

## **ENGINEERING POLICY: 100-2015**

### **Two Curb Cut Policy**

**Date: March 17, 2015**

**Updated: January 2, 2024**

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#### **Policy:**

When an alley or private road access is not available, curb cuts may be considered. The Engineering Design Standards allow for one curb cut per property. A variance may be granted to allow for two curb cuts provided that:

- (1) The property has two existing curb cuts as depicted in the 2012 GIS aerial image.
- (2) The property is located on a low volume, local road as defined by the Engineering Design Standards.
- (3) There are no concerns for pedestrian, bicycle, or vehicle safety.
- (4) There are no negative impacts to drainage patterns.
- (5) The curb cut configuration does not result in snow storage placed in a location which negatively impacts traffic sight lines.
- (6) If the property is a part of an HOA, the HOA supports the curb cut variance and proposed site plan.

When a property which meets all the above listed criteria redevelops the following shall take place to consider approval of the requested curb cut variance.

- (1) Submit a formal variance request. The request shall follow Section 29.01.060 of the COA Municipal Code. For the variance request to be granted the property must provide compelling reasoning to keep the two curb cuts. This includes but is not limited to: (1) a duplex on the site, (2) tree preservation, (3) historical property designation or (4) ultimately less impervious area.
- (2) Submit a proposed site plan to the COA Engineering Department. The Engineering Department will upload the proposed plan to the Engineering Department Public Notices web page which can be accessed at the following address. <https://aspen.gov/1319/Public-Notices>
- (3) Notify neighboring properties. Follow Section 26.304.060 (E)(3)(C) of the City of Aspen Municipal Code for the Manner of Notice. The Engineering Department will provide a public notice which shall be sent to all property owners within 300 ft of the proposed development. A mailing list can be obtained from the COA GIS Department. The letter shall explain the curb cut policy and direct neighbors to the COA webpage to view the proposed plan. The site plan will also be available for viewing in person at the Engineering Department office. The notification shall state neighbors can express their concern or disapproval of the curb cuts by contacting the Engineering Department Development Engineer via email or phone.
- (4) Neighbors will have 15 days to submit comments or concerns. These comments will be taken into consideration for the variance approval.
- (5) A registered professional transportation engineer shall analyze the proposed plan and determine if the two curb cuts pose a safety hazard for vehicle and pedestrian traffic along the adjacent road or sidewalk. If the traffic engineer determines there is no safety hazard, they shall submit a stamped letter to the COA Engineering Department which states approval of the project.

Submit the above items to the Engineering Department which include (1) formal variance request, (2) site plan, (3) copy of public notice, (4) mailing list, (5) transportation engineer analysis, and (6) a letter from the HOA in support of the requested curb cut variance. The COA Engineering Department will review the submitted items and determine if a variance to the Design Standards shall be granted to allow for two curb cuts on the property.

Approved by: Trish Aragon, P.E., City Engineer