

Village of Sylvan Beach

PO Box 508, Sylvan Beach, NY 13157

Driveway Permit Application

INSTRUCTIONS TO REPLACE OR INSTALL NEW DRIVEWAYS

Getting started

1. Fill out the form: "APPLICATION TO REPLACE/INSTALL NEW DRIVEWAY"
2. You must submit the application and the following supporting materials to the Village Code Enforcement Office at least 14 days before you wish to begin your project.
3. All Property Taxes must be paid in full.
4. The replacement driveway or new driveway must be two feet from the side property lines.
5. The owner(s) of the parcels may be required to attend the Planning Board meeting at which the application will be presented if there are extenuating circumstances.
6. New driveways will **not** be installed over Village owned sidewalks within the Village Right of Way.

Checklist of Material to submit to the Planning Board

1. ___ The completed application, signed by ALL owners of the property.
 2. ___ A survey map showing property lines and existing or proposed driveway locations and setbacks.
 3. ___ The owner(s) will pay a non-refundable, application fee of \$50.00 to the Village Clerk by credit card, check or cash. Make check out to The Village of Sylvan Beach.
- ___ Easements and or deed restrictions must be identified and submitted with the application. Failure to do so will result in a denial of this request.

The Planning Board Action:

No action necessary unless there are extenuating circumstances requiring a deviation from this policy. Installing over Village sidewalks will never be a considered deviation.

Approve, Conditionally Approve, or Deny the Application.

1. If approved, the applicant will be given a signed & stamped copy of the application form. Conditionally Approved, the applicant may resubmit the application when the conditions have been met and receive the form. Denied, the applicant may resubmit a new application.
2. Within 60 days of final approval, the applicant will need to complete the project

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APPLICATION TO REPLACE/INSTALL NEW DRIVEWAY

Contact

Person(s)/Agent/Owner(s): _____

Address: _____

Email: _____ Phone/Cell: _____

Tax Parcel(s) to be MERGED/SUBDIVIDED: (list all tax map #'s below)

Parcel: _____

INFORMATION: Location of property in the Village of Sylvan Beach:

EXISTING RESTRICTIONS, EASEMENTS OR COVENANTS ON PARCEL: Yes No

If Yes, Explain _____

Are there any unpaid taxes/bills due to the County, School, Town or Village of Sylvan Beach?

Yes No

*Taxes are to be paid in full for this application to be processed by the County Clerk, County Treasurer and Village Clerk. If the answer is 'Yes', the Village will not consider the application.

PROPERTY OWNERS' ACKNOWLEDGEMENT I (We) the undersigned owners of the Real Property described above request that the above-mentioned property be approved by the Code Enforcement Officer to have a replacement or new driveway installed. I (We) acknowledge that the above stated requirements have been met and I (We) will hold the Village of Sylvan Beach official bodies harmless for any problems that may occur from such installation.

Signature of Owner: _____ Date: _____

Signature of Owner: _____ Date: _____

Signature of Owner: _____ Date: _____

Code Enforcement Action: Circle One

Approved Conditionally Approved Denied

Code Enforcement Officer Signature _____

Date submitted: _____ Determination Date: _____