

**DEPARTMENT OF ENGINEERING – PERMITS SECTION**  
**MEMORANDUM**

**TO:** COMMISSIONER, DEPARTMENT OF HOUSING & BUILDINGS

**FROM:** PAUL N. SUMMERFIELD, P.E., CITY ENGINEER

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

**RE:** REQUEST FOR CURB CUT PERMIT AT THE FOLLOWING LOCATION:

CURB CUT WIDTH: \_\_\_\_\_

_____	_____	_____
ADDRESS	BLOCK	LOT
_____		_____
OWNER’S NAME	OWNER’S TEL #	

SEE ACCOMPANYING SKETCH

Please review the above application, complete this form in the spaces provided below and return it to the Department of Engineering as soon as possible.

\_\_\_\_\_  
PAUL N. SUMMERFIELD , CITY ENGINEER

<b><u>FOR BUILDING DEPARTMENT OFFICE USE ONLY.</u></b>
<input type="checkbox"/> The Department of Housing and Buildings has <b><u>no objection</u></b> to issuance of a Permit.
<input type="checkbox"/> The Department of Housing and Buildings <b><u>objects</u></b> to issuance of a Permit for the following reasons:  _____  _____
<b>BY:</b> _____      _____      _____ DHB REVIEWER      DATE      TEL#

<b><u>FOR ENGINEERING DEPARTMENT OFFICE USE ONLY.</u></b>
<input type="checkbox"/> The Department of Engineering has <b><u>no objection</u></b> to issuance of a Permit.
<input type="checkbox"/> The Department of Engineering <b><u>objects</u></b> to issuance of a Permit for the following reasons:  _____  _____
<b>BY:</b> _____      _____ ENGINEERING INSPECTOR      DATE