City of Newark, Ohio
Department of Public Service, Division of Engineering
APPLICATION FOR A CURB CUT OR DRIVEWAY PERMIT

DATE SUBMITTED: _____   PERMIT NO: _____

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.

1. Name of Property Owner: _____

   Address: _____Phone No.: _____

2. The curb cut or driveway for which this permit is requested is located as follows:

   Street, House or Building Address:_____

3. Purpose of curb cut or driveway:

4. Person/ Company completing work: _____Phone No.:_____

   Address: _____

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 Newark Standard Construction Drawings.

   NOTE 1: If work will differ from City of Newark Standard Construction Drawings, 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 work requires the closing of any part of a street or public right-of-way.

I hereby certify that the foregoing statements and attachments are true.

Name of Applicant: _____Signature: _____
                              (Please Print)

Email Address: _____

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 1032 of the Codified Ordinances of the City of Newark and the data set forth in or with this application.

Date Approved: _____   City Engineer: _____

Date Approved: _____   Service Director: _____

Revised 1-7-2009