

**APPLICATION FOR DRIVEWAY/CURB PERMIT
VILLAGE OF HEAD OF THE HARBOR**

**500 North Country Road
St. James, NY 11780**
631-584-5602 (Building Department)
631-584-5550 (Village Hall)

Name of Homeowner _____

Address _____, St. James, NY 11780

Telephone # _____

Nearest Cross Street _____ Corner Lot: Yes _____ No _____

Description of the Project: _____

Before proceeding further with this application please speak with the Building Inspector

Name of Contractor _____

Contractor's Address & Phone # _____

Contractor's Certificate of Insurance Submitted Yes _____ No _____

An application fee is required with this application, please see the fees schedule.

A \$_____ deposit is required with this application (please see the fees schedule). All Village specifications for road pavement restoration must be followed for the deposit to be returned. All driveways/curbs that meet the Village roadway must be saw cut, sealed and meet pavement restoration specifications.

Permit regulations are listed on the attached pages.

Survey / drawing must be attached to this application which must indicate:

*Drawing of driveway noting size – Length: _____ feet Width: _____ feet

*Location of house and garage in relationship to driveway.

*If installing curbing, a survey is required showing the adjoining property line and existing edge of pavement.

All Belgium block used for curbing must be approved prior to installation by the Highway Department. Concrete curb and Belgium block curb are to meet the Village specifications. Location and placement of curb will be determined by the Highway Department. **The design and installation of pavement restoration is to follow Village specifications.**

*****Please note that the Village is not responsible for any damage that might be done to curbing/block by snow plowing, street sweeping, etc. Curbing that meets the Village roadway is on the Village right-of-way.**

Owner/ Contractor Signature

Approved _____ Date Issued: _____ Permit # _____

Disapproved _____ Reason: _____

Village Official: _____ Date: _____

****Permit Valid for 60 days from date issued****

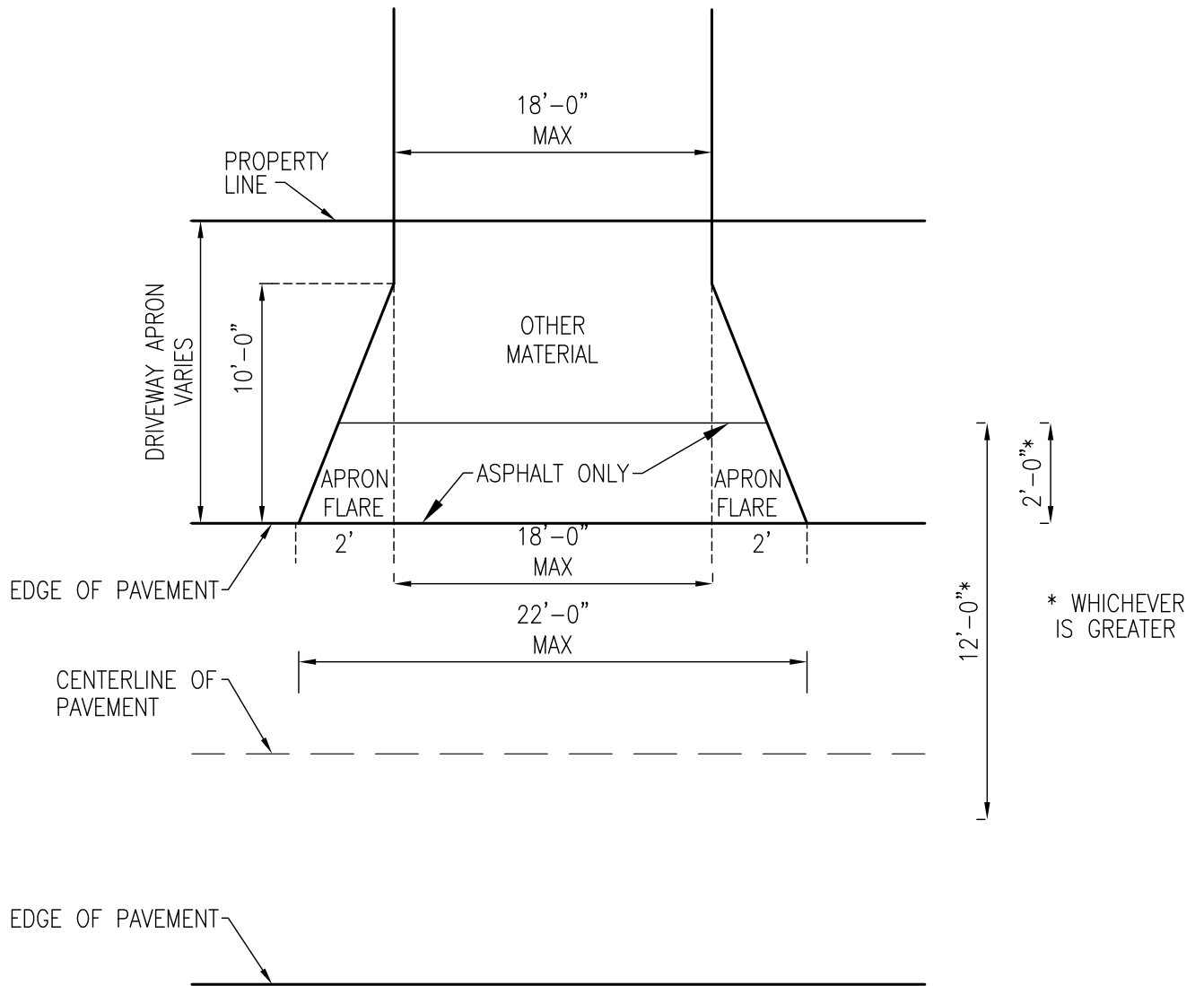
*****FOR OFFICE USE ONLY*****

PERMIT # _____

Deposit being held _____ Date deposited _____ Date Returned _____

I certify that restoration of Village pavement has been completed. _____

Village Official



NOTES:

CONTACT THE VILLAGE HALL (631.584.5550) AT LEAST 48 HOURS PRIOR TO THE START OF ANY WORK. WORK PERFORMED WITHOUT INSPECTION MAY BE REJECTED.

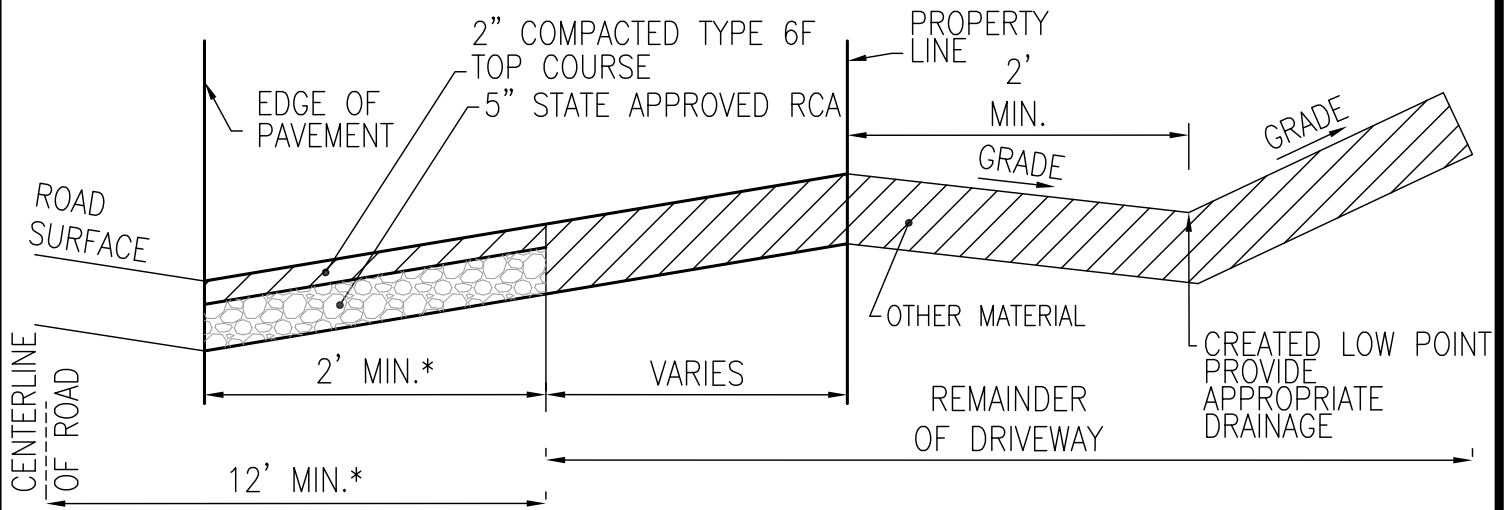
OBTAIN A VILLAGE PERMIT (631.584.5602).

PRIOR TO ACCEPTANCE BY THE VILLAGE AND RELEASE OF THE DEPOSIT, A RAIN INSPECTION MUST BE MADE.

RESTORATION OF THE SITE SHALL BE COMPLETED TO THE SATISFACTION OF THE VILLAGE.

DRIVEWAY PLAN

DRIVEWAY CROSS SECTION UP-HILL



* WHICHEVER IS GREATER

DRIVEWAY CROSS SECTION DOWN-HILL

