



TOWN OF BIG FLATS
Department of Public Works

476 Maple Street
Big Flats, NY 14814

Phone (607) 562-8443 ext. 224

Fax (607) 562-2176

dpw@bigflatsny.gov

www.bigflatsny.gov

DRIVEWAY/CURB CUT PROCEDURES

NOTE: No work shall begin until you have received the approved application in the mail.

- Complete both sides of the attached form.
- Submit the completed form to the Department of Public Works with the appropriate fee.
- A pre-inspection will be performed by our Highway Supervisor for permit approval.
- You will receive the application in the mail approving or denying the permit.
Work can only begin after you receive the approved permit.
- When the work is complete, you must call The Department of Public Works at 562-8443 ext. 224 to schedule the final inspection.



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DRIVEWAY/CURB CUT APPLICATION

NOTE: Driveway permits on County roads are issued by Chemung County Highway. Call 739-3896.

DIRECTIONS: Please complete both sides and submit to the Big Flats Public Works Department for approval. Once approved and work is completed, you must call for an inspection of the installation.

PROJECT ADDRESS: _____

TAX MAP ID # _____ . _____ - _____

APPLICANT: _____ HOME PHONE: _____

CELL / WORK PHONE: _____ EMAIL: _____

Address *City* *State* *Zip*

OWNER (if different): _____ PHONE: _____

Address *City* *State* *Zip*

Check here if temporary permit: _____ Reason: _____

____ New Location ____ Change of Location ____ Modification of Existing

Is this part of an application for a building construction permit? () YES () NO

Is this part of an application for a water connection permit? () YES () NO

CERTIFICATION: I certify that the information provided is true and accurate to the best of my knowledge, and that the project will be completed as described herein.

Signature _____ Date _____

Fee Schedule:

Residential (\$25.00) Commercial (\$50.00) _____ Permit Number

Date Paid: _____ Receipt #: _____ Cash / Check #: _____

IN THE SPACE BELOW, THE FOLLOWING SHALL BE PROVIDED:

- Property boundary lines
- Location of driveway
- Distance from driveway to boundary lines
- Nearest intersecting road
- North arrow

Note: You may submit a property survey showing driveway location.

FOR OFFICIAL USE ONLY

_____ Date Received

Application Approved?

() Yes () No

Pre-Inspection by

Date

Installation Inspected by

Date