

DATE SUBMITTED: \_\_\_\_\_

PERMIT NUMBER \_\_\_\_\_

## APPLICATION FOR A CURB CUT OR DRIVEWAY PERMIT

The undersigned having read Chapter 905 of the Codified Ordinances of the City of Lancaster and the Instructions to Applicants hereby makes application for Curb Cut or Driveway Permit in compliance with said Ordinances and submits application in DUPLICATE with the necessary data pursuant hereto.

### INSTRUCTIONS TO APPLICANTS

- All information requested on this form must be typewritten or printed in **INK** and submitted in **Duplicate**.
- Application must be filed in the City Engineer's Office no less than five days prior to the date that the applicant proposes to commence work.
- A **PLOT PLAN**, submitted in **DUPLICATE**, drawn in such a manner as to indicate the extent of the proposed construction, curb removal, or elimination, as the case may be, must accompany each application.
- No work will be permitted on the project until the application is approved, permit issued and returned to the applicant.

### SUPPORTING DATA

1. Name of Property Owner: \_\_\_\_\_  
Address \_\_\_\_\_ Telephone \_\_\_\_\_
2. The Curb Cut or Driveway for which this permit is requested is located as follows:  
Lot Number \_\_\_\_\_ Subdivision \_\_\_\_\_ Parcel No. \_\_\_\_\_  
Street, House or Building Address \_\_\_\_\_
3. Purpose of Curb Cut or Driveway \_\_\_\_\_
4. Person or Firm completing work: \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_ Contractor's Registration Number \_\_\_\_\_
5. Functional Classification of the street to which the driveway will connect \_\_\_\_\_
6. Draw a sketch of proposed work, including dimensions, locating the work and extent of work on the back of this form or submit in DUPLICATE on a separate sheet of paper. The work shall be performed in conformity with the pertinent City of Lancaster Standard Construction Drawing \_\_\_\_\_.

**Note 1:** If work will differ from a City of Lancaster Standard Construction Drawing, then submittal of a detailed drawing of the drive including all dimensions and grades will be required with this application.

**Note 2:** A completed "Permit For The Use Of Public Right - Of - Way" is required if the work requires the closing of any part of the street or public right-of-way.

**I hereby certify that the foregoing statements and attachments are true:**

Name of Applicant (Print) \_\_\_\_\_ Signature \_\_\_\_\_

Mailing Address \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Phone No. \_\_\_\_\_

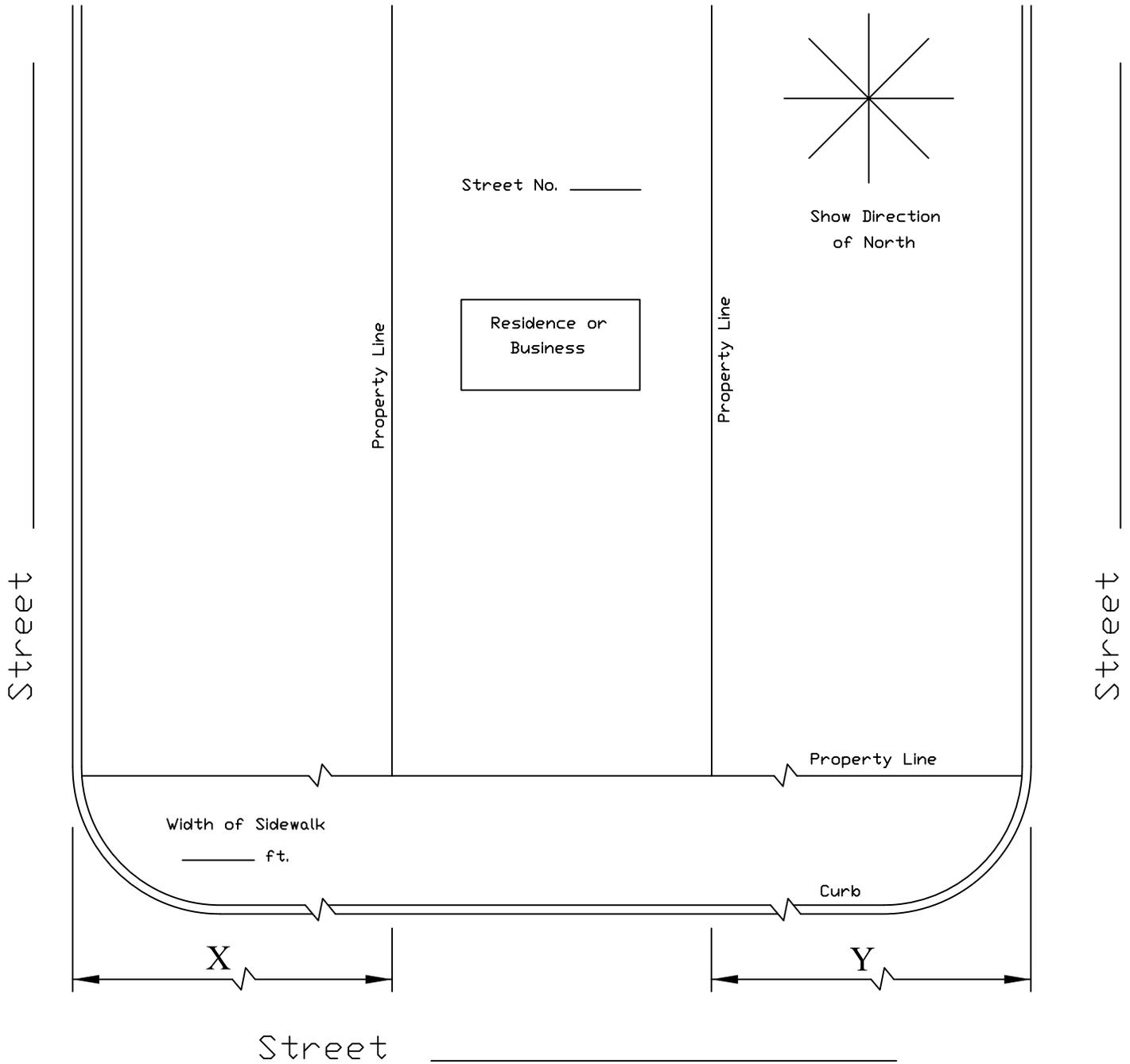
The applicant whose name appears above is hereby granted permission to remove or lower the curb and/or construct a driveway in accordance with Chapter 905 of the Codified Ordinances of the City of Lancaster and the data set forth in or with this application.

Date Approved \_\_\_\_\_

By \_\_\_\_\_

Department of Engineering or Certified Building

SKETCH IN LOCATION WHERE DRIVEWAY WILL BE ON THE PROPERTY



Width of driveway at property line. \_\_\_\_\_ ft.

Distance drive to be from nearest side property line \_\_\_\_\_ ft.

Distance (X or Y) drive will be from nearest intersection \_\_\_\_\_ ft.