



# APPLICATION FOR CURB AND GUTTER INSTALLATION

Town of Front Royal  
Public Works  
800 Crosby Rd – PO Box 1560  
Front Royal VA 22630  
(540) 635-7819 (O) • (540) 636-2890 (F)  
[www.frontroyalva.com](http://www.frontroyalva.com)

Application Date: \_\_\_\_\_  
Owner(s) / Applicant(s) Full Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Type of Unit:       Residential       Business  
  
 Curb & Gutter       Sidewalk       Apron Needed       Other \_\_\_\_\_

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**To be completed by Town Employees**

Public Works Quote: \_\_\_\_\_ Date Resident Called: \_\_\_\_\_  
*Quote expires after 30 days*  
Pictures Attached  Copy of Deed  Tax Map #: \_\_\_\_\_ Proceed  Declined   
Public Works Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**LEGAL:**

Lien Amount: \_\_\_\_\_ Date Filed: \_\_\_\_\_  
Town Attorney Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FINANCE:**

Amount Due: \_\_\_\_\_ Date Paid: \_\_\_\_\_  
Receipt # \_\_\_\_\_ Work Order # \_\_\_\_\_  
Finance Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Public Works:**

Date Received: \_\_\_\_\_ Work Completed: \_\_\_\_\_ Pictures Attached

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***TOWN APPROVAL PROCESS (30 days)***

- ✓ Turn in application to Public Works for Quote
- ✓ Public Works will contact resident with quote (1 week)
- ✓ If Lien on property, forward to Legal Department
- ✓ If Payment in Full, forward to Finance Department
- ✓ Work order and receipt sent to Public Works when able to proceed