

## **1. Application**

A curb cut as defined by this policy shall mean any situation where permit or paid parking, as defined in the latest adopted Permit and Paid Parking Policy, is proposed to be removed as a result of work being done to improve abutting property. Therefore, any time an applicant proposes work that will result in the removal of permit or paid parking from the street, a curb cut application shall be required.

Application shall be made to the Public Works Department on a curb cut permit application form accompanied by a non-refundable \$100.00 application processing fee and a \$300.00 road opening escrow. The escrow will be refunded to the applicant if the work is properly completed or used by the Town to finance the necessary repairs, if the work is not completed properly within thirty days.

## **2. Review**

The application shall be reviewed by town staff (Public Works Director, Police Chief, Fire Chief), which shall give a recommendation thereon to the Town Council.

## **3. Notification**

The Public Works Department shall notify abutters to the property as well as those across the street of the date and time at which the Town Council will hear the request.

## **4. Approval**

The Town Council shall approve or deny the permit; however, if Town staff do not hear back from any abutters after notification, then staff may approve or deny the permit.

## **5. Standards for Approval**

- A. There shall be no more loss of existing parking spaces than absolutely necessary.
- B. The net effect of the curb cut must be to create more spaces off street than are lost on street.
- C. Curb cut shall not facilitate parking in the front yard setback.
- D. Other factors shall also be considered, such as sight distances and other negative impacts to street traffic, NFPA 1 compliance, and the guidance identified in the Manual on Uniform Traffic Control Devices (MUTCD) for Streets and Highways shall also be considered when reviewing the proposed location of curb cuts/parking removal.

## **6. Standards for Construction**

- A. Must replace sidewalk and curb to the Town's standard specifications.

- B. Granite curb removed remains the property of the Town and must be delivered to a site specified by the Public Works Director.
- C. All work must be completed to the satisfaction of the Department of Public Works Director.

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LEGISLATIVE HISTORY

12-5-88 Policy adopted by Town Council.  
7-5-94 Amended by Town Council.  
11-13-12 Staff suggested changes  
11-20-12 Council adopted change  
12-17-19 Amended by Town Council  
10-15-22 Staff suggested changes  
12-06-22 Amended by Town Council