



TOWN OF CORTLANDT
 DEPARTMENT OF TECHNICAL SERVICES
 ENGINEERING DIVISION

Town Supervisor
 Richard H. Becker

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

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 Deputy Director
 D.O.T.S – Engineering

Town Hall, 1 Heady Street
 Cortlandt Manor, NY 10567
 Main #: 914-734-1060
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Town Board
 James F. Creighton
 Francis X. Farrell
 Cristin Jacoby
 Robert Mayes

DRIVEWAY PERMIT APPLICATION

Site Information

Proposed Project: Resurfacing _____ Expansion _____ Widening _____ New _____

Owner’s Name _____

Property Address: _____

Section _____ Block _____ Lot _____

Applicant Information

Contractor’s Information

Name: _____ Name _____

Address: _____ Address: _____

Telephone: _____ Telephone: _____

Email: _____ Email: _____

The Applicant/Contractor agree to comply with all applicable laws, ordinances, and regulations and attest 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: _____ Signature: _____

Date: _____ Date: _____

Attach the following:

- Copy of contractor’s Westchester County Home Improvement License;
- With **The Town of Cortlandt** identified as “Certificate Holder”, provide proof of Insurance Certificates for Liability, Worker’s Compensation (CE-200 form, C-105.2, SI-12, GSI-105.2), and Disability (CE-200, DB-120.1, DB-155). Note that ACORD Forms are not acceptable proof;
- If the Homeowner elects not to retain a licensed contractor, include Homeowner’s Insurance Declaration of Coverage;
- **Permit Fee: \$100 Residential; \$200 Commercial.** Checks are made payable to **The Town of Cortlandt**;
- Submit the Application, supporting documentation, and the fee to the Code Enforcement Division.

SEE CHECKLIST ON REVERSE SIDE OF THE APPLICATION

APPLICATION CHECKLIST

This application shall be used for stand-alone driveway applications only

RESURFACING AND DRIVEWAY WIDENING PROJECTS

- A sketch of the proposed driveway improvements is required; preferably on a survey or a site plan. A professional Engineer's signed & sealed drawing may be required based upon the extent of the proposed improvements.
- Provide approximate measurements of the area to be resurfaced and, if applicable, proposed widening/expansion area. Extensions shall be kept 10-ft from the nearest property line at minimum or storm water controls may be required. Driveway widths determined to be excessive will be limited in order to reduce storm water runoff.
- Following project completion, notify the Engineering Division at (914) 734-1060. The Town will re-inspect the site for compliance with all conditions of the Permit. Upon satisfactory review, a Certificate of Compliance will be issued.

PROPOSED NEW DRIVEWAYS

- A relocated or new curb cut requires an engineered drawing of the proposed driveway improvements. A diagram depicting sight lines for the proposed curb cut and a driveway profile must be submitted. 200-ft minimum sight distances are required.
- Driveway grades shall be limited to 5% for the first 25-ft from the edge of pavement. Transition between grades is limited to 6% or a sufficient vertical curve in accordance with Town standards. A driveway shall not exceed a maximum of 14% grade.
- Driveway curb cuts shall be a width of 18-ft and driveways a width of 12-ft. Proposed wider width driveways will be evaluated by the Engineering Department on a case-by-case basis. Note that this does not include parking areas adjacent to driveways.
- Following project completion, notify the Engineering Division at (914) 734-1060. The Town will re-inspect the site for compliance with all conditions of the Permit. Upon satisfactory review, a Certificate of Compliance will be issued.