

Village of Depew

Building Department

Municipal Building • 85 Manitou St. • Depew, NY 14043

716-683-1400 ext. 123 • 716-683-3538 (fax)

www.villageofdepew.org

Checklist for Right-of-Way Permits Sidewalks / Driveways / Curb Cuts / Street Cuts

***Right-of-way work application is used if performing any work from the sidewalk to the street.**

*All Village permits require an UPDATED ORIGINAL property survey
(A copy will be made for our records and the original will be returned to you)*

- Sidewalk/Driveway/Curb cut permit fee is \$50.00
- Street Cut permit fee is \$100.00 plus \$500.00 deposit. Deposit will be returned the following spring as long as all requirements are met.
- Duration of the permit is six (6) months.

***If using a contractor, a current copy of their Worker's Compensation, Liability & Disability Insurances must be on file in the Building Department.**

***If homeowners are performing work themselves, they need to complete the CE-200 form, a waiver of Worker's Compensation & Disability insurance by going to businessexpress.ny.gov. For further instructions on completing the CE-200, please go to www.villageofdepew.org and search Building Department forms.**

Instructions for obtaining a sidewalk/curb cut permit from the Village of Depew

1. Bring full size updated property survey.
2. COMPLETE the permit application to include:
 - a. Property owners name, address & contact information. If renting or leasing, a letter from the owner giving permission is required.
 - b. Description of work being done including who is installing and cost.
 - c. Signature of person obtaining permit.
3. Pay appropriate fee by cash, check payable to "Village of Depew", or credit card (small fee added to credit card transactions). *Deposits for street cuts must be a separate check.
4. If homeowner doing work themselves, they must complete CE-200, print form and bring in. Must be submitted with original signature (copies will not be accepted).
5. If contractor is performing work, Worker's Compensation, Liability and Disability insurances must be on file in the Village Building Department.
6. The cutting lines must clearly marked so they can be checked by the Department of Public Works.
7. 811 DIG must be called before any work is done.
8. Work must follow the concrete approach requirements.
9. The permit is issued from the Building Department, approved from, the Department of Public Works.



VILLAGE OF DEPEEW

RIGHT OF WAY WORK APPLICATION

Payment Initial: _____
Amount: _____
Date: _____
Receipt # _____

Homeowner Name: _____

Address: _____

Is this a corner lot: Yes No

Homeowner Phone Number: _____

Reason for Work:

- Sidewalk Replacement or New Sidewalk
- Driveway Approach-Replacement or Widening
- Driveway Widening
- Curb Cut
- Road Cut
- Other—Please Explain: _____

Work Area must be clearly marked with paint or stakes so they can be checked by the Dept. of Public Works

Who Will Be Performing the Work: _____

If homeowner will be performing the work, an insurance waiver must be completed and notarized.

*****MUST BE FILLED IN*****

If a company will be performing the work please list company name, address and phone number below. **A copy of workers compensation, liability and disability insurances must be provided before application may be approved.**

Company Name: _____

Company Address: _____

Company Phone Number: _____

Signature of Resident: _____ Date: _____

- DPW Approved Comments: _____
- DPW Denied Comments: _____
- Building Dept. Approved Comments: _____
- Building Dept. Denied Comments: _____

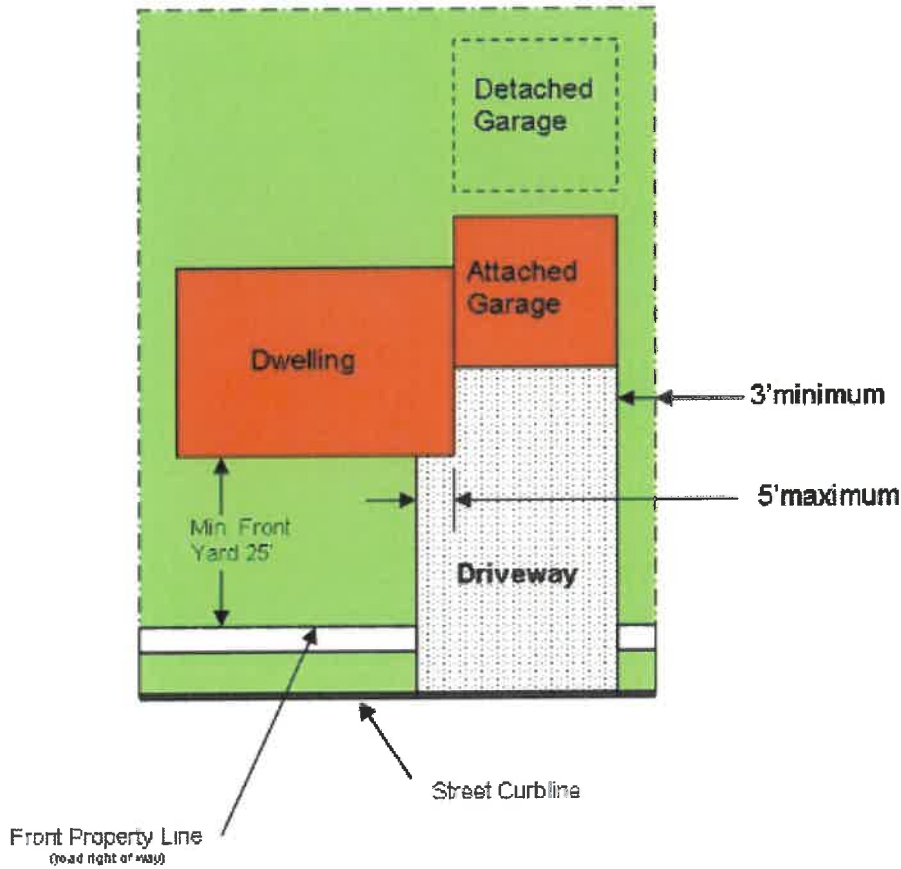
Street Cuts ONLY

DPW Annual year Review: _____ Date: _____

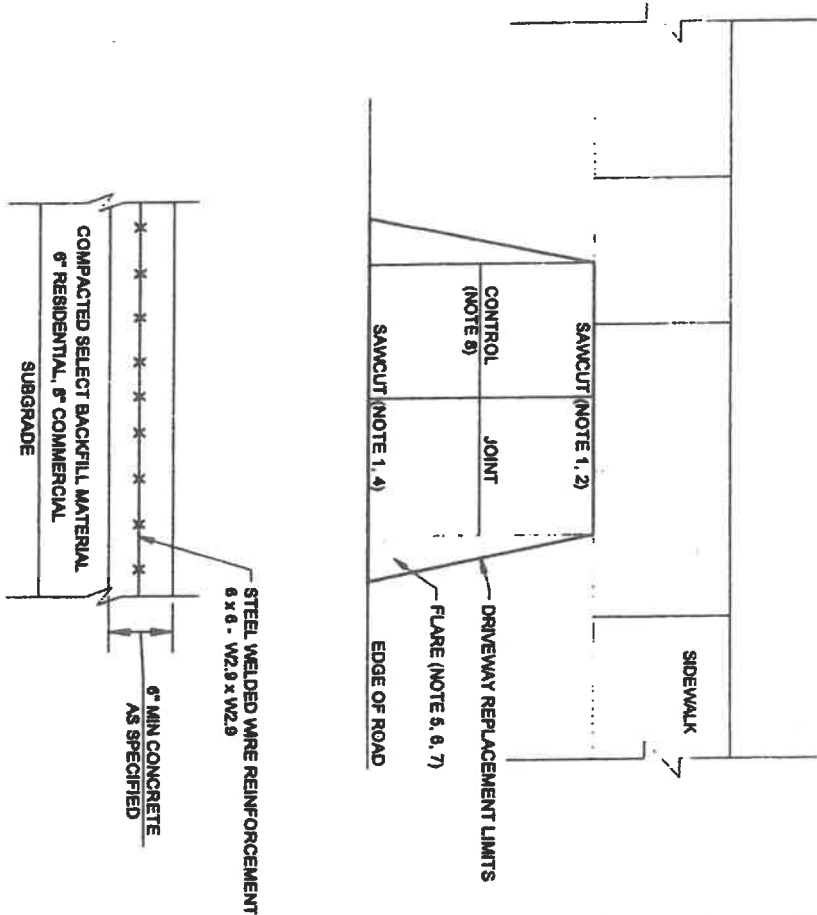
Street Cut Deposit Refunded: _____ Date: _____

VILLAGE OF DEPEW CODE
CHAPTER 260
260-14 Section B Paragraph H

(h)
Driveways. Residential driveways accessing attached or detached garages may encroach the required front yard or exterior side yard, providing all such driveways maintain a minimum setback of three feet to any interior, rear or exterior property line and such driveway does not project greater than five feet directly in front of the principal dwelling.



Permitted Driveway Encroachment



- NOTES:**
1. EXISTING APPROACH SHALL BE SAW CUT AT THE LIMITS OF RECONSTRUCTION TO PROVIDE FOR A "NEAT" TRANSITION EDGE.
 2. WHEN NEW CONCRETE IS TO BE PLACED AGAINST EXISTING CONCRETE A PRE MOLDED, FULL DEPTH EXPANSION JOINT MATERIAL SHALL BE INSTALLED. AFTER CONCRETE IS SET, EXPANSION JOINT SHALL BE CUT DOWN TO 1/2" BELOW GRADE AND JOINT SEALANT SHALL BE APPLIED TO TOP OF JOINT(SIKAFLEX 1A, OR APPROVED EQUAL).
 3. SLOPE SHALL MATCH EXISTING.
 4. WHERE DRIVEWAY MEETS EXISTING ROADWAY, FINAL DRIVEWAY ELEVATION SHALL BE 1" ABOVE ROADWAY.
 5. FOR DRIVEWAYS WITHIN 0'-1.5' OF THE SIDEWALK, FLARE SHALL BE 5' WIDE AND EXTEND TO THE BACK OF THE SIDEWALK.
 6. FOR DRIVEWAYS WITHIN 1.5'-4' OF THE SIDEWALK, FLARE SHALL BE 3' WIDE AND EXTEND TO 2.5' FROM THE BACK OF THE SIDEWALK.
 7. FOR DRIVEWAYS 4' AND FURTHER FROM THE SIDEWALK, FLARE SHALL BE 3' WIDE AND BE A MAXIMUM OF 6' LONG EXTENDING TO THE BEGINNING OF THE SIDEWALK.
 8. CONTROL JOINTS SHALL BE SYMMETRICAL AND PLACED AT A MAXIMUM SPACING OF 10'. CONTROL JOINTS SHALL BE 1.5" DEEP.
 9. ANY DAMAGED SIDEWALK SHALL BE REPLACED BACK TO NEAREST JOINT AND MEET VILLAGE SIDEWALK STANDARDS.

**CONCRETE APPROACH
RECONSTRUCTION DETAIL**

SCALE: NTS

figure 1
VILLAGE OF DEPEW