



Project property Address: _____

City Planning & Zoning Coordinator: Crystal R. Ball, CFM

Email: cball@lovington.org

Phone: (575) 396-9301

City Curb Cut Permit Application

The following check list provides additional requirements for your specific application. Please attach all of the requested documentation, sign, and date.

Permit Requirements

- 1) Submit a completed Planning and Zoning Application. All fields must be completed and legible in order to process the application. This document provides the City planning and zoning with the basic information required for all permitting applications.
- 2) Pay the Curb Cut Permit processing fee \$_____ Date paid _____ .
- 3) Provide proof of ownership or interest in the property. A deed with a legal description or property lease will meet this requirement. If the applicant is not the owner, an Affidavit by Property Owner(s) is required.
- 4) Submit a site plan. Site plan must show the property lines, easements, road access points and locations of utility lines.
- 5) After preliminary approval you may proceed with construction, (after all paperwork is received by Planning & Zoning). The curb cut must be constructed to City standards and include at least a three (3) foot concrete apron into the driveway (see attached diagram).
- 6) After curb is cut and forms are set, call for a preliminary inspection (before concrete is poured). Call or email City planning and zoning to request inspection, allow 3 business days for inspection.(Email and phone information is at the top of the page)

Applicant Name: _____

Date: _____

Applicant Signature: _____

Notes or recommendations for applicant from Planning & Zoning or Code Enforcement.

Preliminary Approval

Planning, Zoning, Code Staff Name: _____

Signature: _____ Date: _____

Preliminary Inspection

Planning, Zoning, Code Staff Name: _____

Signature: _____ Date: _____

If inspection is completed with no adjustment required by City Staff this permit is finalized.

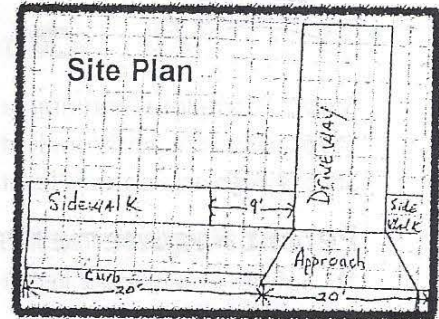
CURB CUT PERMIT APPLICATION INSTRUCTIONS

City of Lovington, New Mexico

City of Lovington Municipal Code Chapter 12.04 STREET AND SIDEWALK CONSTRUCTION AND REPAIR

12.04.070 Removal of curb-Permit required.

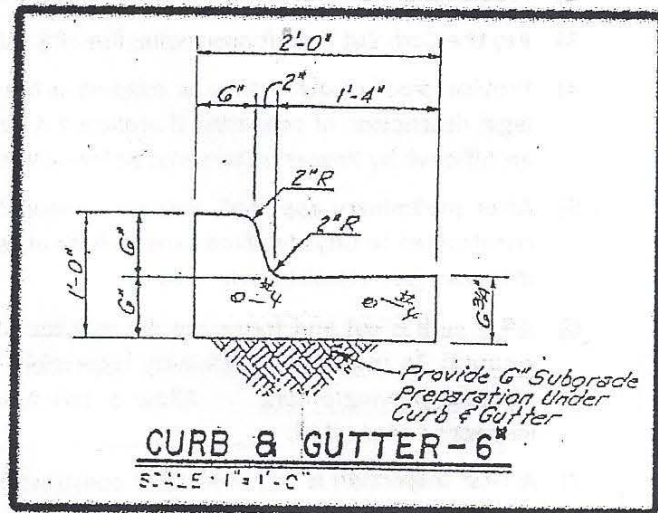
No existing curb and gutter shall be removed, chipped or cut without a special permit from the city. All such work shall be subject to inspection by the city engineer or his representative and shall be paid by the owner, constructor or tenant at the rate of five dollars per inspection. All such work shall be subject to standard specifications on file in the office of the city engineer. (Prior code § 4-4-9)



12.04.080 Curb specifications.

All curbing left lower at time of construction or broken out after construction shall be protected as follows:

- A. A special permit shall be obtained from the city for such construction.
- B. All weather protection shall be provided to elevation of undisturbed curb height and to a minimum distance of ten feet or the property line, whichever is the least.
 - 1. All weather protection shall be construed to mean compacted caliche base with asphalt surface treatment, or six-inch concrete slab.
 - 2. All concrete slabs shall be provided with expansion joint fillers of one-half-inch not to be spaced greater than thirty linear feet apart.
- C. All such work shall be subject to inspection by the city engineer or his representative and shall be paid by the owner, constructor or tenant at the rate of five dollars per inspection.
- D. All such work shall be subject to standard specifications on file in the office of the city engineer. (Prior code § 4-4-10)



12.04.090 Barricades required- Interference prohibited.

- A. Any person laying or repairing any pavement on a street, sidewalk or other public place or making an excavation in the same, shall maintain suitable barricades to prevent injury of any person or vehicle by reason of the work. Such barricades shall be protected by a light at nighttime.
- B. Any defect in any pavement shall be barricaded to prevent injury; and, any person properly maintaining any opening or excavation while the same remains open shall guard the same with proper barricades and lights.
- C. It is unlawful to disturb or interfere with any barricade or lights lawfully placed to protect or mark any new pavement or excavation or opening in any public street, alley or sidewalk. (Prior code §§ 4-4-30, 4-4-31)

