TOWN OF UNION VALE

DIRECTOR OF CODE ENFORCEMENT
GEORGE A. KOLB JR.

SUPERVISOR
BETSY MAAS

TOWN COUNCIL
JOHN WELSH
STEVE FRAZIER
DAVID MCMORRIS
CORRINA KELLEY

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
O APPLIC FORM COMPLETED O INSURANCE SUBMITTED O INSURANCE ON FILE O 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: O Residential O New Construction O Commercial O Renovation/Alteration

APPLICANT:_____ DATE: _____

ADDRESS: _____

TEL #: _____ CELL: _____ FAX #: _____

EMAIL: _____

NAME OWNER OF BUILDING/LAND: _____

*****PROJECT SITE ADDRESS*:_____

MAILING ADDRESS: _____

TEL #: _____ CELL: _____ FAX #: _____

EMAIL: _____

BUILDING/CONTRACTOR/ ARCHITECT OR ENGINEER IF REQ.

COMPANY NAME: _____

ADDRESS: _____

TEL #: _____ CELL: _____ FAX #: _____

EMAIL: _____

DESCRIPTION OF WORK: **ESTIMATE COST OF PROJECT: _____**

_____

_____

_____

OFFICE USE ONLY

APPROVALS: Zoning/ Fire/ Building

O Approved O Denied DATE: _____

_____

Signature of Code Enforcement Officer

FEE DUE: $_____ PAID ON: _____

_____

→ **Signature of Applicant/ Date**

REV: 7/25/16

TOWN OF UNION VALE

DIRECTOR OF CODE ENFORCEMENT
GEORGE A. KOLB JR.

SUPERVISOR
BETSY MAAS

TOWN COUNCIL
DAVID MCMORRIS
STEVE FRAZIER
CORRINA KELLEY
JOHN WELSH

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

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

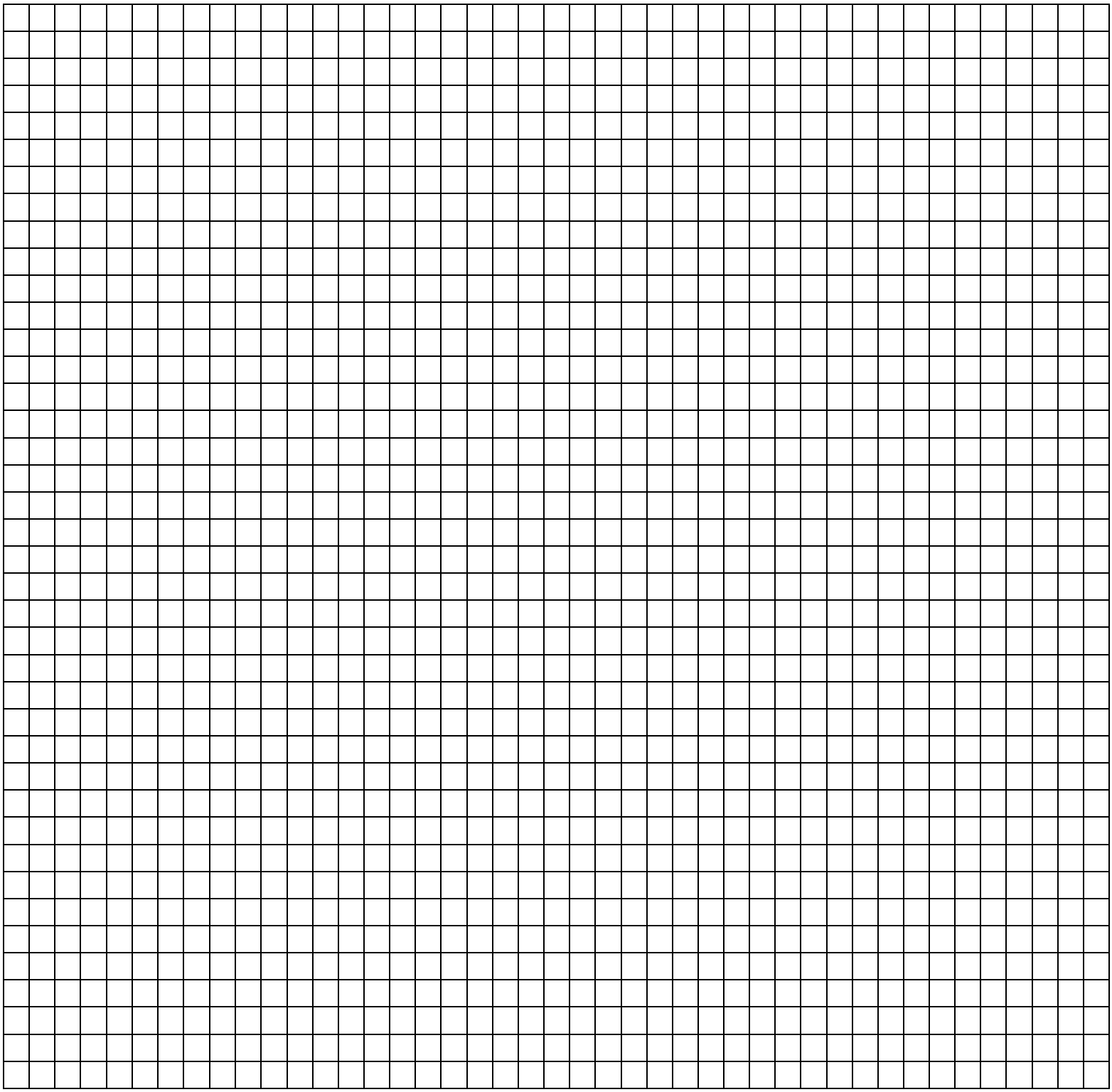
NOTICE TO APPLICANTS: 240-109 Certificate of Occupancy

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.

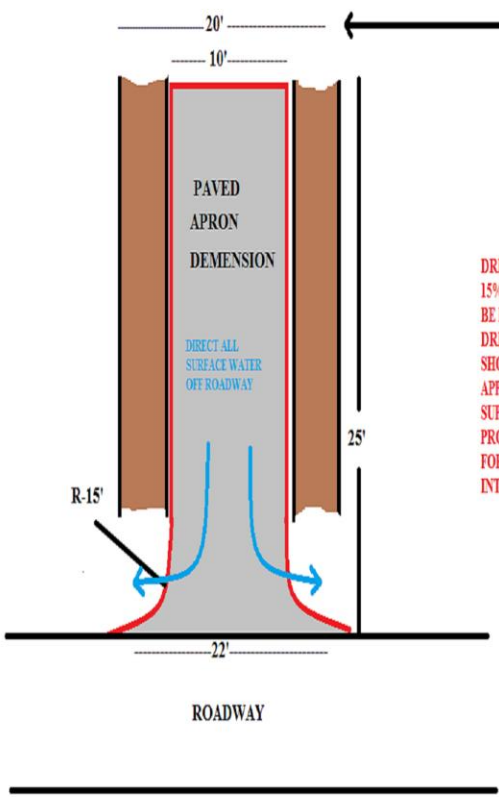
REV 1/16/2014

REQUIRED DRAWING

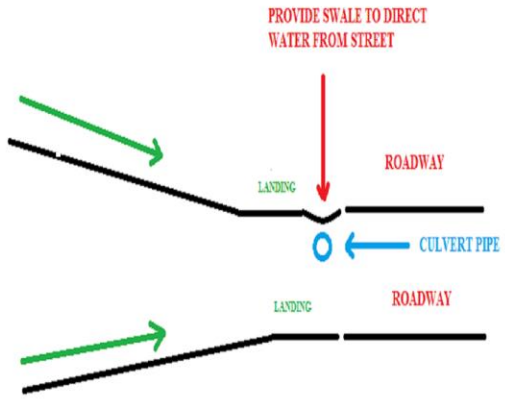
OWNER NAME: _____ SITE ADDRESS:_____



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 REGAURDING THESE REGULATIONS. SAMPLES BELOW FOR REFERANCE ONLY.



DRIVEWAY GRADE NOT EXCEED 15% / GRADES OVER 8% REQ. TO BE PAVED ENTIRELY. ALL DRIVES REQ. PAVED APRON AS SHOWN AND MUST BE APPROVED BY HIGHWAY SUPERINTENDENT.
PROVIDE SAFE LANDING AREA FOR DRIVEWAY AT ROADWAY INTERSECTION.



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. GUIDLINES ARE STRICLY ENFORCED .