



**DEPARTMENT OF TRANSPORTATION
AND ENVIRONMENTAL SERVICES**

P.O. Box 178 - City Hall
Alexandria, Virginia 22313

703-746-4035 (office)

alexandriava.gov

703-838-6438 (fax)

Instructions for Application to Widen an Existing Curb Cut

The attached application is to be used when an existing curb cut will be **widened less than four (4) feet**.

Complete all requested information and return the application, together with a copy of your survey plat, showing the location of the curb cut, with the existing dimensions, and the requested dimensions. You may mail the application and your survey plat to: City of Alexandria, T&ES/C&I, Attention: Joan Wagner, PO Box 178, Alexandria, VA 22313. You may also fax the information to 703-838-6438, or email to TESPermits@alexandriava.gov. **Please note that all copies received must be legible.** Our physical address is 301 King Street, room 4130.

You will be informed by mail of the approval or disapproval of your request. If you have any questions concerning this process, please call 703-746-4035.



APPLICATION TO WIDEN EXISTING CURB CUT
(LESS THAN 4 FEET)

CITY OF ALEXANDRIA, VIRGINIA
TRANSPORTATION & ENVIRONMENTAL SERVICES
301 KING STREET, ROOM 4130
ALEXANDRIA, VA 22314
703-746-4035 (office); 703-838-6438 (fax)
alexandriava.gov

Property Address: _____

Street Name Where Curb Cut Exists: _____

Width of Existing Curb Cut: _____

Total Width of Proposed Curb Cut: _____

Property Owner Name: _____

Street Name and No. : _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Mailing Address (if different from above): _____

Together with this application, a copy of your survey plat showing the existing curb cut, the proposed curb cut, and the dimensions, is required. After the application has been reviewed, you will be notified of the decision. If your request is approved, you will have the option of having the city provide a cost estimate to have the city contractor perform the requested work. You will also have the option of having a contractor of your choosing perform the work. The contractor will be required to come to our office, 301 King Street, room 4130, and obtain an excavation permit. The requirements for obtaining the excavation permit are on our web site, alexandriava.gov. You may also call our office at 703-746-4035.

Property Owner Signature: _____ Date: _____

FOR OFFICE USE ONLY
Planning & Zoning Review

Recommendation: _____ Approve _____ Deny

Reason for Denial: _____

Signature: _____ Date: _____

Transportation & Environmental Services

Decision of TES/C&I Division Chief: _____ Approve _____ Deny

Reason for Denial: _____

Signature: _____ Date: _____