

# TOWN OF UNION VALE

SUPERVISOR  
BETSY MAAS

DIRECTOR OF CODE ENFORCEMENT  
GEORGE A. KOLB JR.



TOWN COUNCIL  
JOHN WELSH  
STEVE FRAZIER  
KEVIN DURLAND  
KEVIN MCGIVNEY

## BUILDING DEPARTMENT

249 DUNCAN ROAD  
LAGRANGEVILLE, NY 12540  
(845) 724-5953  
FAX: (845) 724-3757

**Building2@unionvaleny.us**

## DRIVEWAY PERMIT APPLICATION

**New**

**Existing**

**\*\*\*THE FOLLOWING MUST BE SUBMITTED AT TIME OF APPLICATION\*\*\***

APPLIC FORM COMPLETED  INSURANCE SUBMITTED  INSURANCE ON FILE  CONSENT IF APPLIC

ALL APPLICANTS SHALL PROVIDE THE FOLLOWING INFORMATION FOR PERMIT PROCESSING:

### A- New Driveways

1. PROVIDE TWO COPIES OF THE SURVEYED PARCEL SHOWING PROPOSED DRIVEWAY AND PARCEL CONDITIONS. ALL INFORMATION MUST BE IN ACCORDANCE WITH SECT. 111-8 FOR DRIVEWAY DESIGN STANDARDS PER TOWN OF UNION VALE CODE.
2. ALL PROPOSED GRADING TOPOGRAPHY MUST BE SHOWN ON PLANS IN 2' ELEVATION INTERVALS. ANY CULVERT PIPE SIZING SHOULD BE INDICATED. ALL SURFACE WATER DRAINAGE PATTERNS TO PREVENT WATER FROM ENTERING ROADWAY WILL NEED TO BE ADDRESSED.

### B- Existing Driveways

1. ALL EXISTING DRIVEWAYS TO PROVIDE TWO (2) COPIES OF PROPOSED CROSS SECTIONS OF NEW PAVEMENT TO BE INSTALLED AT ROADWAY INTERSECTION. SEE SAMPLE ON LAST PAGE TO INCLUDE GRADING AND ANY CULVERT PIPES AND SIZES TO BE UTILIZED.

IT IS RECOMMENDED THAT YOUR CONTRACTOR CONTACT THE TOWN OF UNION VALE HIGHWAY SUPRINTENDENT BEFORE ANY WORK PROCEEDS.  
FINAL INSPECTION BY THIS OFFICE AND HIGHWAY SUPERINTENDENT WILL NEED TO BE SCHEDULED.

# APPLICATION FOR BUILDING PERMIT

**\*\*PLEASE NOTE TO ALL APPLICANTS: ALL INFORMATION IS TO BE COMPLETED IN FULL. PLEASE TYPE OR PRINT LEGIBLY OR APPLICATION WILL BE RETURNED\*\***

APPLICATION TYPE:  Residential     New Construction     Commercial     Renovation/Alteration

APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TEL #: \_\_\_\_\_ CELL: \_\_\_\_\_ FAX #: \_\_\_\_\_

**EMAIL (\*REQUIRED\*):** \_\_\_\_\_

**NAME OWNER OF BUILDING/LAND:** \_\_\_\_\_

**\*PROJECT SITE ADDRESS\*:** \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TEL #: \_\_\_\_\_ CELL: \_\_\_\_\_ FAX #: \_\_\_\_\_

**EMAIL (\*REQUIRED\*):** \_\_\_\_\_

**BUILDING/CONTRACTOR/ ARCHITECT OR ENGINEER IF REQ.**

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TEL #: \_\_\_\_\_ CELL: \_\_\_\_\_ FAX #: \_\_\_\_\_

**EMAIL (\*REQUIRED\*):** \_\_\_\_\_

**DESCRIPTION OF WORK:** \_\_\_\_\_

**ESTIMATE COST OF PROJECT:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

→ \_\_\_\_\_  
**Signature of Applicant/ Date**

**OFFICE USE ONLY**

**APPROVALS: Zoning/ Fire/ Building**

**Approved     Denied    DATE: \_\_\_\_\_**

\_\_\_\_\_  
**Signature of Code Enforcement Officer**

**FEE DUE: \$ \_\_\_\_\_ PAID ON: \_\_\_\_\_**

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## OWNER'S AUTHORIZATION & CONSENT FORM

This form is to be signed **and notarized when required** by the owner of record of the property in which the work outlined on the building permit application has been applied for. Signing of this document gives permission for work to be commenced by the contractor designated. All insurance requirements are to be submitted to the parcel owner and this office. In addition any and all Engineering/ Attorney's fees associated with review of this application are the sole responsibility for reimbursement to the Town of Union Vale by the owner of record as per Sect. 105-12 of the Town of Union Vale Code before any Certificate of Occupancy is issued.

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

Parcel Location: \_\_\_\_\_

Contractor: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Print: \_\_\_\_\_

**NOTARY STAMP:**

**(Req. New Home and/or any  
application required to be reviewed  
by the Town of Union Vale P.E.  
and/ or Attorney**

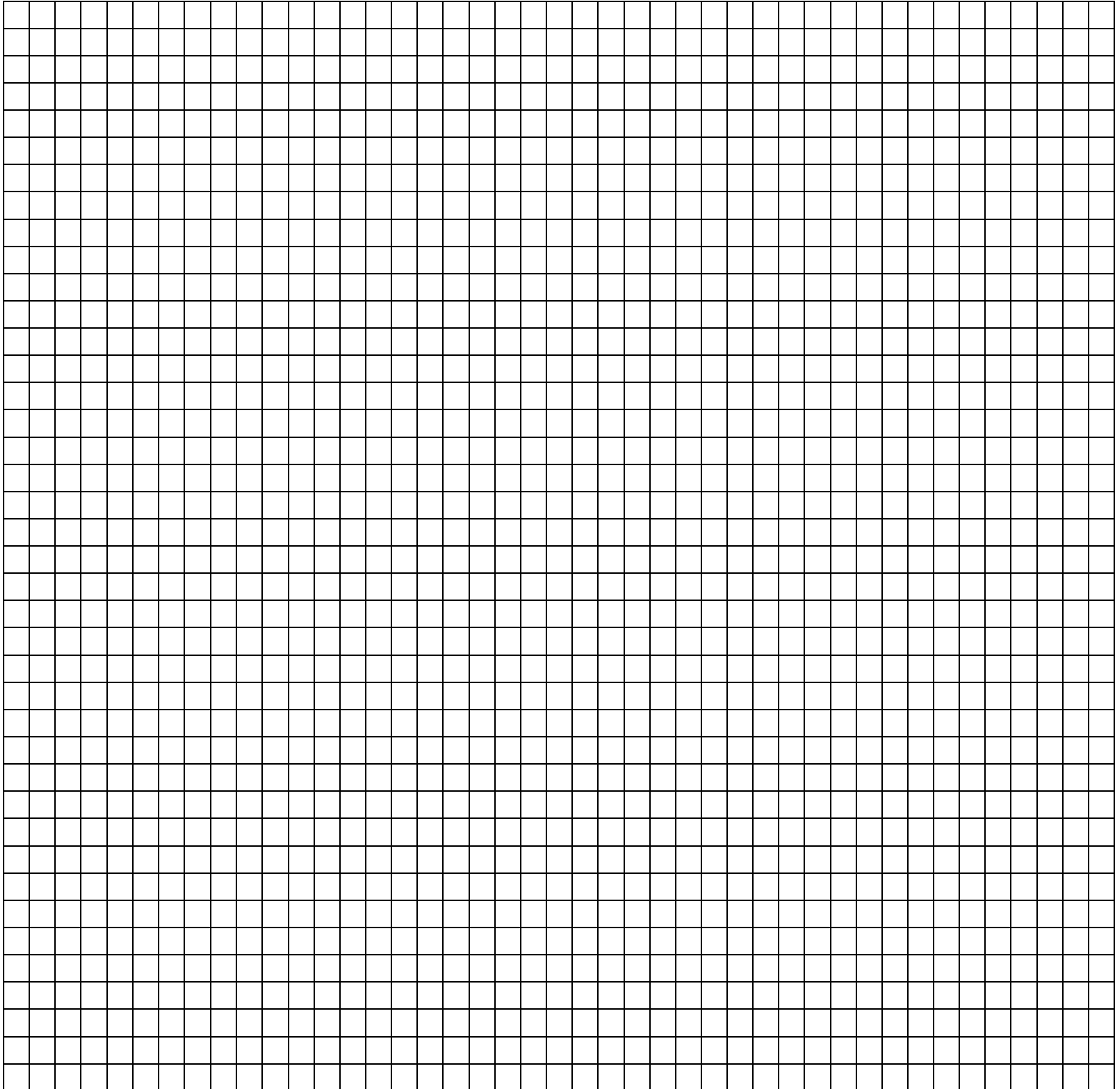
**NOTICE TO APPLICANTS: 240-109 Certificate of Occupancy**

It shall be unlawful for a building owner to use or permit the use of any building or premises or part thereof hereafter created, erected, changed, converted or enlarged, wholly or partly, in its use or structure until a Certificate of Occupancy shall have been issued by the Building Inspector and the Zoning Administrator.

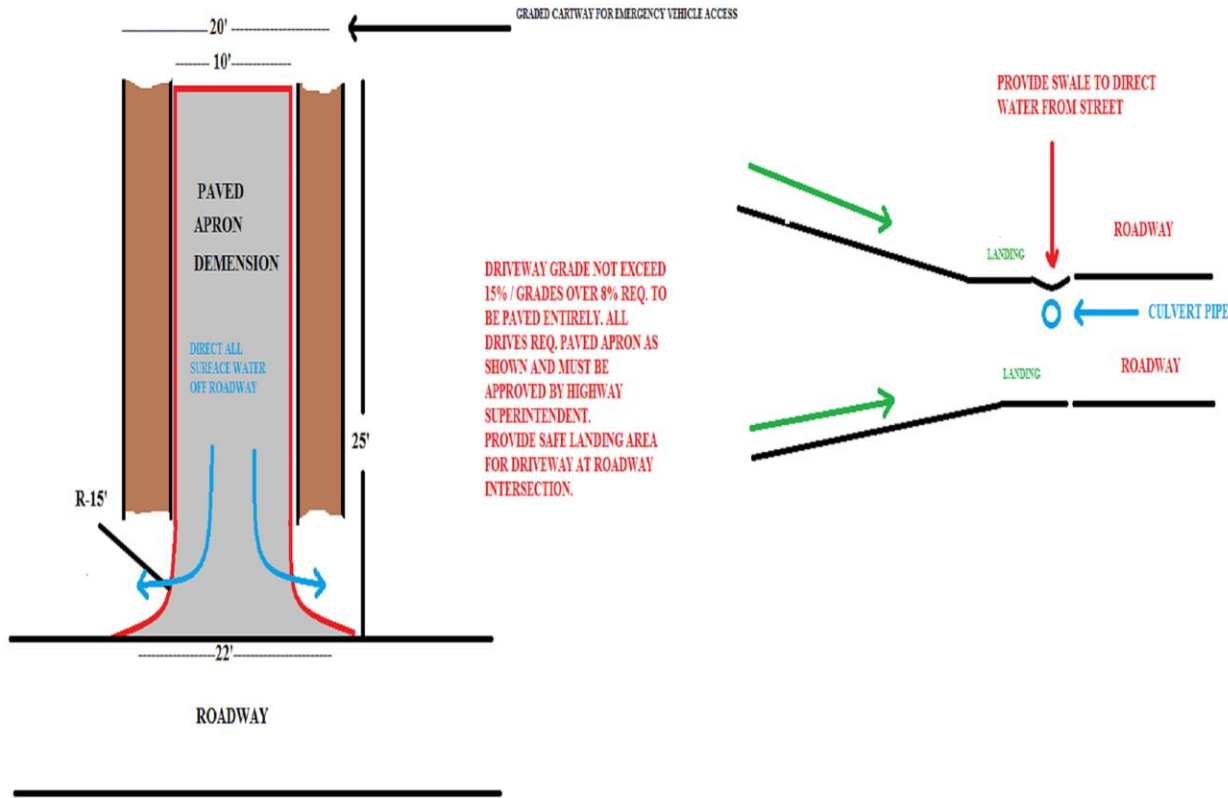
REV 1/16/2014

**REQUIRED DRAWING**

**OWNER NAME:** \_\_\_\_\_ **SITE ADDRESS:** \_\_\_\_\_



DRIVEWAY SPECIFICATIONS FOR THE TOWN OF UNION VALE CODE SECT. ss 111-8. ALL DRIVES MUST BE DESIGNED AND CONSTRUCTED TO PREVENT SURFACE WATER FROM ENTERING ROADWAY. PLANS MUST BE SUBMITTED AND APPROVED BY HIGHWAY SUPERINTENDENT. SHOW ALL DRAINAGE PATTERNS AND SIZING OF ANY CULVERTS TO BE USED. CONTRACTORS ARE EXPECTED TO CONTACT HIGHWAY SUPERINTENDENT WITH ANY QUESTIONS REGARDING THESE REGULATIONS. SAMPLES BELOW FOR REFERENCE ONLY.



PLEASE USE GRAPH PAPER SUPPLIED OR DIAGRAM SHEET MAX. 18" X 24" ONLY

PLEASE PROVIDE TWO COPIES OF PLANS SHOWING ALL INFORMATION OUTLINED WITH APPLICATION. ANY QUESTIONS SHOULD BE DIRECTED TO THE TOWN OF UNION VALE HIGHWAY SUPERINTENDENT FOR CLARIFICATION. GUIDELINES ARE STRICTLY ENFORCED.