REQUEST FOR DRIVEWAY ENTRANCE/CURB CUT AND/OR PARKING AREA EXPANSION

This request if for the following work in accordance with the City of Auburn Municipal Code (check all that apply):

☐ New driveway entrance and curb cut - $40.00
☐ New driveway - $40.00
☐ Parking area expansion - $40.00
☐ Replacement of existing driveway/apron - $40.00
☐ Resurface existing driveway - $20.00

Date: _____
Address where work is being performed: _____, Auburn, NY 13021
Name of contractor performing work: _____
Homeowner's name: _____
Homeowner's address: _____
Homeowner's phone: _____
Homeowner's signature: _____
Construction cost:_____
Comments: _____
_____
_____

Applicant: Complete this section of the application along with a drawing on the 2nd page of the work to be completed. Use the sample sketch as a guideline.

Allow 14 business days for review and inspection by Code Enforcement Officer prior to issuance of permit.

****

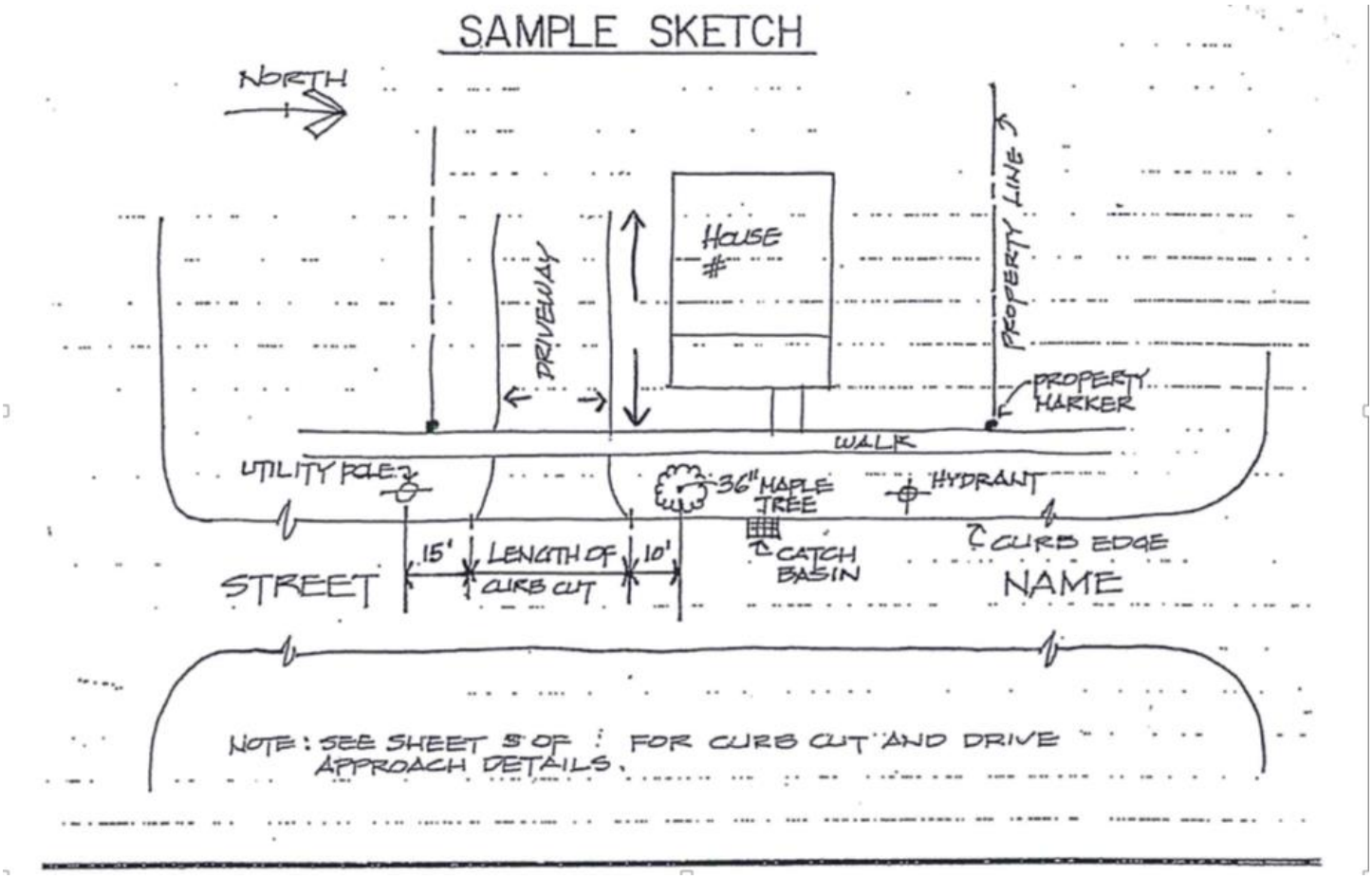
For office use only.

Code Enforcement Department:

Reviewed by: _____
☐ Approved
☐ Disapproved
Comments: _____
_____
Signature:_____ Date: _____

Engineering Department:

☐ Approved
☐ Disapproved
Comments: _____
_____
_____ Date:_____
Superintendent of Engineering Services Signature



****

Owner's sketch (Please print legibly)

CURB CUT SPECIFICATION SHEET

1. Owner shall construct new curb and/or approach in accordance with the City of Auburn Engineering specifications.
2. Owner shall provide the following information on the attached sketch (page 2 of the application):
    a. Dimensions of proposed approach to trees, property lines, building, hydrants, utility poles, etc. (see example sketch).
    b. North arrow.
    c. House location and number.
    d. Curb cut location and length requested with proximity of adjacent physical features (trees, utility poles, catch basins, etc. as shown on example sketch).
    e. Existing walk (if any).
    f. Existing driveway (if any).
    g. Street name
    h. Property lines and corner markers (where possible).
3. Roadway shall be reconstructed to as good or better than pre-construction condition.
4. Final approval of material and slope of driveway approach must be obtained from the City Engineer before commencing construction.
5. When driveway approach is not installed at the time of curb-cut construction, owner shall beck-fill curb sufficiently to prevent settlement.
6. Owner must install 8” concrete sidewalk across driveway in accordance with City of Auburn Municipal Code.