

CITY OF TUCSON, ARIZONA  
DEPARTMENT OF TRANSPORTATION

ENGINEERING DIVISION  
ACTIVE PRACTICES GUIDELINES

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PREPARED BY: Design Section - Mike Holder EFFECTIVE: \_\_\_\_\_

APPROVED BY: *Henry J. [Signature]* DATE: 2/6/90

City Engineer

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SUBJECT: WATER/SEWER SERVICES AND CURB CUT LOCATIONS;  
PROPERTY OWNER NOTIFICATION PROCEDURE

PURPOSE:

To establish a procedure whereby all property owners are properly notified of upcoming roadway paving projects and are given adequate opportunity to request new water/sewer services and curb cuts or seek modifications to existing.

GENERAL:

This procedure shall be utilized for all roadway reconstruction projects or any projects which result in a five (5) year no pavement cut moratorium. The moratorium cannot be adequately enforced unless property owners are properly notified of upcoming projects and associated no pavement cut moratoriums.

PROCEDURE:

As soon as possible in the Design process and after the concept level public meeting, all property owners adjacent to the project and/or all property owners who have water/sewer, curb cut services affected by the project shall be mailed the attached "Curb Cut, Water Service and House Connection Sewer letter (Attachment "A")." If a consultant design contract, the letter format shall not be altered, however, the letter shall be signed by and returned to the consultant project manager. In lieu of the location maps attached to the letter, copies of 1:40 aerial photos, if required as part of the right-of-way plans, may be utilized as long as all pertinent information is shown on the aerials. All property owners who do not respond to initial contacts will then be mailed the same "curb cut, water service, and house connection sewer letter" by registered mail. It is the project managers responsibility to see that all affected property owners receive this letter and respond to it.

If the property owner fails to respond to the registered mailing and it is apparent that existing services to the property are inadequate for the highest and best use of the property, the project manager shall make a recommendation as to the size of the water/sewer services and provide said recommendations and all other property owner responses to the City Project Manager. This information shall include all returned correspondence (records of verbal conversations will not be allowed) and a log of all responses including date sent, date received, copies of registered mail receipts, etc.

CURB CUT, WATER SERVICE, AND HOUSE CONNECTION SEWER LETTER

PROPERTY OWNER \_\_\_\_\_

PROJECT MANAGER \_\_\_\_\_

ADDRESS \_\_\_\_\_

PROJECT NAME \_\_\_\_\_

LOT \_\_\_\_\_

Dear Property Owner:

This office is in need of information in regard to the location of driveway entrance(s) (curb cuts), water service, and sewer hook-up that you will want installed in the forthcoming Paving Improvement for your street.

Since the proposed curbing will be of the vertical curb face type, access to your property will only be through these curb cuts and should be planned carefully. Information you send this office via the attached forms should be clear and concise so that the location can be marked on the Improvement plans, and the contractor will know where to depress the new curbing.

All residential lots without utility hook-ups will be stubbed with a 3/4 inch water service and a 4 inch sewer hook-up. This is standard for single unit residential lots. If you anticipate rezoning or multi-unit construction you may request a larger service and/or more than one hook-up. Be advised that if utility stub-outs are not installed at this time, excavation of the new roadway for future hook-ups will not be allowed for a period of at least five years. Also, be advised that utility hook-ups and driveway, ~~entrance(s)~~ <sup>APRONS</sup> will be assessed to the property owner upon completion of the improvement. If you are a renter or leasee, please forward this letter to your landlord.

Please indicate on the attached sketches the location(s) and size(s) of curb cut(s), water service(s) and/or sewer service(s) desired and return to the Project Manager listed above. When filling out the form for curb cut locations, please keep in mind certain factors must be complied with. Generally they are as follows:

1. Residential Districts (Ref. Chapter 25, City Code Ordinance No. 2657)

Curb cuts and driveways shall conform to the following requirements in all residential zoned districts: (Dimensions are to the bottom of the curb cut opening and do not include the sideslopes.)

- Minimum curb cut width . . . . . 10 feet
- Maximum curb cut width . . . . . 20 feet
- Maximum shared curb cut width for two adjoining properties . . . . . 30 feet
- Minimum distance between curb cuts . . . . . 12 feet
- Minimum distance of curb cut from street light standards or catch basins . . . . . 5 feet

Minimum distance of curb cut from a  
 fire hydrant or city water hydrant . . . . . 20 feet  
 Minimum distance of curb cut from end  
 of a curb return . . . . . 4 feet

OR

from a curb line on a cross street  
 at a street intersection whichever  
 is more restrictive . . . . . 20 feet

2. Business Districts (Ref. Chapter 25, City Code Ordinance No. 2657)

Curb cuts and driveways shall conform to the following requirements in all  
 business zoned districts:

Maximum curb cut width (only if  
 justified) . . . . . 35 feet  
 Maximum driveway width at the  
 property line . . . . . 30 feet  
 Minimum distance between curb cuts or  
 driveways . . . . . 20 feet  
 Maximum number of curb cuts or driveways  
 per 100 feet of street frontage . . . . . 2 feet  
 Minimum distance of curb cut from street  
 light standard or catch basins . . . . . 5 feet  
 Minimum distance from a fire hydrant or  
 city water hydrant . . . . . 20 feet  
 Minimum distance from end of a  
 curb return . . . . . 4 feet

OR

from a curb line on a cross street  
 at a street intersection, whichever  
 is more restrictive . . . . . 20 feet

3. Industrial Districts (Ref. Chapter 25, City Code Ordinance No. 2657)

Curb cuts and driveways shall conform to the following requirements in all  
 industrial zoned districts:

The provisions established for curb cuts and driveways for business zoned  
 districts shall prevail in all industrial zoned districts for properties  
 fronting on a Through street, as defined in the Tucson City Code, or on a  
 major street as shown on the latest Major Streets and Routes Plan on file  
 with the City Engineer.

If the property does not front on a Through or Major Street, only the following provisions shall prevail:

- Minimum distance of curb cut from street light standards or catch basins . . . . . 5 feet
- Minimum distance from a fire hydrant or city water hydrant . . . . . 20 feet
- Minimum distance from end of a curb return . . . . . 4 feet

OR

- from the curb line on a cross street at a street intersection whichever is the more restrictive . . . . . 20 feet

We wish to note that business property fronting on major streets create individual problems. Traffic conditions and proximity of buildings to curb, govern our policies and therefore require special handling not outlined in this letter. Our project manager will contact the owners and discuss these driveway openings.

4. Driveways may be denied

No property owner shall be denied a reasonable driveway access to his property. However, where there is not an adequate extension of a driveway within the private property to park a vehicle entirely off the right-of-way, a curb cut may be denied.

Where there is not adequate parking for the use to which the property is put, to park off the right-of-way, or where there is not adequate area to maneuver safely in and out, and to preclude backing into the street, a curb cut may be denied. A minimum of 40 feet of depth for right angle parking is required from all street property lines for this purpose.

If you have any questions in regard to the above, please contact the Project Manager shown on Page One at City Hall Annex, 110 E. Pennington, or phone 791-4146. Please respond by \_\_\_\_\_ (approximately two (2) weeks).

Very truly yours,

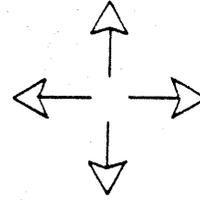
G. Dewayne Tripp, P.E.  
Deputy City Engineer  
Public Improvements

By:  
Michael D. Holder, P.E.  
Assistant City Engineer  
Design Section

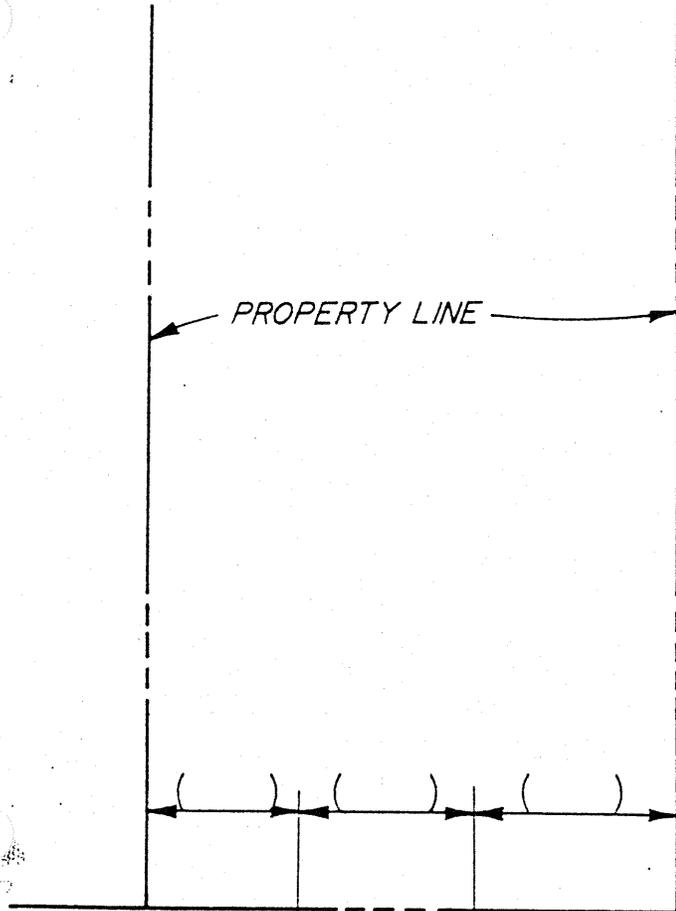
GDT: cn:MDH

Attachment

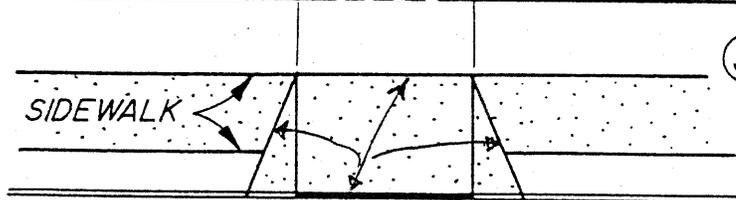
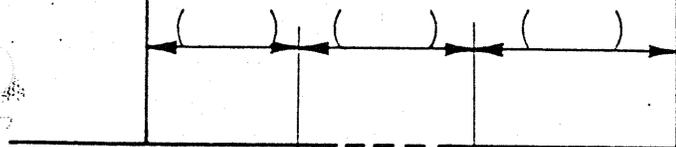
# DEPRESSED CURB LOCATION FOR DRIVEWAY



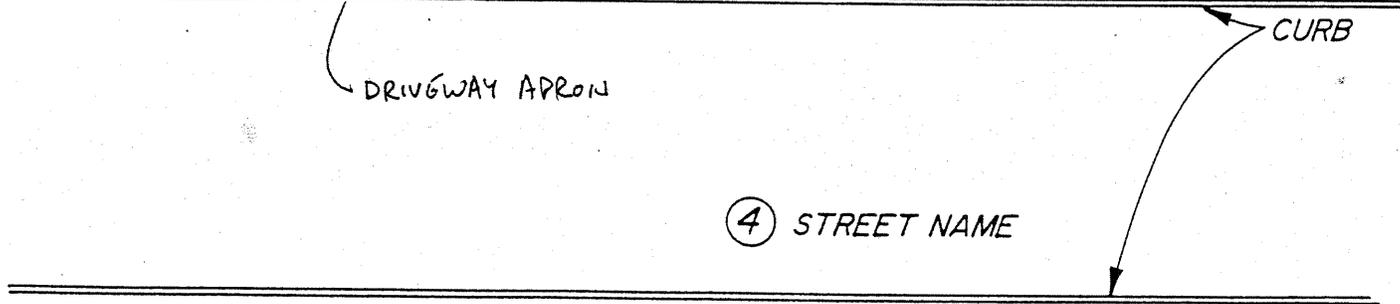
① CIRCLE APPROPRIATE NORTH ARROW



② FILL IN DIMENSIONS TO LOCATE DESIRED CURB OPENING



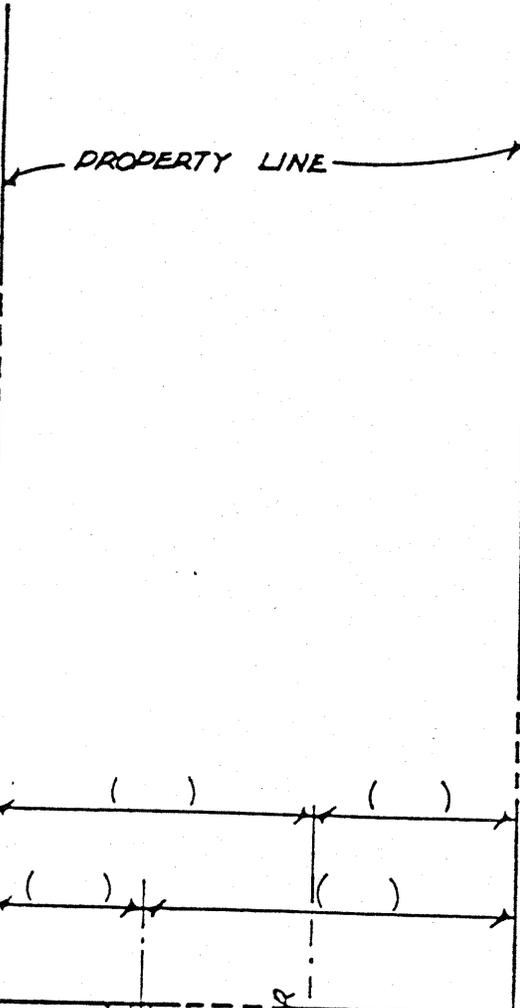
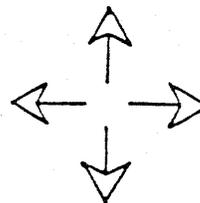
③ INDICATE ADDITIONAL LOCATION DIMENSIONS IF MORE THAN ONE DRIVEWAY IS DESIRED, OR IF YOU OWN A CORNER LOT AND YOU DESIRE DRIVEWAYS ON BOTH STREETS.



④ STREET NAME

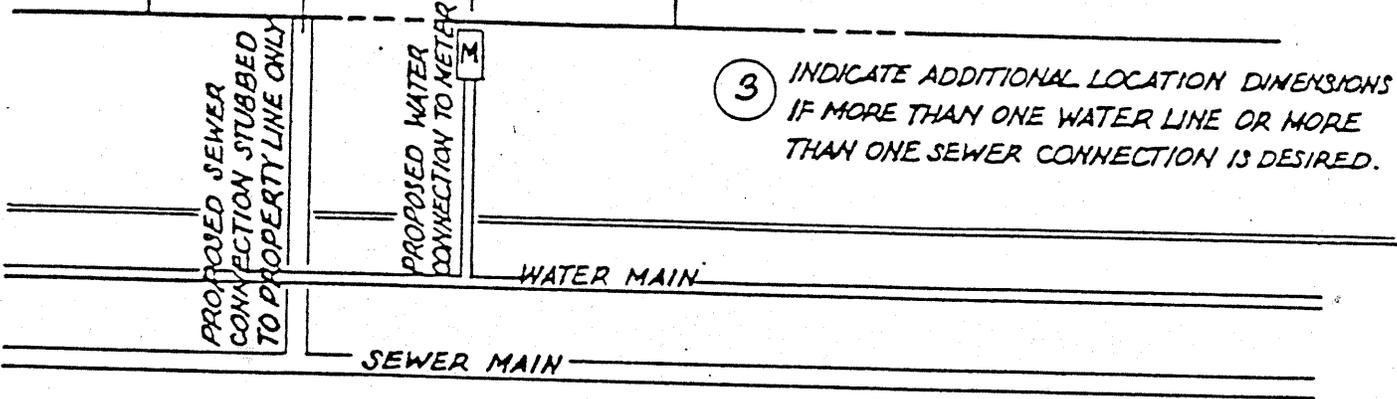
DATE

⑤ SIGNATURE OF PROPERTY OWNER



1 CIRCLE APPROPRIATE NORTH ARROW

2 FILL IN DIMENSIONS TO LOCATE SEWER AND WATER CONNECTIONS



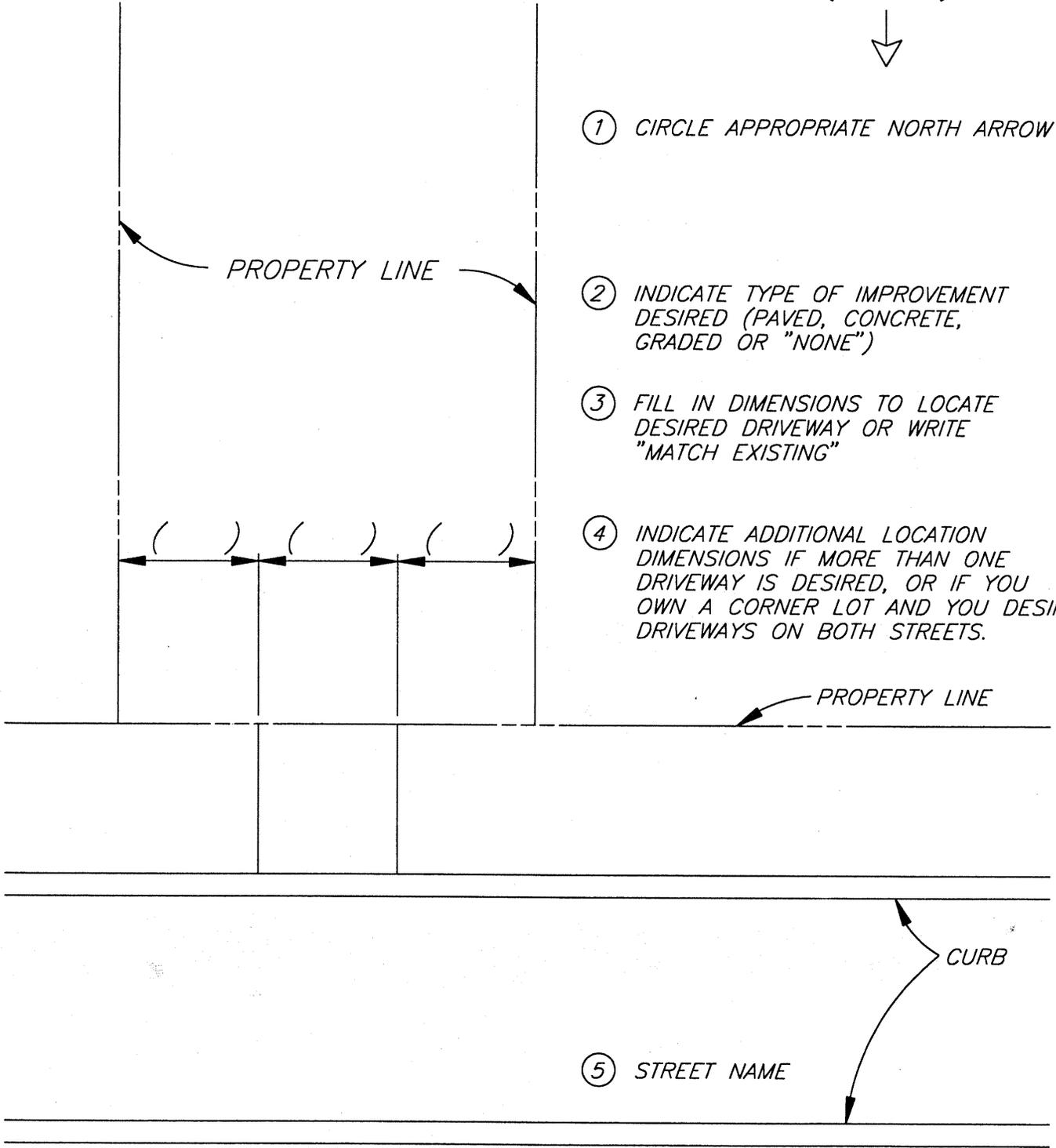
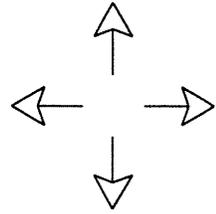
3 INDICATE ADDITIONAL LOCATION DIMENSIONS IF MORE THAN ONE WATER LINE OR MORE THAN ONE SEWER CONNECTION IS DESIRED.

4 STREET NAME

DATE

5 SIGNATURE OF PROPERTY OWNER

# DRIVEWAY LOCATION



① CIRCLE APPROPRIATE NORTH ARROW

② INDICATE TYPE OF IMPROVEMENT DESIRED (PAVED, CONCRETE, GRADED OR "NONE")

③ FILL IN DIMENSIONS TO LOCATE DESIRED DRIVEWAY OR WRITE "MATCH EXISTING"

④ INDICATE ADDITIONAL LOCATION DIMENSIONS IF MORE THAN ONE DRIVEWAY IS DESIRED, OR IF YOU OWN A CORNER LOT AND YOU DESIRE DRIVEWAYS ON BOTH STREETS.

⑤ STREET NAME

DATE

⑥ SIGNATURE OF PROPERTY OWNER

⑦ ADDRESS