

## APPLICATION FOR CURB CUT/DRIVEWAY INSTALLATION

Village of Highland Falls  
303 Main Street  
Highland Falls, NY 10928

APPLICANT:	INSURANCE COMPANY:
ADDRESS/PHONE:	INSURANCE POLICY NUMBER:
PURPOSE:	SECURITY FORM & AMOUNT:
DATE(S) EXCAVATION/OBSTRUCTION WILL OCCUR:	APPLICATION FEE: <b>\$10.00</b>
LOCATION:	DATE OF ISSUANCE: ISSUED BY:

\_\_\_\_\_ certifies as follows:  
(Printed Name)

I, or \_\_\_\_\_, employee(s) under my supervision have:

1. Obtained liability insurance issued by an insurance company licensed to do business in the State of New York in the amounts of at least \$1,000,000/\$2,000,000/\$500,000; naming the Village as additional insured; and providing that the policy shall not be canceled or modified without ten (10) days prior written notice to the Village, and is given a certificate of insurance to the Village Clerk.
2. I agree to pay for the Village's reasonable cost of defense and to hold harmless and indemnify the Village against any costs, claims, lawsuits, damage or injury that may arise from or relate to the work.
3. If applicable, provide a letter of credit or other security in an amount as required by the Village of Highland Falls to (i) secure the cost of restoring to their present condition any public streets or other rights-of-way disturbed and restoring any other property disturbed; and (ii) to secure the Village's cost of completing the work if the work is not properly completed in a reasonable time and after written notice provided by the Village.

I agree to comply with the approved plans and all state and local laws and regulations governing excavation or obstruction, including by not limited to, 12 NYCRR 53, entitled "Construction, Excavation and Demolition Operations At Or Near Underground Facilities". I further agree to restore the site and any other property disturbed as a result of said excavation/obstruction to its present condition and to the satisfaction of the Village Street Superintendent.

Dated:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title, Name of Company

Planning Board Approval: Date:	Village Street Superintendent Approval: Date:
Signature:	Signature:

SITE PLAN/LOCATION MAP

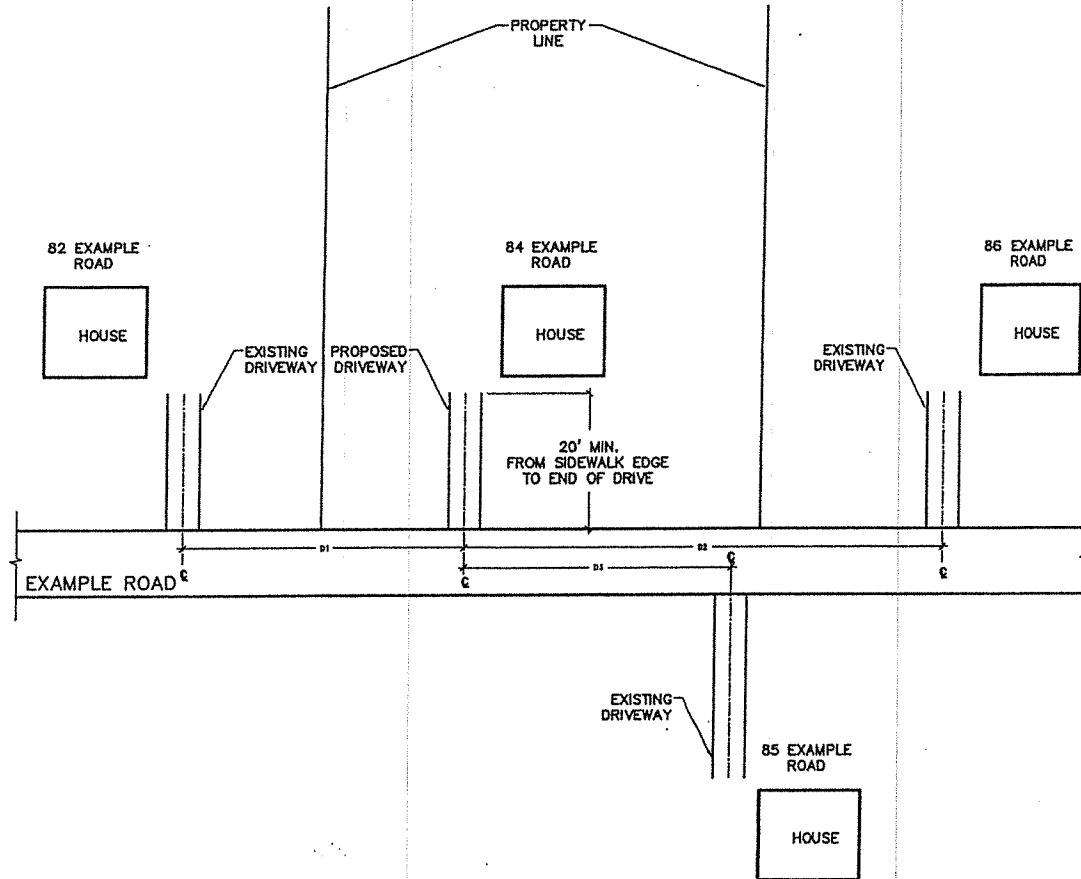
CURB CUT APPLICATION

APPLICANT:

Street Superintendent: \_\_\_\_\_ Planning Board: \_\_\_\_\_

SIGNED: \_\_\_\_\_

DATED: \_\_\_\_\_



EXAMPLE SITE PLAN/LOCATION MAP  
SCALE: NOT TO SCALE

CURB CUT APPLICATION

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

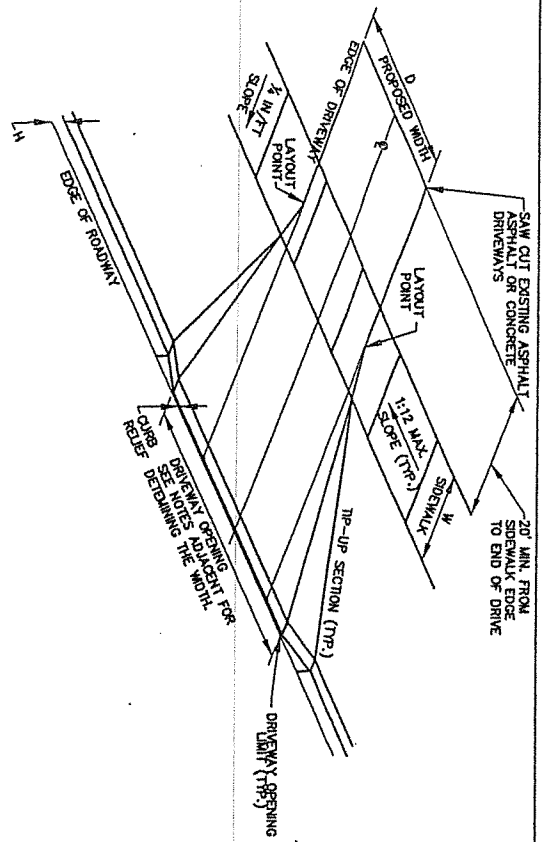
Street Superintendent: \_\_\_\_\_ Planning Board: \_\_\_\_\_

SIGNED: \_\_\_\_\_

\_\_\_\_\_

DATED: \_\_\_\_\_

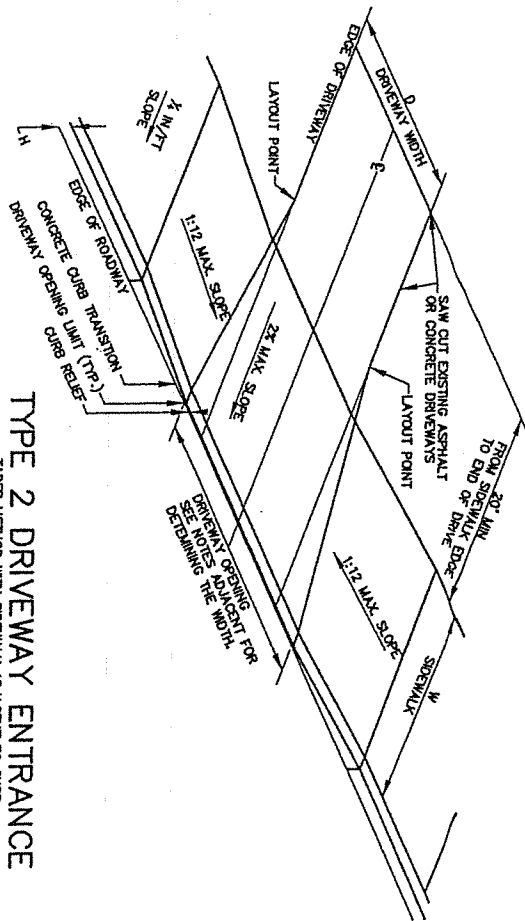
\_\_\_\_\_



**TYPE 1 DRIVEWAY ENTRANCE**  
 TAPER METHOD WITH SIDEWALK AWAY FROM CURB OR NO SIDEWALK  
 NO SCALE

- NOTES:
1. SIDEWALK RAMP SHALL HAVE A MAXIMUM SLOPE OF 1:12. TO DETERMINE THE LENGTH OF THE RAMP (IN INCHES), MULTIPLY THE CURB HEIGHT (IN INCHES) BY 12.
  2. SIDEWALKS SHALL HAVE A CROSS-SLOPE OF AT LEAST  $\frac{1}{4}$ " IN/FT TOWARDS THE EDGE OF THE ROADWAY.

- DETERMINING THE DRIVEWAY OPENING WIDTH:
- STEP 1: SCRIBE A LINE 24" FROM THE INSIDE EDGE OF THE OUTERMOST TRAVEL LANE.
  - STEP 2: LOCATE THE TAPER LAYOUT POINT WHICH IS AT THE INTERSECTION OF THE EDGE OF THE DRIVEWAY AND THE LINE OFFSET FROM STEP 1.
  - STEP 3: SCRIBE A 1:2 TAPER FROM THE LAYOUT POINT TO THE EDGE OF ROADWAY.
  - STEP 4: FIND THE DRIVEWAY OPENING LIMIT POINT WHICH IS WHERE THE TAPER INTERSECTS THE EDGE OF THE ROADWAY.
  - STEP 5: REPEAT STEPS 1 THROUGH 4 FOR THE OTHER SIDE OF THE DRIVEWAY OPENING.



**TYPE 2 DRIVEWAY ENTRANCE**  
 TAPER METHOD WITH SIDEWALK ADJACENT TO CURB  
 NO SCALE

**CURB CUT APPLICATION**

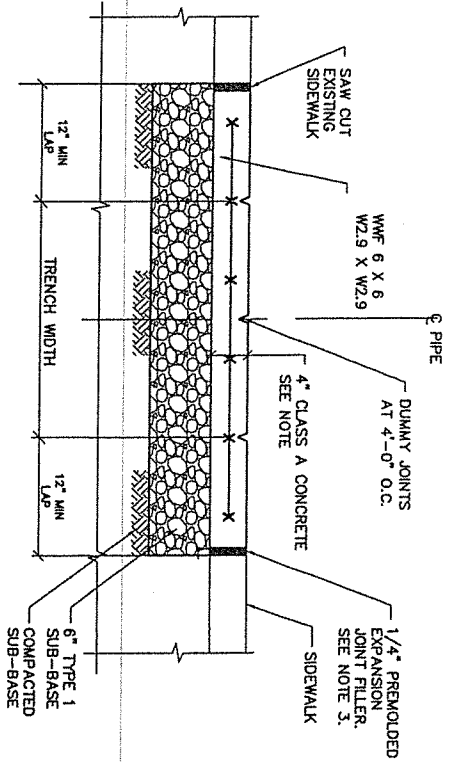
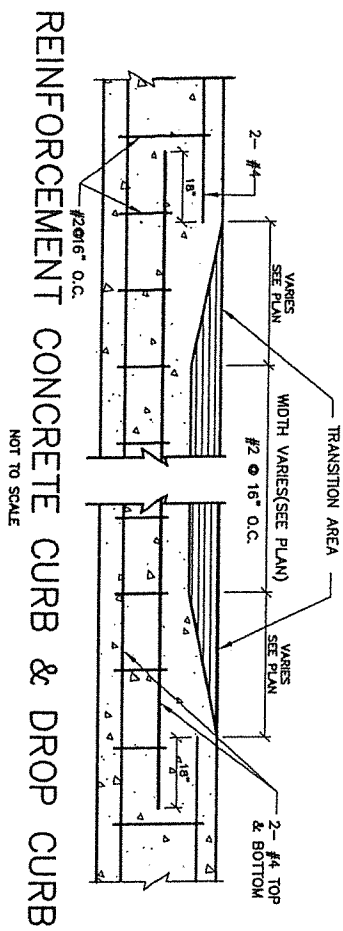
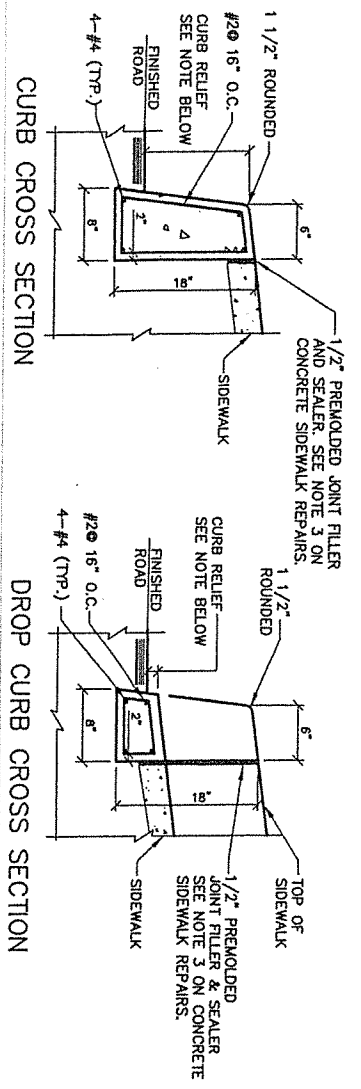
APPLICANT: \_\_\_\_\_

Street Superintendent: \_\_\_\_\_

Planning Board: \_\_\_\_\_

D<sub>1</sub> = \_\_\_\_\_  
 H<sub>1</sub> = \_\_\_\_\_  
 W<sub>1</sub> = \_\_\_\_\_  
 CURB RELIEF = \_\_\_\_\_

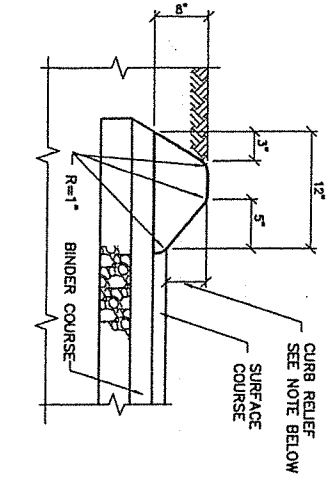
SIGNED: \_\_\_\_\_  
 DATED: \_\_\_\_\_



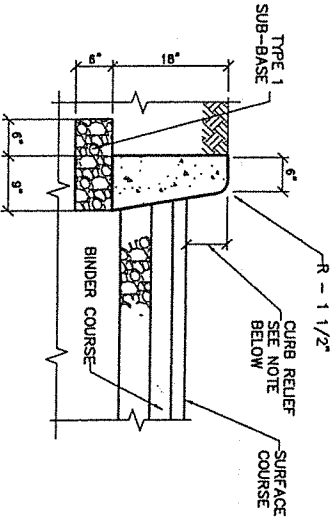
- NOTES:
1. PROVIDE 6" CONCRETE THICKNESS AT DRIVEWAYS.
  2. CONCRETE FOR SIDEWALKS TO BE 3000 PSI.
  3. PROVIDE EXPANSION JOINTS ONLY WHERE CURRENTLY EXIST.

**CONCRETE SIDEWALK REPAIRS**

NOT TO SCALE



**ASPHALT CURB**



**CONCRETE CURB**

NOTE:  
LAST LENGTH OF CURB TO TAPER TO SHOULDER.

**CURB REPLACEMENT**

NOT TO SCALE

NOTE:  
CURB RELIEF DEFINED BY SUPERINTENDENT OF PUBLIC WORKS. SEE PAGE ONE OF THE CURB CUT APPLICATION.

**CURB CUT APPLICATION**

- C. The level, graded road surface of not less than 18 feet in width shall be treated with at least one coat of oil and crushed stone so as to conform to treatment given other Village streets.
- D. The street shall be adequately drained so as to dispose of surface waters and streams.
- E. All water and sewer connections shall be made at the expense of the customer pursuant to regulations adopted at a meeting of December 10, 1953.

### ARTICLE III

#### Encroachments

[Adopted 8-10-1971 by L.L. No. 5-1971 as Art. III of Ch. 98 of the 1971 Code; amended in its entirety 11-6-1990 by L.L. No. 1-1990<sup>1</sup> ]

#### § 201-10. Construction of driveways or curb cuts. [Amended 5-19-2008 by L.L. No. 3-2008]

- A. No person shall construct a driveway or ramp over a street or highway ditch or construct or install a cut in or through a street, road, sidewalk or curb for the purposes of ingress or egress to property without having first received approval from the Village Planning Board and the Street Superintendent.
- B. Such person shall make written application to the Planning Board and Street Superintendent, which application shall clearly show the precise location, extent and purpose of the proposed work, shall state that all work shall be done in accordance with the Village's specifications, and shall provide all other information and

---

1. Editor's Note: Local Law No. 1-1990 provided as follows: "The Board of Trustees finds that permitting the use of sidewalks by the owners or users of abutting private property makes the sidewalk an attribute of private property, and the Board of Trustees intends with this local law to supersede §§ 4-414, 5-516 and 5-518 of the Village Law to the extent that said sections may be interpreted to the contrary."

comply with all requirements set forth on the application form. Such specifications and application form shall be on file in the Village Clerk's office and may be amended from time to time by resolution of the Board of Trustees. An application fee shall be established and may be amended from time to time by resolution of the Board of Trustees.

- C. The Planning Board, in its sole discretion, may require a public hearing prior to taking action on the application. The decisions of the Planning Board and Street Superintendent shall be based upon safety, location, need, alternatives, drainage and potential effects of the driveway or curb cut installation. If an approval is granted, the Planning Board may impose any conditions reasonably related to the public health, safety and welfare.
- D. The applicant shall agree to indemnify the Village, its officers and employees from any and all injury, damage or claim that may arise from the work and shall obtain insurance, naming the Village as an additional insured, in a minimal amount of \$1,000,000, and shall provide proof of such insurance. Prior to commencement of any work, the applicant shall be required to post a cash deposit or other bond acceptable to the Village, in an amount established by the Planning Board, to secure the proper construction, reclamation of property, and correction of any damage to public or private property arising from the construction.

#### § 201-11. Obstruction of sidewalks. <sup>2</sup>

No builder, contractor or workman in control of any operations or repairs upon private property shall obstruct any sidewalk in the Village or endanger the safety of pedestrians over such sidewalk. If such building or repair operations shall necessitate the temporary obstruction of such sidewalk or the existence of a

---

2. Editor's Note: Former § 201-11, Installation of pipe prior to construction, was repealed 5-19-2008 by L.L. No. 3-2008. Said local law also provided for the redesignation of former §§ 201-12 and 201-13 as §§ 201-11 and 201-12, respectively.