VILLAGE OF PLANDOME MANOR
55 Manhasset Avenue, Manhasset, NY 11030
Tel. (516) 627-3701 • Fax (516) 627-7067 • clerk@plandomemanorny.gov

REQUIREMENTS FOR A DRIVEWAY PAVING PERMIT

***** NOTE: THIS APPLICATION IS FOR PAVING AN EXISTING DRIVEWAY ONLY. *****

ANY CHANGE TO THE EXISTING DRIVEWAY OR APRON FOOTPRINT REQUIRES THE REGULAR BUILDING PERMIT APPLICATION INSTEAD OF THIS FORM.

1. Completed Driveway Paving Permit Application and signed and notarized Owner's Authorization

2. One (1) copy of the most recent survey of the property showing the location of the existing driveway and apron (if applicable).

3. Permit Fee: $250.00, can be paid by cash or check.

4. **Application must be accompanied by the following documents from the contractor:**
   - General Liability Insurance Certificate (ACORD form)
   - Certificate of Workers' Compensation Insurance (U-26.3 state form, or acceptable equivalent proof)
   - Disability Insurance Certificate (DB-120.1 state form, or acceptable equivalent proof)
   - Copy of contractor's valid Nassau County license

ALL CERTIFICATES MUST LIST "Village of Plandome Manor, 55 Manhasset Avenue, Manhasset, NY 11030" as the certificate holder. The General Liability Certificate must also name the Village as additional insured.

ROADWAY JOINT SEALING: The joint where the driveway or apron meets the existing roadway must be properly sealed upon completion of paving.

IMPORTANT:

This permit is ONLY for paving or repaving the existing driveway and related apron work within the existing footprint. If the driveway or apron will be widened, extended, relocated, or otherwise changed in footprint, the applicant must submit the regular Building Permit Application instead.

If any drainage work is proposed, a separate Plumbing Permit Application and plumbing permit are also required.

INCORPORATED VILLAGE OF PLANDOME MANOR

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APPLICATION FOR DRIVEWAY PAVING PERMIT

REPAVING / APRON WORK ONLY — NO CHANGE TO EXISTING FOOTPRINT

This application shall be filled out in **its entirety both front and back**. The permit MUST be on site at all times during the construction process. The application process and permit are subject to the conditions printed on the back. The Applicant is admonished to read the conditions on the back carefully.

All permits issued by the Building Department are strictly subject to the Zoning and Building Codes of the Incorporated Village of Plandome Manor and all New York State fire codes and construction codes applicable on the date of the application. NO ERROR OR OMISSION IN THE ISSUANCE OF A PERMIT SHALL LEGALIZE ANY CONSTRUCTION OR USE OTHERWISE PROHIBITED BY LAW.

Section: _____ **Block:** _____ **Lot (s):** _____ **Date:** _____

ADDRESS OF WORK: _____**, Plandome Manor, NY**

OWNER'S INFORMATION

Owner Name: _____ Corporate Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

APPLICANT INFORMATION (IF DIFFERENT FROM OWNER)

Applicant Name: _____ Telephone: _____

Mailing Address / Email: _____

CONTRACTOR INFORMATION

Business Name: _____

Contact: _____ Telephone: _____

Address: _____ Email: _____

Nassau County License #: _____ Expiration: _____

PROPOSED DRIVEWAY WORK

☐ Asphalt overlay / resurfacing ☐ Remove and replace existing pavement

Existing material: _____ Proposed material: _____

Description of work: _____

_____

DRIVEWAY APRON (CONNECTION TO STREET)

☐ No apron work ☐ Replace existing apron

☐ Install an apron within the existing driveway footprint (no widening or extension)

Proposed apron material: ☐ Asphalt ☐ Concrete ☐ Pavers ☐ Other: _____

REQUIRED SCOPE CONFIRMATION

Will the driveway or apron footprint, dimensions, or location change? ☐ NO ☐ YES

(If YES, this is the wrong application. Submit the regular Building Permit Application instead.)

Is any drainage work proposed? ☐ NO ☐ YES — **separate plumbing permit required**

OWNER'S AUTHORIZATION — CONDITIONS

I (we) hereby certify and agree to the following conditions:

1. A completed application, copy of the property survey, and required contractor license and insurance documentation must be submitted.

2. I (we) authorize the Building Inspector and authorized Village officers or employees to enter upon and photograph the premises in connection with this application and their official duties.

3. The approved permit and any approved documents shall be kept at the work site and made available to the Building Inspector upon request.

4. The Building Inspector shall be given at least forty-eight (48) hours' notice for required inspections; work shall not proceed beyond a required inspection stage until approved, when applicable.

5. The owner or authorized representative is responsible for arranging required inspections, providing access, and renewing a permit before expiration if applicable.

6. No work may begin until the permit has been issued and posted. Work commenced before issuance may result in penalties under applicable Village Code provisions.

7. This permit shall be valid for one (1) year from the date of issuance. It is the responsibility of the property owner to ensure that all permitted work is completed and the permit is properly closed out with the Village Building Department prior to its expiration. Failure to close out the permit before the expiration date may result in additional fees, including an applicable permit closeout fee, or require renewal of the permit at the full permit fee. The property owner shall be responsible for all applicable fees associated with the expiration, renewal, or closeout of the permit.

8. **Work hours are 8:00 AM to 5:00 PM Monday through Friday and 8:00 AM to 12:00 PM Saturday. NO WORK ON SUNDAYS AND FEDERAL HOLIDAYS.**

9. This application authorizes repaving and eligible apron work only within the existing driveway footprint. Any widening, extension, relocation or other footprint change requires submission of the regular Building Permit Application instead.

10. Any proposed drainage work requires a separate plumbing permit. The owner and applicant are responsible for compliance with all applicable Village and New York State laws.

11. **The joint where the driveway and/or apron meets the existing roadway must be properly sealed upon completion of paving to prevent water infiltration and deterioration.**

OWNER'S AUTHORIZATION

I (we), the undersigned property owner(s), certify that I (we) own the property identified below, have read and understand the conditions on this page, authorize the work described in the application, and authorize the representative named below (if any) to file this application on my (our) behalf.

Property Owner (print): _____

Owner Mailing Address: _____

Property: Section _____ Block _____ Lot(s) _____

Authorized Representative (if any): _____

Signature of Owner: _____ Date: _____

Sworn to me this _____ day of _____, 20_____

Signature of Notary Public: _____

(Notary Stamp)