



Department of Planning & Development
City of South Portland
829 Sawyer Street
South Portland, Maine 04106
(207) 767-7603
codeenforcement@southportland.gov

PERMIT APPLICATION FOR CURB CUT, DRIVEWAY ENTRANCE, DRIVEWAY WIDENING

For Office Use:

Date: _____ Fee Paid: _____ Map: _____ Lot: _____ Zoning District: _____
Application #: _____ Permit #: _____ Date Issued: _____

FEE (NON-REFUNDABLE) PER EACH CUT, ENTRANCE OR WIDENING - \$50.00

Property Address where Curb Cut is proposed: _____

Number of Curb Cuts existing on this lot: _____ Width of Proposed Curb Cut: _____

Distance and direction from proposed Curb Cut to nearest point of closest intersection with a public way: _____

Is this a street under moratorium? Yes No

Anticipated Start Date: _____ Estimated Completion Date: _____

Residential Use: _____ Non-Residential Use: _____

Please provide a survey or plot plan of property indicating locations and sizes of existing Curb Cuts and proposed Curb Cut. Show location of all adjacent public ways, and distance and direction from proposed Curb Cut to nearest point of the intersection closest to the proposed Curb Cut.

Property Owner/Mailing Address/Phone/Email (day):

Contractor/Mailing Address/Phone/Email (day):

Project Contact/Phone(s)/Email (day):

South Portland Code of Ordinances, Chapter 23, Article III, ENTRANCES TO PUBLIC WAYS:

Sec. 23-42. License - No person or utility shall be granted a permit to excavate in a public place without holding a valid license for such work from the city. The administrator shall issue such license upon receipt of a completed application, the required license fee, and proof of insurance as required in Sec. 23-70. The annual excavator's license is valid from January 1 to December 31 and contains no prorated provisions.

Section 23-35. No person shall construct or maintain any entrance or exit driveways or curb cuts from private property to any public way in the city without first having secured a permit to do so.

Section 23-38. No person shall be granted permits for more than two (2) driveways or curb cuts to serve any single

Section 23-45. In the case of excavations in moratorium streets, the permittee, prior to receiving a permit, shall pay a fee to the City in an amount set by the City Council for permanent pavement restoration for moratorium streets. This fee will be held in escrow by the City as a performance guarantee and will be returned, without interest, to the permittee upon a determination by the Administrator that the pavement restoration work has been completed according to the City of South Portland requirements.

Inspection is required prior to issuance of permit. Please mark the location and width of the proposed Curb Cut with paint or flags.

NOTE: PLEASE SEND THE COMPLETED CURB CUT/ DRIVEWAY ENTRANCE PERMIT APPLICATION TO:

codeenforcement@southportland.gov

Applicant's Name (please print): _____ Applicant's Email: _____

Applicant's Signature: _____ Date: _____

For Office Use:

APPROVED _____ DATE _____
(Code Enforcement Director)

APPROVED _____ DATE _____
(Public Works Director)

DENIED _____ DATE _____