



CENTRAL PERMIT OFFICE

CITY OF SYRACUSE, MAYOR BEN WALSH

Curb Cut Permit Application Instructions

Overview: The Curb Cut Permit is required for the approval of the location of any proposed curb alterations (raising, lowering, widening, narrowing, adding, removing, or relocating) in the City of Syracuse. If proposed curb alterations are part of a site plan approved by the Office of Zoning Administration, this application is not required. A separate Road Cut Permit is required to approve the construction of approved curb alterations. Please allow at least 10 business days for review once a complete application has been submitted.

Application Contents:

- Permit Requirements
- Application Checklist
- Submittal Instructions
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Permit Requirements:

- The Property Owner is responsible for the cost of the approved curb alteration, including maintenance.
- The Property Owner may choose their own Contractor or use a Contractor provided by the City of Syracuse:
 - If the Contractor is chosen by the Property Owner, the Contractor must obtain a Road Cut Permit to perform the work.
 - If the Contractor is provided by the City, the Property Owner may pay the cost in a lump sum or may finance the cost of construction over a ten-year period by paying the cost as an additional charge to property taxes during that period.
- The design must conform to the City's design standards and the "Policy and Standards for Entrances to State Highways" latest edition, published by the State of New York.
- If proposed curb alteration is approved, the Property Owner must contact Street Repair Inspector Matt Fiato at 315-882-3101 one week prior to starting construction, to arrange for an inspection to ensure that the work is done according to City specifications.

Application Checklist:

- Completed Curb Cut Permit Application, signed by the Property Owner.
- To-Scale Engineering Drawing (Scale: 1-inch equals 20 feet). The drawing must include all appropriate topography, property lines, street lines, sidewalks, proposed curb cut location with dimensions, and distances on either side of the proposed driveway to the nearest intersection.

Submittal Instructions:

1. Application must be completed in its entirety. Incomplete applications will not be processed.
2. Application and scaled drawing must be submitted to:

City of Syracuse, Central Permit Office

One Park Place
300 South State St.
Syracuse, NY 13202

315-448-4754 | permits@syr.gov



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Curb Cut Permit Application

Date of Application: _____

Property Owner Name: _____

Property Owner Address: _____

Property Owner Phone Number(s): _____

Property Owner Email Address: _____

Location of Curb Cut: _____

Reason for Curb Cut: _____

Dimensions of Curb Cut: _____

Other: _____

I, the Property Owner, understand and hereby agree to abide by the Curb Cut Permit requirements on page 1 of this application.

Property Owner Signature: _____ Date: _____

FOR OFFICE USE ONLY

Approved: _____

Denied: _____

Comments: _____

Commissioner of Public Works Signature

Date