



DEPARTMENT OF PUBLIC WORKS

PERMIT APPLICATION



APPLICATION IS HEREBY FOR A DPW PERMIT TO PERFORM THE FOLLOWING:

Date of Submittal: _____

1. LOCATION OF WORK: _____ between _____ & _____
Address / Road Name Cross Roads

2. SCOPE OF WORK (CHECK ALL THAT APPLY): Closure: Lane Sidewalk Full Detour

DRIVEWAY (RE-PAVE) DRIVEWAY (NEW) DRIVEWAY (MODIFY)

ENCROACHMENT DRAINAGE ELECTRIC / COMMUNICATION GAS WATER SANITARY SEWER

DESCRIPTION OF WORK: _____

3. START DATE: _____ END DATE: _____ 4. CBYD #: _____

5. CONTRACTOR INFORMATION:

NAME OF COMPANY: _____ PHONE: _____

ADDRESS: _____

CONTACT NAME: _____ CELL PHONE: _____

EMAIL: _____

PLUMBER NAME: _____ LICENSE NO: _____
(PLUMBER INFO REQUIRED IF PROPOSED WORK IS ON SANITARY SEWER) (P6 OR P7 REQUIRED)

6. PROPERTY OWNER INFORMATION:

NAME OF OWNER: _____ PHONE: _____

OWNER EMAIL: _____

INTERNAL USE ONLY PLANNING AND ZONING SIGN OFF:

DISTRICT _____
BLOCK No. _____
LOT No. _____
ZONE _____

REVIEWED AND APPROVED BY:

ZONING STAFF

DATE

THIS SIGN OFF APPLIES ONLY TO THE PROPOSED WORK DESCRIBED ABOVE. THE LIMITED SCOPE OF PROPOSED WORK, AS DESCRIBED ABOVE, DOES NOT REQUIRE A CERTIFICATE OF ZONING COMPLIANCE.



DPW PERMIT CHECKLIST

Required Documents for All Permit Applications:

1. Completed DPW Permit Application Form (Revised March 2023)
2. Permit Application Fee (Credit Card or Check Made out to “The City of Norwalk”)
3. Permit Bond - 1 of the following:
 - a. Individual Bond (Valid for 2 years)
 - b. \$50,000 Blanket Bond (Valid for 1 year)
4. Certificate of Insurance (See Example on City Website: <https://www.norwalkct.org/192/Permits>)

Encroachment Permit Additional Requirements:

- Site Plan or Sketch of work to be performed (Required for Drainage / Sanitary / Utilities)
- Traffic control plan for area of work (Include pedestrian path of travel if applicable)
- WPCA Signoff (If applicable for Sanitary Sewer)
- Parking Authority Payment Receipt (If Applicable Parking Spot Closure)

Driveway Permit Requirements:

- Scaled Site Plan or Sketch with proposed driveway measurements
- All plans will be sent to Planning and Zoning for driveway configuration signoff
- Driveway meets DPW Standards including; driveway classification, width, material, slope, sightline and distance from intersections

Additional Required Documents for New or Modified Driveway (including any proposed material changes):

- A-2 Survey Site Plan with Property Lines
- Drainage Analysis Report in compliance with the City’s Drainage Manual as Amended

References Material

- DPW Permit Provisions (January 30,2015)
- City of Norwalk Standard Details Drawings
- 2017 Drainage Manual Effective June 1, 2017
- City of Norwalk Roadway Standards (Amended January 2017)

For additional information and requirements please refer to City Website: <https://www.norwalkct.org/192/Permits>

Any questions please email: DPWPERMITS@NORWALKCT.ORG