

# PAVEMENT CUT PERMIT

## When is a Pavement Curb Cut Permit Required?

A Pavement Cut Permit is required if you plan on cutting into an existing Village roadway (i.e., removing, replacing or installing underground utilities). This allows the Village to ensure public safety. Permits for Pavement Curb Cuts are issued by the Public Works 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 pavement cuts shall first be made, in writing, to the *Public Works Department*, which shall determine whether the request meets the Municipal Development Standards. Such letter should state the reasons for the pavement cut and shall be accompanied by a sketch, showing the location, its total area and perimeter dimensions and approximate to fixed items (i.e., garage, driveway, light poles and existing intersections).

- Step Two:

Application for the actual Pavement Cut permit must be made to the Public Works Department; accompanied by a traffic plan detailing road lane and sidewalk closures.

## Where Can I Get One?

Pavement Cut Permits can be obtained from Public Works Department online: [Click Here](#) or at our office , 1259 NM - 314 SW; Los Lunas, NM 87031 between the hours of 8:30 a.m. and 4:30 p.m., Monday - Friday.

## What Will It Cost?

The Pavement Cut Permit will cost \$25.00 for no pavement cut, \$150.00 for old pavement and \$1600.00 for new pavement.

## Obtaining Final Approval

- Once the work is completed, contact the Public Works Department and request an inspection.
- If the inspection fails, you will be informed of the changes required to bring the Pavement Cut into compliance.

## Helpful Tips for Pavement Cuts:

- Construct in a manner that allows safe vehicular ingress and egress.
- Provide a traffic plan in regards to movement of vehicles within the proposed work zone.
- No permission shall be given to the contractor performing the pavement cuts on private property. Any offsite parking is the responsibility of the contractor to obtain from the property owner.
- Indicate the location and type of existing and proposed street fixtures such as utility poles, streetlights, traffic signals, etc.

Minimum Specifications:

Pavement Cuts shall be constructed is of 6" cement treated base – 1" maximum size gravel - NOT DIRT - non-plastic material. 1 ½ hot, mix patch on top of the base.

- It is the Contractor's responsibility to construct pavement cut within right-of-way, curb and or sidewalk in accordance to Village standards.
- A site sketch of proposed pavement cut 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 Public Works Department must be contacted 24-hours before:
- Pre-cut inspection – after contractor has marked curb to be cut prior to its removal;
- Pre-installation inspection – after repairs have been completed;
- Final inspection – after work is completed.

**Note:** Utility conflicts between the applicant's pavement cut and existing utilities must be resolved by the applicant.

**REMINDER: CALL NM811 BEFORE YOU DIG!**

Phone: 811 or 800-321-2537 - <https://www.nm811.org/>

# **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 Pavement 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 applicant or contractor agrees that in the event the Public Works Director shall determine that the pavement cut repaired, replaced, altered or constructed by the applicant, or by the applicants contractor, under the permit does not conform with the requirements as specified in the permit application, and upon written notice being given that the pavement does not conform as hereinabove provided, the Village may, at its sole discretion, following 20 days opportunity to cure by the applicant/contractor, remove the same and restore the property to its original condition of the pavement, and the expenses so incurred against said applicant or contractor 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 applicant/contractor agrees that, although the permit may be issued to someone other than the applicant/contractor, 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 pavement 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 Pavement 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.

---

Applicant/Contractor Signature

---

Date

---

Applicant/Contractor Name (print)

**PAVEMENT CUT  
PERMIT**

(Please fill out application via print, type or electronically)

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: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Project Information**

Start Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ Attach Traffic Control Plan: \_\_\_ Yes \_\_\_ No

Finish Date: \_\_\_\_\_ Finish Time: \_\_\_\_\_

Type of Work: \_\_\_\_\_

No Pavement Cut: \_\_\_ \$25.00 Old Pavement: \_\_\_ \$150.00 New Pavement: \_\_\_ \$1600.00

**The proposed installation shall be:**

(Crossing or Parallel) (Subsurface or Overhead) (Boring, Jacking or Pavement Cut) (Number of Cuts)

**OFFICIAL USE ONLY- DO NOT FILL IN BELOW**

Approval Date: \_\_\_\_\_ Application Received: \_\_\_\_\_ Permit Fee \$ \_\_\_\_\_ Receipt # \_\_\_\_\_

Permit Issue Date: \_\_\_\_\_ Traffic Control Plan Attached: \_\_\_ Yes \_\_\_ NO

Construction/Safety Inspector Notified Date: \_\_\_\_\_ Time: \_\_\_\_\_ By Whom: \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_

**Permit Granted by:** \_\_\_\_\_

*Authorized Public Works Personnel*