

# 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 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 driveway apron/curb cut shall first be made, in writing, to the *Public Works Department*, which shall determine whether the request meets the Village of Los Lunas Municipal Development Standards. 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 Public Works Department, application for the actual Driveway Apron/Curb Cut permit must be completed.

## Where Can I Get One?

Driveway Apron/Curb Cut Permits can be obtained from the Public Works Department, 660 Main Street Los Lunas, NM 87031 between the hours of 8:00 a.m. and 4:30 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 Public Works Department or visit us online at [www.loslunasnm.gov](http://www.loslunasnm.gov)
- Complete your application and return it to the Public Works 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 Public Works Director 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, streetlights, 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  $\frac{3}{4}$ " 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  $\frac{3}{4}$ " 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 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-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**

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

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

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

Width of Driveway Cut: \_\_\_\_\_ Width of Driveway at Curb: \_\_\_\_\_

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

**OFFICIAL USE ONLY**

Approval Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Application Received \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Permit Fee \$ \_\_\_\_\_ Receipt # \_\_\_\_\_

Permit Issue Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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

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

Signed \_\_\_\_\_

**Public Works Director**

## **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 Public Works 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.

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Permittee Signature

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Date

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Permittee Name (print)