

# VILLAGE OF LIVERPOOL

## CODE ENFORCEMENT OFFICE

310 Sycamore Street

Liverpool NY 13088

315-457-3441

[www.villageofliverpool.org](http://www.villageofliverpool.org)

[codes@villageofliverpool.org](mailto:codes@villageofliverpool.org)

---

### DRIVEWAY / PARKING AREA PERMIT APPLICATION PROCEDURE

- A) Complete all applicable sections of the Driveway Permit Application.
- B) Sign and date the bottom of the application.
- C) Submit the following required items with your completed application:  
(Some may not be applicable to your project)
- Copy of your property survey
  - A complete plan and description of the project including all dimensions
  - Contractor Insurance Certificates with Village of Liverpool as certificate holder:
    - o General Contractor's Liability Insurance Certificate
    - o General Contractor's Workman's Compensation Insurance Certificate or exemption  
(Form C-105.2, GSI-105.2, U-26.3, CE-200, SI-12 or BP-1)
- D) Typical applications take 3-5 days to review.
- E) Length of validity. Permits shall be valid for 12 months from date of issue. An extension may be granted, provided that such an application shall be made in writing prior to the end of the first year and good cause is shown. An extension request may require review by the Zoning Board of Appeals.
- F) Call 811 Before You Dig! You must call for a location request at least two working days but not more than 10 working days before any excavation starts.

**VILLAGE OF LIVERPOOL**

310 Sycamore Street, Liverpool, NY 13088  
315-457-3441, Ext. 4 / Fax: 315-457-5119

**DRIVEWAY / PARKING AREA PERMIT APPLICATION**

All applicable sections of this application must be completed - incomplete applications will be returned.

Property Owner: \_\_\_\_\_ Day Time Phone: \_\_\_\_\_  
Project Address: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Tax Map Number: \_\_\_\_\_ Zoned: \_\_\_\_\_

The undersigned hereby makes application for the following driveway project (check all that apply):

- resurface/ replace    enlarge    relocate    new driveway / parking area (where one does not exist)

Width of the lot at the street (in feet): \_\_\_\_\_

Is the project on a corner lot? \_\_\_\_\_

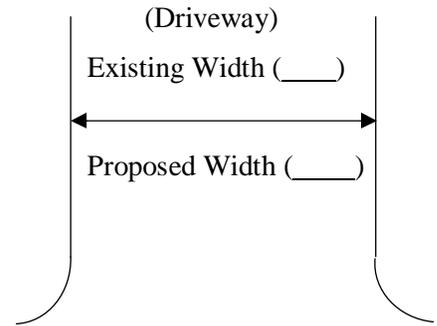
Existing driveway / parking area surface material: \_\_\_\_\_

Proposed driveway / parking area surface material: \_\_\_\_\_

Does (will) the driveway cross a village sidewalk? \_\_\_\_\_

Estimated cost of project: \$ \_\_\_\_\_

Include a scale drawing of the entire proposed driveway / parking area.



Contractor: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**The applicant shall be responsible for:**

1. Calling 811 before bringing heavy equipment on site or excavating.
2. Erosion, runoff, and siltation control measures in accordance with New York State guidelines.
3. Dust, mud, and debris control on public highways.
4. Reclamation of village property including suitable replacement of ground cover, topsoil and seeding.
5. The entire cost of reclamation should agents of the Village be required to complete said reclamation.

**Applicant Certification:** I hereby certify that this application is true and correct to the best of my knowledge. That all work done under any resulting permit will comply with the requirements of the Village of Liverpool Code and all other applicable regulations. I also understand that the granting of a permit does not give authority to violate or cancel the provisions of any other laws or regulations.

**Consent to Enter Property:** By signing this application I agree to allow representatives of the Village of Liverpool access to the above referenced property at reasonable times for the purpose of obtaining information relevant to the processing of this application and to ascertain compliance with any resulting permit.

**SIGNATURE OF OWNER OF PREMISES:**

**DATE:**

**Official Use Only**

Application No.:	Fee:
Code Enforcement Approved By:	Date Approved:
DPW Approved By:	Date Approved:
Denied By: Reason Denied:	Date Denied: