



City of Annapolis
Department of Public Works
145 Gorman Street, 2nd Fl
Annapolis, MD 21401-2535

PWPermits@annapolis.gov • 410-263-7949 • Fax 410-263-3322 • www.annapolis.gov
Deaf, hard of hearing or speech disability - use MD Relay or 711

Curb Cut Permit

Instructions

This permit, for driveways or parking lot entrances, is required to insure the public safety when blocking or diverting vehicular or pedestrian traffic in a public street, alley, sidewalk or assembly area.

1. Complete the upper half of the form and be sure to include a site plan or sketch showing the street, driveway, building, trees, signage, crosswalks, fire hydrants or any utility in the location of the proposed cut. Normally, you will be called the next business day by the Public Works Inspector.
2. If the work is in the Historic District, your application must be approved by a representative of the Historic District Commission.
3. A fee of five dollars (\$5.00) per linear foot of curb cut is required at the time the permit is *issued*.



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Bureau of Engineering & Construction
Curb Cut Permit Application

This permit applies only to work being done within the public right of way. Work on private property (including installing a driveway) may require a separate permit. Please contact the Office of Planning and Zoning (410-263-7961) and the Office of Code Enforcement (410-263-7946) for further information.

Application date _____

Applicant information

Name _____

Address _____

Phone(s), day _____

Contractor information

Name _____

Address _____

Phone(s), day _____

I/WE have copies of the City Details and Specifications and hereby make application for a curb cut at

_____ for the purpose of constructing a curb cut approximately _____ feet wide.

Traffic Control (vehicular and pedestrian) shall be in accordance with the latest Manual on Uniform Traffic Control Devices (MUTCD). Work should begin on or about _____

Permit expires 180 days from date of issuance. *A sketch plan must be attached showing proposed work, street, driveway, building(s), property lines, etc. You may use a print of the Annapolis utility maps for this purpose.*

Inspection requirements

The contractor doing the work must call the Public Works Inspector 24 hours prior to starting work. The work must be inspected before concrete is poured and a final inspection must be performed when the work is complete. Contact Rodger McAlister, Public Works Inspector, at above numbers between the hours of 8:30 - 9:00 a.m. or 4:00 - 4:30 p.m. daily to schedule inspections.

Signature _____ Date _____



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FOR CITY USE ONLY

Approved Yes No

Date issued _____ Fee _____ Permit # _____

Signatures:

Public Works _____ Date _____

HDC if applicable _____ Date _____

Comments