Procedure for Sidewalks/Driveways/Curb Cuts and Street Cuts—Right of Way

Right of Way Application—used if performing any work from sidewalk to the street.

Sidewalks/Driveways/Curb Cuts

- Building department gives the homeowner the checklist and application.
- Building department receives the application.
- Building department sends applicant to the clerk’s office to pay.
- Clerk returns application with the top corner filled in to the building department.
- Building department sends to the Superintendent in the DPW—via email—(this is sent with or without the insurances marked yet.)
- DPW goes out and inspects.
- DPW signs off on it with approved or denied.
- DPW then emails it back to the Code Officers, Code Clerk, and Mayor’s Secretary.
- Building department issues or denies the permit.

Street Cuts

- Building department give the homeowner the checklist and application.
- Building department receives the application.
- Building department sends applicant to the clerk’s office to pay.
- Building department notifies the Payroll Account Clerk in the clerk’s office of the curb cut and putting $300.00 in Trust.
- Clerk returns application with the top corner filled in to the building department.
- Building department sends to the Superintendent in the DPW—via email—(this is sent with or without the insurances marked yet.)
- DPW goes out and inspects.
- DPW signs off on it with approved or denied.
- DPW then emails it back to the Code Officers, Code Clerk and Mayor’s Secretary.
- Superintendent verifies all requirements have been met the next season.
- Superintendent notifies Tony if requirements have been met.
- Tony notifies the Payroll Account Clerk in the clerk’s office of a refund to applicant of $300.00 for curb cut if it applies. Applicant needs to ask for this money back.
Checklist for Sidewalks/Driveways/ Curb Cuts and Street Cuts- Right of Way

*Right of Way Work Application is used if performing any work from the sidewalk to the street.*

All Village permits require a copy of the most recent property survey.

Sidewalk/Driveway/Curb Cut permit fee is $50.00
Street Cut permit fee is $100.00 plus $300.00 (the $300.00 can be returned the following spring if it met all the requirements.)
Duration of permit is six (6) months.

**In order to approve permit, a copy of the contractors’ liability, disability and workers compensation insurance must be on file in the Village Building Department. If homeowners are performing work themselves, they need to complete the necessary form in Village Building Department & have it properly notarized. (A notary may be available at the Village Hall)**

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

1. Bring copy of most recent survey to the Village Building Department.
2. COMPLETE the permit application form to include:
   a. Property owners name, address & contact information if renting or leasing a letter from the owner is needed giving permission.
   b. Description of work to be done including who is installing and cost.
   c. Signature of person obtaining the permit.
3. Pay appropriate fee by cash, or check payable to “Village of Depew”. Deposit for street cuts need to be separate checks.
4. If homeowners are performing work themselves, they need to complete the necessary form in Village Building Department & have it properly notarized.
5. If a contractor is performing the work, a copy of the contractors’ liability, disability and workers compensation insurance must be on file in the Village Building Department.
6. The cutting lines must clearly be 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 DEPEW
RIGHT OF WAY WORK APPLICATION

Homeowner Name: ________________________________

Address: ______________________________________

Is this a corner lot: Yes No

Homeowner Phone Number: _________________________

Reason for Work:

☐ Sidewalk Replacement or New Sidewalk  ☐ Curb Cut

☐ Driveway Approach-Replacement or Widening  ☐ Road Cut

☐ Driveway Widening  ☐ 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: __________________
(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.