

# City of Port Jervis, New York



Building Department Offices  
PO Box 1002  
20 Hammond Street  
Port Jervis NY 12771  
Email: PJBUILDINGDEPARTMENT@GMAIL

David J. Rivera  
Building Official

(845) 858-4000 Ext 4080  
Fax # (845) 856-6913  
[www.portjervisny.org](http://www.portjervisny.org)

## APPLICATION FOR CURB CUT

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

NAME OF APPLICANT: \_\_\_\_\_

NAME OF PROPERTY OWNER: \_\_\_\_\_

(IF APPLICANT IS NOT THE PROPERTY OWNER, THIS APPLICATION MUST BE ACCOMPANIED BY WRITTEN CONSENT OF THE PROPERTY OWNER.)

ADDRESS OF REQUEST: \_\_\_\_\_

TELEPHONE NUMBERS OF APPLICANT & PROPERTY OWNER: \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_

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

REASON FOR REQUEST: \_\_\_\_\_

A REASONABLE DETAILED PLT PLAN OR SURVEY MAP MUST ACCOMPANY THIS APPLICATION CONTAINING THE FOLLOWING:

- A. PROPERTY LINES
- B. BUILDING LOCATION
- C. LOCATION OF PROPOSED CURB CUT
- D. LOCATION OF SIDEWALKS & ANY EXISTING DRIVWAYS
- E. ANY UTILITY POLES WITHIN & ADJACENT TO PROPERTY
- F. ANY FIRE HYDRANTS WITHIN & ADJACENT TO PROPERTY
- G. LOCATION OF ANY CATCH BASINS ADJACENT TO PROPERTY
- H. LOCATION OF GAS & WATER CURB BOXES FOR SUBJECT PROPERTY
- I. MUST BE OF IMPERVIOUS SURFACE

NOTE: ALL WORK MUST BE PROPERLY COMPLETED WITHIN THIRTY (30) DAYS OF APPLICATION BEING ISSUED.

BUILDING OFFICIAL

DPW DIRECTOR

CHIEF OF POLICE

APPROVED: \_\_\_\_\_

APPROVED: \_\_\_\_\_

APPROVED: \_\_\_\_\_

DISAPPROVED: \_\_\_\_\_

DISAPPROVED: \_\_\_\_\_

DISAPPROVED: \_\_\_\_\_

REASON FOR DENIAL: \_\_\_\_\_

APPROVAL DATE: \_\_\_\_\_

DISAPPROVAL DATE: \_\_\_\_\_

DIG SAFETY NEW YORK, CALL 800-962-7962 AT LEAST TWO (2) WORKING DAYS BEFORE YOU DIG