

## HOW TO OBTAIN A DRIVEWAY PERMIT

The Town of Plattekill requires a driveway permit to be obtained prior to creating any entrances or exits onto Town Roads and/or reviewing a Building Permit.

Before construction, an application must be completed and returned to the Highway Superintendent, and fees remitted to the Town Supervisor.

The fees are as follows:

1. Non-Refundable inspection fee of one hundred and fifty dollars (\$150.00)
2. Cash bond or certified check of one thousand dollars (\$1,000.00). These monies are refundable upon the satisfactory completion of the driveway construction. The bond is utilized to repair damage that might occur to Town Roads as a result of the driveway construction or to correct or install driveways if not constructed to the satisfaction of the Highway Superintendent.

Once the fees and application have been submitted, and prior to construction, the Highway Superintendent will meet with the applicant to review and approve the location, construction of the driveway, and establish an inspection schedule.

During the construction process, it is the responsibility of the applicant to contact the Highway Superintendent for inspection of the construction.

Once the driveway has been constructed to the satisfaction of the Highway Superintendent, the bond will be released.

If you have any questions about or during this process, please contact the Highway Superintendent anytime at this office.

Robert Wager, Sr.  
PO Box 45  
Modena NY 12548  
(845) 883-5910

**Town of Plattekill  
Application for a Driveway Permit**

Date: \_\_\_\_\_ Applicant Name: \_\_\_\_\_

Property Owner Name (if different): \_\_\_\_\_

Property Owners Phone # \_\_\_\_\_

Applicant Address \_\_\_\_\_

Applicant Phone Number \_\_\_\_\_

Address of Property \_\_\_\_\_

Address where to return Funds: \_\_\_\_\_

Tax map SBL \_\_\_\_\_

Name of Contractor \_\_\_\_\_ Phone # \_\_\_\_\_

Anticipated Date to Being Construction \_\_\_\_\_

Anticipated Date of Completion \_\_\_\_\_

Purpose for Driveway: \_\_\_\_\_

**Attach Property Map or Sketch of Property w/ Drawing of Proposed Driveway.**

**Map Must Include Defined Wetlands**

**Mark the Location of the Proposed Driveway & Road Frontage Boundaries.**

**Submit Payment to the Town Clerk's Office or Town Supervisor's Office.**

**Acceptance of a Completed Application Does NOT constitute an approved Permit. The applicant agrees to perform the Work as defined by Local Law #1 of 2021 and any requirements listed on the Reverse side of this Application.**

**\*\* Signature of Applicant: \_\_\_\_\_**

**FOR TOWN HALL OFFICE USE ONLY**

**Fee's Paid:**

**Application Fee: \_\_\_\_\_ Date: \_\_\_\_\_ Check # \_\_\_\_\_**

**Bond Fee: \_\_\_\_\_ Date: \_\_\_\_\_ Check # \_\_\_\_\_**

**Fee's Received BY: \_\_\_\_\_**

**See Reverse Side for Construction Notes & Comments & Approvals.**

**\*\* Sight Distance, Driveway Entrance Sub-Base & Stormwater Considerations will be a Priority  
Before any Building Construction may start.**

**Town of Plattekill  
Application for a Driveway Permit  
For Highway Superintendent Use**

**Preconstruction Meeting Date & Time:** \_\_\_\_\_

**Sight Distance Requirements:** \_\_\_\_\_

**Driveway Dimensions:** \_\_\_\_\_

**Culvert Pipe Requirements:** \_\_\_\_\_  
\_\_\_\_\_

**Grading Requirements:** \_\_\_\_\_  
\_\_\_\_\_

**Sub-Base & Final Top Material Requirements:** \_\_\_\_\_

**Misc. Notes:** \_\_\_\_\_  
\_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Entrance & Culvert Pipe Installation Inspection:** \_\_\_\_\_

**Sight Distance Inspection:** \_\_\_\_\_

**FINAL Inspection:** \_\_\_\_\_

**Reason for Failure:** \_\_\_\_\_

**Final Approval or Disapproval:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Revised 01/17/2024