



PWD Curb Cut Application Review Procedure

1. Project submits Use of Premises or other applicable permit application to ISD.
2. If curb cut modifications (new, widened, relocated) are required, ISD instructs project to submit Curb Cut application to PWD Permitting (City Hall room 715).
3. PWD Permitting receives Curb Cut application, logs it, and delivers to PWD Engineering. PWD Permitting will reject any Curb Cut application that lacks an ISD permit application number.
4. PWD Engineering schedules and conducts field review if necessary.
5. PWD Engineering conducts plan review, recommends to Approve/Deny, and delivers to PWD Permitting.
6. PWD Permitting logs application status and delivers to BTM Engineering.
7. BTM Engineering conducts plan review, recommends to Approve/Deny, and delivers to PWD Permitting.
8. PWD Permitting logs application status and (if necessary) notifies any supplemental reviewers (e.g. PWD Street Lighting, Parks Department, Neighborhood Services, etc.) of their requisite review.
9. PWD Permitting places application on hold to await responses from all applicable supplemental reviewers (if necessary).
10. Once review by PWD Engineering, BTM Engineering, and all applicable supplemental reviewers is complete, PWD Permitting delivers application to PWD Commissioner.
11. PWD Commissioner renders official Approval/Denial of Curb Cut application.
12. Upon completion of PWD Curb Cut application review by PWD Commissioner, PWD Permitting opens the appropriate ISD permit application record within Hansen (referencing the number provided by applicant on the Curb Cut application form) and updates the "PWDCurb" review as appropriate.
13. Upon issuance of all applicable ISD permits, applicant's contractor should be directed to City Hall room 715 for issuance of the appropriate PWD permit.

PWD Permitting contact info
Boston City Hall room 715
Boston, MA 02201
(617) 635-4910

ISD Planning & Zoning contact info
1010 Massachusetts Avenue
Boston, MA 02118
(617) 635-5300



PUBLIC WORKS DEPARTMENT

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