DRIVEWAY APRON/CURB CUT PERMIT

When is a Driveway Apron/Curb Cut Permit Required?

A Driveway Apron/Curb Cut Permit is required if you plan on cutting into an existing street curb or sidewalk (i.e., widening or installing a driveway). This allows the Village to ensure public safety. Permits for Driveway Aprons and Curb Cuts are issued by the Community Services Department to limit the potential areas of traffic conflict while maintaining adequate access for cars to be stored conveniently off-street.

Issuance of the Permit is a Two-Step Process:

- Step One:

Each request for location or relocation of driveway apron/curb cut shall first be made, in writing, to the *Community Development Department*, which shall determine whether the request meets the Village Zoning Code. Such letter should state the reasons for the driveway and shall be accompanied by a sketch, showing the lot, its total area and perimeter dimensions and approximate location of the house, garage, proposed driveway and existing driveway.

- Step Two:

Following approval by the Community Development Department, application for the actual Driveway Apron/Curb Cut permit must be made to the Community Services Department.

Where Can I Get One?

Driveway Apron/Curb Cut Permits can be obtained from the Community Services Department, 101 Courthouse Road Los Lunas, NM 87031 between the hours of 9:00 a.m. and 5:00 p.m., Monday - Friday.

What Will It Cost?

The Driveway Apron/Curb Cut Permit will cost $75.00.

How Can I Obtain a Curb Cut Permit?

- Pick the application up at the Community Services Department or visit us online at www.loslunasnm.gov
- Complete your application and return it to the Community Services Department with a check or money order made payable to the Village of Los Lunas, including the application and fee.
- A site visit will be conducted and photographs taken.
- The whole process takes approximately two to three days for approval.

Obtaining Final Approval

- Once the work is completed contact the Community Services Department and request an inspection.
- If the inspection fails you will be informed of the changes required to bring the Driveway Apron/Curb Cut into compliance.

Helpful Tips for Curb Cut and/or Driveway Apron:

- Construct in a manner that allows safe vehicular ingress and egress.
- Insure adequate sight distance for safe vehicular ingress and egress. Must alter sight distance obstructions located on the property. Safety issues (e.g., driveway in a blind spot on the street) can delay approval.
- Parking will not be prohibited opposite applicant's driveway to facilitate ingress or egress. As noted above, driveway must be constructed in a manner that allows safe and convenient travel.
- Indicate the location and type of existing and proposed street fixtures such as utility poles, street lights, traffic signals, etc.

Minimum Specifications:

Driveway Apron is to be constructed of ready-mix concrete 4,500 p.s.i. strength, 4' wide and 4" thick minimum, installed over 4" of ¾" gravel. Curb cut and new curbing is to be constructed of ready-mix concrete 4,500 p.s.i. strength, 6" width and 18" deep minimum, installed over 4" of ¾" gravel, with curb drain, vented to atmosphere.

- It is the Contractor's responsibility to construct apron, driveway (within right-of-way), curb and sidewalk in accordance to Village standards.
- A site sketch of proposed driveway or driveway change must be attached to this permit.
- Any work started or completed prior to the Village's inspection and approval is subject to fine, rejection, and/or removal at the applicant's/contractor's expense.
- The Village Department of Parks Recreation and Streets must be contacted 24-hours before:
- Pre-cut inspection – after contractor has marked curb to be cut prior to its removal;
- Pre-pour inspection – after forms have been set for apron and prior to concrete placement;
- Final inspection – after work is completed.

Note: Utility conflicts between the applicant's proposed driveway and existing utilities must be resolved by the applicant.

REMINDER: CALL BEFORE YOU DIG!

DRIVEWAY APRON/CURB CUT
PERMIT

(Please Print or Type Applicant Information)

Permit No._____ Date_____

Applicant/Contractor Information

Name: _____Contact:_____

Street Address: _____

City:_____State:_____Zip:_____

Daytime Phone: _____ Cellular Phone: _____

Evening Phone: _____ E-Mail Address: _____

NM Contractor License No: _____

Property Owner/Parcel Information

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Cellular Phone: _____

Evening Phone: _____ E-Mail Address: _____

Project Information

Location: _____ Section_____ Block_____ Lot_____

$75.00 ____ Fee New Driveway Installation: _____ Existing Driveway Change: _____

Width of Driveway Cut: _____ Width of Driveway at Curb: _____

OFFICIAL USE ONLY

Approval Date: _____/_____/_____

Application Received: _____/_____/_____ Permit Fee $_____ Receipt #_____

Permit Issue Date: *_____/_____/_____* ***Permit Granted by:*** _____
Authorized Department Personnel

Pre-Cut Inspection Date: _____/_____/_____ Inspected By: _____

Pre-Pour Inspection Date: _____/_____/_____ Inspected By: _____

Final Inspection Date: *_____/_____/_____* *Were minimum requirements met? ___ Yes ___ No*
Was permanent surface adequate? ___ Yes ___ No

Approved_____ Denied_____ ***Signed:*** _____

PERMIT PROVISIONS AND CONDITIONS OF ISSUANCE

By signing this permit application, the undersigned agrees to be bound by the following conditions:

Performance of Work

The undersigned agrees to perform all work in accordance with the Driveway Apron/Curb Cut Permit and in strict compliance with the laws, ordinances and other regulations of the Village of Los Lunas, and to be bound by the terms stated in this permit application and by all local, state and federal laws.

Substandard Work Completed Under This Permit

The property owner agrees that in the event the Community Services Department shall determine that the driveway apron/curb cut repaired, replaced, altered or constructed by the owner, or by the owner's private contractor, under the permit does not conform with the requirements as specified in the permit application, and upon written notice being given that the curbing does not conform as hereinabove provided, the Village may, at its sole discretion, following 20 days opportunity to cure by the property owner, remove the same and restore the property to its original condition at the curb, and the expenses so incurred against said property described in said permit shall be entered by the Village Administrator. Such remedial work performed by the Village for a violation of the conditions of the Permit shall be in addition to, and not in lieu of, any other remedy available to the Village by law.

Failure to Complete Work under the Permit on or Before the Specified Completion Deadline

The property owner agrees that, although the permit may be issued to someone other than the property owner, if all work under the permit has not been completed on or before the completion deadline specified in the permit application, or otherwise fails to conform to the conditions/requirements of the permit, the damaged, defective or deficient driveway apron/curb cut may be removed and replaced at the sole discretion of the Village and the expenses so incurred against said property owner.

LIABILITY AGREEMENT

By accepting this Driveway Apron/Curb Cut Permit, the Undersigned hereby agrees to defend, indemnify and hold harmless the VILLAGE, its employees, officers and agents from and against any and all claims, lawsuits, causes of action or other loss or expense whatsoever, including reasonable attorneys fees, that may be threatened or arise from or in connection with in the work to be performed and/or the materials to be installed under this Permit.

_____ _____

Permittee Signature Date

_____

Permittee Name (print)