



Highway Dept.

Christopher Marx, Superintendent of Highways  
PO Box 550  
1 Clearwater Road  
New Paltz, NY 12561  
Phone (845) 255-5050  
Fax (845) 255-0191  
[highways@townofnewpaltz.org](mailto:highways@townofnewpaltz.org)

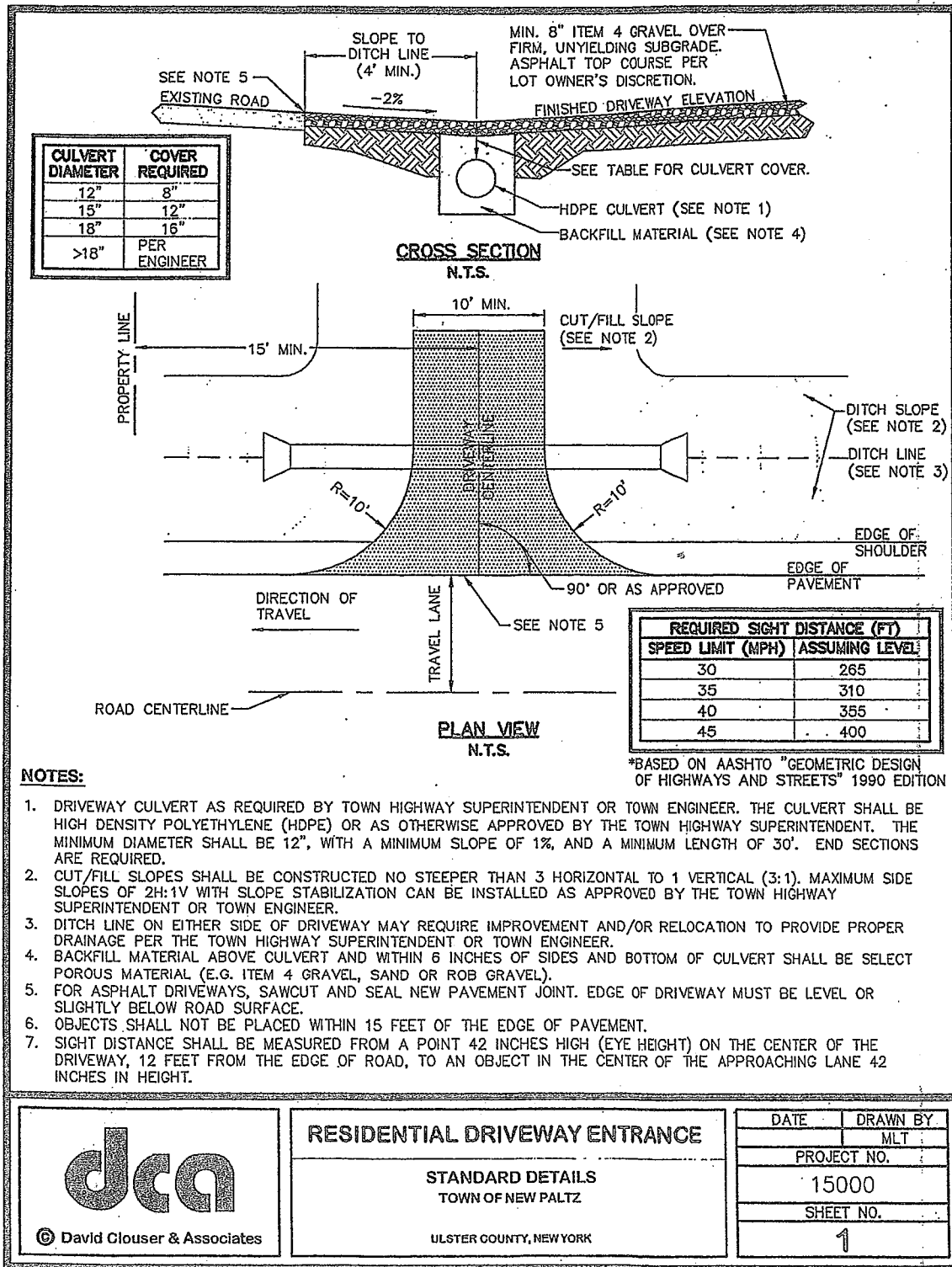
#### The Application Process:

1. Application must be completed in its entirety and signed.
2. Proposed driveway must be staked out and marked "Proposed Driveway."
  - a. Markers can include, but are not limited to: Wooden stakes, surveying tape, marking flags, reflectors, etc.
3. The application must be turned in, either in person or by mail, to the Highway Department and include the following attachments:
  - a. Original, signed application.
  - b. Copy of tax map showing proposed driveway.
  - c. Check made out to the Town of New Paltz Highway Department in the amount of \$150.00. (This fee is to cover the cost incurred by administering and inspecting driveway permits).
4. Once the complete application, including supplemental materials, is received by the Highway Department, a representative will make an initial inspection within 10 business days.
5. Upon approval, a copy of the approved application must be picked up at the Highway Department. If you wish to have the approved application mailed, please provide a self-addressed stamped envelope with the application, when submitted.
6. It is the applicant's responsibility to get a copy of the approved application to the Building Department. The Highway Department will not forward the application.
7. Upon completion of construction, the applicant must contact the Highway Department to request a final inspection. A final inspection will be done within 10 business days.
8. If the driveway does not pass final inspection, the applicant will be contacted with the required remediation measures.
9. Once the driveway receives final approval, the applicant will be notified and the approved Permit will be forwarded to the Building Department by the Highway Department.



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

### Driveway Cut Application/Permit

**Applicant**  
Name: \_\_\_\_\_ Bldg Permit # \_\_\_\_\_  
Address: \_\_\_\_\_ Phone # \_\_\_\_\_  
Cellular # \_\_\_\_\_

**Owner, if other than applicant**  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone # \_\_\_\_\_  
Cellular # \_\_\_\_\_

**Location of proposed driveway**  
S/B/L# \_\_\_\_\_ Sub-Division: \_\_\_\_\_  
Box # \_\_\_\_\_ Road: \_\_\_\_\_

**Disclosure**

1. This is NOT a building permit or a permit to start building, applicant must contact the Building Department for land clearing and grading laws.
2. This permit is good for 1 year from the date of application.
3. Construction will adhere to: "Town of New Paltz, Standard Details, Residential Driveway Entrance" and any conditions listed under the application section "Additional Requirements."

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Print: \_\_\_\_\_

**Additional Requirements** \_\_\_\_\_

Culvert: Not Required 12" 15" 18" Other: \_\_\_\_\_

**Approval**

Preliminary Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Final Approval: \_\_\_\_\_ Date: \_\_\_\_\_

