

DRIVEWAY APRON/CURB CUT PERMIT

When is a Driveway Apron/Curb Cut Permit Required?

A Driveway Apron/Curb Cut Permit is required if you plan on cutting into an existing street curb (i.e., widening or installing a driveway). This allows the Village to ensure public safety. Permits for Driveway Aprons and Curb Cuts are issued by the Department of Public Works to limit the potential areas of traffic conflict while maintaining adequate access for cars to be stored conveniently off-street.

Issuance of the Permit is a Two-Step Process:

- Step One:

Each request for location or relocation of driveway aprons and curb cuts shall first be made, in writing, to the *Building Department*, which shall determine whether the request meets the Village Zoning Code. Such letter should state the reasons for the driveway and shall be accompanied by a sketch, showing the lot, its total area and perimeter dimensions and approximate location of the house, garage, proposed driveway and existing driveway.

- Step Two:

Following approval by the Building Department, application for the actual Driveway Apron/Curb Cut permit must be made to the Department of Public Works.

Where Can I Get One?

Driveway Apron/Curb Cut Permits can be obtained from the Department of Public Works, 132 Samsondale Avenue, West Haverstraw, NY 10993 between the hours of 7:00 a.m. and 3:30 p.m., Monday - Friday.

What Will It Cost?

The Curb Cut Permit will cost \$75.00 and its Certificate of Compliance (issued following installation and inspection of the Driveway Apron/Curb Cut) will cost \$75.00. Both must be paid at time of application.

How Can I Obtain a Curb Cut Permit?

- Pick the application up at the Department of Public Works or visit us online at www.westhaverstraw.org.
- Complete your application and return it to the Department of Public Works with a check or money order made payable to the Village of West Haverstraw, including the application and compliance fees.
- A site visit will be conducted and photographs taken.
- The whole process takes approximately two to three days for approval.

Obtaining Final Approval

- Once the work is completed contact the Department of Public Works and request an inspection.
- If the inspection fails you will be informed of the changes required to bring the Driveway Apron/Curb Cut into compliance.
- If the work passed inspection, final approval will be received and a Certificate of Compliance will be issued.

Helpful Tips for Curb Cut and/or Driveway Apron:

- Construct in a manner that allows safe vehicular ingress and egress.
- Insure adequate sight distance for safe vehicular ingress and egress. Must alter sight distance obstructions located on the property. Safety issues (e.g., driveway in a blind spot on the street) can delay approval.
- Parking will not be prohibited opposite applicant's driveway to facilitate ingress or egress. As noted above, driveway must be constructed in a manner that allows safe and convenient travel.
- Indicate the location and type of existing and proposed street fixtures such as utility poles, street lights, traffic signals, etc.

Minimum Specifications:

Driveway Apron is to be constructed of ready-mix concrete 4,500 p.s.i. strength, 4' wide and 4" thick minimum, installed over 4" of $\frac{3}{4}$ " gravel. Curb cut and new curbing is to be constructed of ready-mix concrete 4,500 p.s.i. strength, 6" width and 18" deep minimum, installed over 4" of $\frac{3}{4}$ " gravel, with curb drain, vented to atmosphere.

- It is the Contractor's responsibility to construct apron, driveway (within right-of-way), curb and sidewalk in accordance to Village standards.
- A site sketch of proposed driveway or driveway change must be attached to this permit.
- Any work started or completed prior to the Village's inspection and approval is subject to fine, rejection, and/or removal at the applicant's/contractor's expense.
- The Village Department of Public Works must be contacted 24-hours before:
 - Pre-cut inspection – after contractor has marked curb to be cut prior to its removal;
 - Pre-pour inspection – after forms have been set for apron and prior to concrete placement;
 - Final inspection – after work is completed.

Note: Utility conflicts between the applicant's proposed driveway and existing utilities must be resolved by the applicant.

REMINDER: CALL BEFORE YOU DIG!
Dig Safely New York 1-800-962-7962

DRIVEWAY APRON/CURB CUT PERMIT

(PLEASE PRINT OR TYPE APPLICATION INFORMATION)

Permit No. _____

Date _____

Applicant/Contractor Information

Name: _____ Contact: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Cellular Phone: _____

Evening Phone: _____ E-Mail Address: _____

Rockland County License No.: _____ Dig Safe No: _____

Property Owner/Parcel Information

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Cellular Phone: _____

Evening Phone: _____ E-Mail Address: _____

Project Information

Location: _____ Section _____ Block _____ Lot _____

New Driveway Installation: Existing Driveway Change:

Width of Driveway at Right-of-Way: _____ Width of Driveway at Curb (Paved Street Line): _____

Start Date of Construction: ____/____/____ End Date of Construction: ____/____/____

OFFICIAL USE ONLY

Building Department Approval Date: ____/____/____

Application Received: ____/____/____ Permit Fee \$ _____ Compliance Fee \$ _____ Receipt # _____

Permit Issue Date: ____/____/____ Permit Granted by: _____

Commissioner of Public Works

Pre-Cut Inspection Date: ____/____/____

Inspected By: _____

Pre-Pour Inspection Date: ____/____/____

Inspected By: _____

Final Inspection Date: ____/____/____ Were minimum requirements met? Yes No Was permanent surface adequate? Yes No

Approved _____ Denied _____

Signed: _____

Commissioner of Public Works

PERMIT PROVISIONS AND CONDITIONS OF ISSUANCE

By signing this permit application, the undersigned agrees to be bound by the following conditions:

Performance of Work

The undersigned agrees to perform all work in accordance with the Driveway Apron/Curb Cut Permit and in strict compliance with the laws, ordinances and other regulations of the Village of West Haverstraw, and to be bound by the terms stated in this permit application and by all local, state and federal laws.

Substandard Work Completed Under This Permit

The property owner agrees that in the event the Department of Public Works shall determine that the driveway apron/curb cut repaired, replaced, altered or constructed by the owner, or by the owner's private contractor, under the permit does not conform with the requirements as specified in the permit application, and upon written notice being given that the curbing does not conform as hereinabove provided, the Village may, at its sole discretion, following 20 days opportunity to cure by the property owner, remove the same and restore the property to its original condition at the curb, and the expenses so incurred against said property described in said permit shall be entered by the Village Clerk on the tax roll as a special tax against said parcel of land, and the same shall be collected in all respects like other taxes upon real estate. Such remedial work performed by the Village for a violation of the conditions of the Permit shall be in addition to, and not in lieu of, any other remedy available to the Village by law.

Failure to Complete Work Under the Permit on or Before the Specified Completion Deadline

The property owner agrees that, although the permit may be issued to someone other than the property owner, if all work under the permit has not been completed on or before the completion deadline specified in the permit application, or otherwise fails to conform to the conditions/requirements of the permit, the damaged, defective or deficient driveway apron/curb cut may be removed and replaced at the sole discretion of the Village and the expenses so incurred against said parcel of land, and the same shall be collected in all respects like other taxes upon real estate.

LIABILITY AGREEMENT

By accepting this Driveway Apron/Curb Cut Permit, the Undersigned hereby agrees to defend, indemnify and hold harmless the VILLAGE, its employees, officers and agents from and against any and all claims, lawsuits, causes of action or other loss or expense whatsoever, including reasonable attorneys fees, that may be threatened or arise from or in connection with in the work to be performed and/or the materials to be installed under this Permit.

Permittee Signature

Date

Permittee Name (print)