

Sidewalk and/or Driveway and Curb Cut Permit Guidance Document

The following document is for guidance purposes only. The applicant shall read and understand the relevant references listed below.

Below is a description of the permit review process, followed by applicant and City actions needed to move the process forward. This document also includes relevant references.

For this guidance document, the Applicant and the Permittee are the same party.

Description

A Sidewalk and/or Driveway and Curb Cut Permit is required for all situations where a contractor will be cutting through an existing sidewalk or curb within City of Bozeman limits. For information regarding this permit please visit the City's review webpage <https://www.bozeman.net/services/development-center>. Make sure to have all relevant permit information available before you proceed to fill out permit.

General Information

- Pedestrian ramps required at all street corners.
- Before excavating, call 1-800-424-5555 (or 811) for utility locates.
- Inspections are to be scheduled Monday through Friday only, during regular business hours. Call the City of Bozeman Engineering Department at (406) 582-2280 to schedule. Allow a minimum of twenty-four (24) hours prior to time inspection is needed for scheduling.
- All construction work and materials used shall comply with the City of Bozeman Design and Construction Standards. All forms shall be inspected and approved by the City Engineer or his designee prior to pouring concrete.

Permit Conditions

1. Term: The permit shall be in full force and effect from the date hereof until revoked as herein provided.
2. Permit Fee: The permit may be issued only after all approval signatures are obtained and any applicable permit fees, as established by City Commission resolution, are paid by the Permittee.
3. Lane Mitigation Fees: Closures for lane closure of any travel-way, sidewalk or shared use path, bike lane, parking lane, driving lane, or alley shall be subject to a lane mitigation fee as established by City Commission resolution. Fees will be calculated on number of days agreed on in the permit. Days beyond that, without prior approval, will be subject to overage fees.
4. Revocation: The permit may be revoked by the City upon giving thirty (30) days' notice to the Permittee by ordinary mail, directed to the address shown in the application hereto attached; however, the City reserves the right to revoke this permit without giving said notice in the event Permittee fails to comply with any of the conditions or terms set forth herein.

5. Work Standards: All work shall be done in accordance with the Montana Public Works Standard Specifications (MPWSS), 6th Edition, April 2010, as modified by the City of Bozeman. City modifications to the MPWSS can be obtained at the office of the City Engineer, 20 East Olive Street, Bozeman, Montana, or on the City's website, www.bozeman.net
6. Standard sidewalk location shall be one (1) foot from property lines and within the public right-of-way. Deviations from the standard location shall be within accordance with the City of Bozeman's Sidewalk Policy. All sidewalks shall be five (5) feet in width unless otherwise specified by the City Engineer.
7. All concrete sidewalks constructed across vehicular traffic lanes shall be a minimum of six (6) inches in thickness. Driveway aprons shall also be a minimum of six (6) inches in thickness. All other driveways shall be four (4) inches in thickness.
8. All base course for driveway approaches and sidewalks shall be one-inch minus crushed gravel (compacted) or one-inch minus washed rock. The base course shall be a minimum of three (3) inches thick under sidewalks and driveway aprons and six (6) inches thick under curb and gutter sections.
9. The grade of the sidewalk is to be established by a uniform slope of one-quarter (1/4) inch per foot rise from the top of the adjacent full-height curb. The uniform slope specified shall continue through the sidewalk section and to the curb to ensure drainage to the street.
10. The maximum driveway throat widths are as follows: residential access to be 24 feet; commercial access to be 35 feet; industrial access to be 40 feet. For shared approaches for condominium, townhouse, or duplex units, the maximum driveway throat width is 40 feet. Any existing full-height curb and gutter section shall be removed and replaced as one complete section with the construction of a new driveway approach. Approved contractors may be permitted to sawcut existing full-height curb.
11. Concrete (air-entrained) shall have a minimum compressive strength of 4000 psi on a 28-day test, using six (6) sacks of cement per cubic yard of concrete with a maximum water content of six (6) gallons per sack of cement.
12. Construction joints one (1) inch in depth shall be placed every five (5) feet, and expansion joints shall be placed every 25 feet in sidewalks. Expansion joint material shall be one-half inch thick pre-formed bituminous treated fiberboard filler. Construction joints for curb and gutter shall be placed at (10) foot intervals and shall have a minimum depth of 3/4" and minimum width of 1/8". Half-inch expansion joint material shall be placed at all points of curvature and tangency, curb returns, and where new concrete abuts existing concrete. The expansion material shall extend through the full depth of the curb and gutter.
13. A representative from the City of Bozeman's Engineer Department must inspect all forms and base course before concrete is poured in the public right-of-way. Call 406-582-2280 to schedule inspections a minimum of twenty-four (24) hours prior to pouring.

Applicant Actions

- Provide applicant information as requested on permit application form.
- Thorough project information, including whether residential or commercial; new or replacement sidewalk, driveway, and/or curb; address of where work is to be completed; and legal description of property is required.
- Upload and submit required documents including all the following:

- 1.) Signed Notification Letter that you received after submitting your permit application.
 - 2.) Screenshot or snip of the completed Lane Mitigation Fees worksheet indicating anticipated lane closure length in linear feet.
 - 3.) Map or picture of your work area
- Pay fees when notified that they are due.

City Actions

- Engineering Department staff will review the submittal for conformance with the permit submittal checklist to ensure the applicant has provided a complete package and uploaded all required files.
- After a successful completion of the pre-screen, if corrections are required or documents missing, the submittal will be returned to the applicant to resolve the issues and re-submit.
- Permit application will be distributed to appropriate City staff for review. If questions or issues arise, the permit will be sent back to the applicant for resolution.
- Once all issues have been resolved, Engineering staff will notify applicant that fees are due.
- Once fees are paid through the Engineering Permit Payments portal, Engineering staff will post a decision letter in the “Decision” folder in ProjectDox. The Applicant will receive an email stating the letter is available in the decisions folder in ProjectDox.

Relevant References

The following references are provided on the City website and should be consulted for requirements associated with this permit. Note that some of these references may change from time to time.

- *City of Bozeman Design and Construction Standards*
- Residential Driveway Approach and Sidewalk Details

Filing and Naming Criteria

The software has underlying features that do not work if these requirements are not fulfilled. Projects not complying with this section will not proceed beyond prescreen and will be returned to the applicant to correct.

Documents Folder

- Upload all documents and other supporting documents in the Documents Folder
- Documents may be any size
- Documents may be scans if they are legible.
- File names shall meet the following criteria:
 - The software won’t accept file names exceeding 30 characters.
 - The file name shall start with a 3-digit number beginning with “001”
 - The name shall also include a brief description of the content of the file.

Example of file naming standards:

Sheet Description	ProjectDox File Name
Signed Notification Letter	001 Notification Letter

Sketch of Encroachment	002 Sketch
Map of Project Location	003 Map of Project Location
Snip or Screenshot of the Lane Mitigation Fees	004 Lane Mitigation Fees Calculator

Revisions / Resubmittals

New versions of previously submitted files must use the exact same name as the original file. The software will indicate that there is a new version.

Contact Information

For questions or changes to your permit or to schedule an inspection of your forms, please call 406-582-2280.