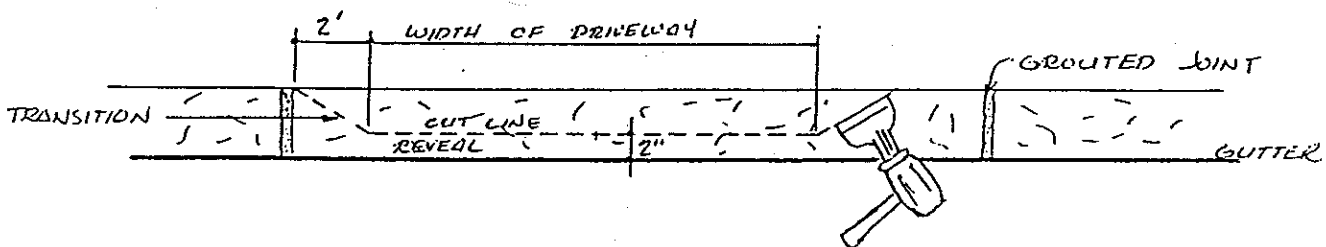


## CURB CUTTING INSTRUCTIONS AND APPLICATION

BEFORE CUTTING CURB THE FOLLOWING PROCEDURES MUST BE PERFORMED. THIS INCLUDES ESTABLISHMENT OF A NEW CURB CUT, THE EXTENSION OR WIDENING OF AN EXISTING CURB CUT, AND ESTABLISHMENT OF A SECOND OR ADDITIONAL CURB CUT.

- (1) A zoning permit (driveway permit) must be obtained in order to establish the required zoning approvals. Complete and sign this application and submit with the required application fee: \$25.00 RESIDENTIAL APPLICATION FEE FOR DRIVEWAY PERMIT ONLY; (MULTI-PURPOSE RESIDENTIAL ZONING PERMIT APPLICATIONS ARE \$35.00). \$75.00 NON-RESIDENTIAL APPLICATION FEE. (NOTE: Please refer to Article 3 of the Zoning Ordinance for complete Off-Street Parking and Loading Regulations with reference to Sections 302, 311, 315, 316, 317, and 318, applicable to size, width, paving, number and location for typical residential installations. YOU ARE REQUIRED TO SUBMIT A SITE PLAN DRAWING SHOWING THE SIZE, SPECIFICATIONS, AND LOCATION OF THE PROPOSED CURB CUT AND DRIVEWAYS SUFFICIENT TO ESTABLISH COMPLIANCE. THE ESTABLISHMENT OF OFF-STREET PARKING AREAS IN CONNECTION WITH CURB CUTTING WILL REQUIRE DETAILED SITE PLANS AND MAY BE SUBJECT TO OTHER CITY CODES AND ORDINANCES.
- (2) If located on a right-of-way that is designated as a State Highway you must contact Penn DOT (570-963-0455) in order to establish highway occupancy permit compliance.
- (3) You must comply with the City of Wilkes-Barre Engineering requirements as follows: CUTTING CURB: Cut a strike line along cut line with a sone chisel approximately 1/2" deep, then strike the area to be removed with strong blows of a sledge hammer, OR, Saw through cut line with a diamond blade saw.

(SEE ILLUSTRATION)



### ILLUSTRATION NOTES\*

\*A two (2) foot transition is standard and is not to be exceeded without prior permission. Transition is not to extend onto adjacent property.

- \*In case of concrete curb, break line is to be parged with an epoxy cement in order to prevent deterioration.
- \*Two (2) inch reveal should be maintained where possible to facilitate future paving and gutter reveal.
- \*Safety goggles should always be used when chisling and striking stone.

(4) Obtain a Building Permit (Please contact 570-208-4286) for information and fees.

**DRIVEWAY ZONING PERMIT APPLICATION**  
**CITY OF WILKES-BARRE OFFICE OF PLANNING AND ZONING**

DATE: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

PROPERTY OWNER ADDRESS: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_

USE OF PROPERTY (i.e. Single Family Home) \_\_\_\_\_

**APPLICATION IS MADE TO:** \_\_\_\_\_ EXTEND EXISTING CURB  
 \_\_\_\_\_ ESTABLISH SINGLE NEW CURB CUT/DRIVEWAY  
 \_\_\_\_\_ ESTABLISH ADDITIONAL DRIVE(S)

WIDTH OF DRIVEWAY(S): \_\_\_\_\_ LENGTH OF DRIVEWAY(S): \_\_\_\_\_

TOTAL WIDTH OF CURB CUT(S) \_\_\_\_\_ DISTANCE FROM CORNER \_\_\_\_\_

DISTANCE BETWEEN DRIVEWAYS (IF APPLICABLE) \_\_\_\_\_

STATE HIGHWAY: \_\_\_\_\_ NO \_\_\_\_\_ YES-APPROVED BY \_\_\_\_\_

***\*I certify that the information supplied on and with this form is complete and accurate to the best of my knowledge:***

SIGNATURE OF PROPERTY OWNER \_\_\_\_\_

INITIAL \_\_\_\_\_ \*I understand that this permit and/or plan has not been reviewed to determine its compliance with Title III of the Americans with Disabilities Act of 1990 (ADA) which prohibits discrimination on the basis of disability in public accommodations and commercial facilities. Compliance is the responsibility of the private entity.

**(FOR CITY USE ONLY BELOW THIS LINE)** \_\_\_\_\_

ZONING DISTRICT: \_\_\_\_\_ (stamp)

APPLICATION # \_\_\_\_\_