street excavation permit will be required.**

REQUIRED SUBMITTALS:

- Curb alteration permit application-Page 2, **signed by property owner.**
- Sketch, plat, or pencil tracing showing the proposed curb cut in relation to the affected lot's property lines, distances to proposed curb cut from the lot's side property lines and any existing curb cuts on the property. Also include the width of any existing curb cuts, width of proposed curb cut, and the locations of any buildings on the lot. Include power poles, light poles, hydrants, trees, etc. that fall within ten (10) feet of the proposed curb cut. A title block with the name of the property owner, address, telephone number and e-mail address and if applicable the contractor's name, telephone number and e-mail address is to be included on the submitted sketch or drawing.
- **Street excavation permit**

TERMS & CONDITIONS:

- Please allow at least ten (10) business days for review once a complete application has been submitted.
- Property owner must hire at their expense, a contractor to perform the work.
- Curb cut design must conform to the City's design standards and details for materials and installations.
- If proposed curb alteration is approved, property owner must contact the City Engineer's Office at (315)-792-0152 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 all associated costs of the approved curb alteration, including maintenance.

FEES:

- **An entity that is conducting an illegal excavation or opening will be mandated to pay a fine of \$500.00 on top of permit application fees.**
- Non-refundable \$25.00-check or money order only.
- All fees associated with an excavation permit.

SUBMITTAL INSTRUCTIONS:

Application, drawing and any fees must be submitted in person to the City of Utica Department of Engineering, 1 Kennedy Plaza, Utica, New York 13502. Please contact Andrew Karas at (315)-792-0152 or e-mail at akaras@cityofutica with any questions.

Curb Cut Application

Date of Application: ___/___/_____.

Property Owner's Name: _____

Property Owner's Telephone Number(s): _____

Property Owner's E-Mail Address: _____

Location of Curb Cut: _____

Reason for Curb Cut: _____

Dimensions of Curb Cut: _____

Other Information: _____

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: ___/___/_____

Street Excavation Permit No.: _____

Contractor: _____/Address: _____

Telephone No.: _____/E-Mail: _____

FOR OFFICE USE ONLY

Street Excavation Permit No.: _____

Approved: _____ Denied: _____

Comments: _____

Inspected by: _____ Date: ___/___/_____