



TOWN OF CORTLANDT
 DEPARTMENT OF TECHNICAL SERVICES
 ENGINEERING DIVISION

Town Supervisor
 Linda D. Puglisi

Michael Preziosi, P.E.
 Director – D.O.T.S

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 Cortlandt Manor, NY 10567
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Town Board
 Richard H. Becker
 Debra A. Costello
 James F. Creighton
 Francis X. Farrell

DRIVEWAY PERMIT APPLICATION

Site Information

Owner's Name _____ Property Address: _____

Section _____ Block _____ Lot _____ Zoning District: _____ Lot Acreage _____ Acres

Owner / Applicant Contact Information

Name: _____

Address: _____

Telephone: _____

Email: _____

Contractor's Contact Information

Name: _____

Address: _____

Telephone: _____

Email: _____

The Applicant agrees to comply with all applicable laws, ordinances and regulations. The Applicant attests that the proposed work outlined in this application conforms to all provisions of the Code of the Town of Cortlandt and laws of New York State.

The Contractor agrees to comply with all applicable laws, ordinances and regulations. The Contractor attests that the proposed work outlined in this application conforms to all provisions of the Code of the Town of Cortlandt and laws of New York State.

Signature: _____

Date: _____

West. County License #: _____

Signature: _____

Date: _____

----- **DO NOT WRITE BELOW THIS LINE – OFFICE USE ONLY** -----

BP# _____

Arborist Referral Date: _____

Fee Paid (\$100 Res.)

Fee Paid (\$200 Comm.)

PB # _____

CAC Referral Date: _____

Insurance Submitted

Reviewed By: _____ Approved By: _____ Date: _____

APPLICATION CHECKLIST

(Each of the following items are requirements of this application)

- Insurance Certificate (Liability) shall be submitted with this application and remain in full effect throughout the construction of the driveway. The Town of Cortlandt shall be named as “Certificate Holder and Additional Insured”;
- Worker’s Compensation Insurance (CE-200 form, C-105.2, SI-12, GSI-105.2);
- Disability Benefits Insurance (CE-200, DB-120.1, DB-155);

Note that ACORD forms are not acceptable proof of Insurance, Worker’s Compensation, or Disability Benefits Insurance

- Copy of Westchester County Home Improvement License.

RE-SURFACING AND DRIVEWAY WIDENING PROJECTS ONLY

- A diagrammatic sketch of the proposed driveway improvements is required. It is recommended that the proposed improvements are drawn on a copy of a site plan or property survey. A fully engineered drawing signed and sealed by a professional engineer may be required depending on the level of the proposed work.
- Provide approximate measurements of proposed widening and area to be re-surfaced. Proposed extensions shall be kept at minimum of 10-ft from the nearest property line or storm water controls may be required. Driveway widths determined to be excessive will be limited to reduce potential for storm water runoff.

NEW OR PROPOSED DRIVEWAYS

- A relocated or new curb cut requires an engineered drawing of the proposed driveway improvements. A sight lines diagram for the proposed curb cut and a driveway profile must be submitted. Minimum sight distances of 200-ft are required as recommended by AASHTO.
- Driveway grades shall be limited to 5% for the first 25-ft from the edge of pavement. A driveway shall not exceed a maximum of 14% grade. Transition between grades is limited to 6% or a sufficient vertical curve in accordance with Town standards will be provided.
- Driveway curb cuts shall be a width of 18-ft and driveways a width of 12-ft. Consideration for wider widths will be evaluated by the Engineering Department on a case-by-case basis. This does not include parking areas adjacent to driveways.

NOTES

- This application shall be used for stand-alone driveway applications only.
- No front yard shall be used for the parking or storage of motor vehicles on any property used for a single or two-family dwelling except for portions of front yards used as driveways.
- Please provide 48 hours notification prior to construction.
- Additional information may be required by the Department of Technical Services – Engineering Division. The Town of Cortlandt reserves the right to inspect the construction of the driveway at any time during reasonable hours.