

**Town of Lee**  
**Department of Public Works**  
**Curb Cut Application**

Contractor: _____	Date: _____
Mailing Address: _____	
_____	
Phone Number: _____	
Site Address: _____	Map # _____
_____	Lot # _____
_____	

A **one thousand dollar (\$1,000.00)** deposit made payable to the Town of Lee is required before before any curb cut application is approved. This deposit will be placed in an interest bearing account and will be refunded when the apron at the end of the driveway is completed.

If the apron is not completed within 90 days of the curb cut, the Town holds the right to use those funds to finish the curb cut.

\*\* Please include driveway plans with your completed application \*\*

\_\_\_\_\_ \$1000.00 Deposit Required

Applicant Signature: \_\_\_\_\_

Approval \_\_\_\_\_ Date \_\_\_\_\_

Date Refunded \_\_\_\_\_

**Town of Lee**  
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**PRIVATE DRIVEWAY ENTRANCE PERMIT PROCEDURE**

Permit procedure for proposed private driveway entrance or curb cut:

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**Town Code § 176-3 Connection to or interference with public way.**

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No person shall connect a driveway or roadway to a public way maintained by the Town without written approval of the plans and specifications for said connection having first been approved by the Superintendent of Public Works, and no person shall fill, dig, dredge or otherwise interfere with any ditch or shoulder along a way maintained by the Town which lies within the public right-of-way without said written approval.

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1. A plan shall be submitted showing the location of the proposed driveway, the approach area, the slope, the drainage characteristics, size and length of a culvert if required, etc. Any application which does not meet the specifications will require further plans including drainage calculation if needed.
  
  2. **Driveway shall:**
    - A. Have an approach area at the roadway with a maximum slope of 1" per foot for a length of 25' from the roadway. An apron with a minimum depth of 4' from the roadway is to be paved 1.5" minimum thickness.
    - B. Width of the approach area to be 15' minimum at the roadway.
    - C. 12' width of driveway minimum
    - D. Have no drainage, other than from the driveway approach area, enter onto town roadway
    - E. Have a maximum slope of 6% for a distance of 50' from approach
    - F. Have a maximum slope of 10% for the remainder of the driveway
    - G. Be no closer than 200' from a street corner or intersection whenever possible
  
  3. **Driveway shall not:**
    - A. Disrupt existing drainage characteristics unless corrective measures are taken. Any drainage work or cut/fill required for the driveway that is closer than 25' to an abutter shall be approved by the Superintendent of the Department of Public Works prior to the start of construction.
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