



## Village of Liverpool

310 Sycamore Street, Liverpool, NY 13088

Phone: (315) 457-3441, Fax: (315) 457-5119

Email: codes@villageofliverpool.org

### Driveway/ Parking Area Permit Application

All applicable sections of this application must be completed or the application will be returned.

#### OFFICE USE ONLY

Permit Number:	Date Received:
Approved By:	Date Approved:
Project Value: \$	Permit Fee: \$
Denied By:	Date Denied:
Reason Denied:	

#### PROPERTY LOCATION & OWNER

PROPERTY ADDRESS		TAX MAP NO. _____-_____-_____	ZONING
PROPERTY OWNER	ADDRESS <input type="checkbox"/> Same as above		OWNER PHONE
CITY	STATE	ZIP	OWNER EMAIL

#### APPLICANT ☐ Same as above

NAME		RELATIONSHIP TO OWNER	
ADDRESS		PHONE	
CITY	STATE	ZIP	EMAIL

#### PROJECT

THE UNDERSIGNED HEREBY MAKES APPLICATION FOR THE FOLLOWING DRIVEWAY PROJECT - CHECK ALL THAT APPLY

☐ Resurface/ Replace    ☐ Enlarge    ☐ Relocate    ☐ New driveway or parking area (where one does not exist)

PROJECT TYPE - CHECK ALL THAT APPLY

☐ Residential    ☐ Commercial    ☐ Driveway    ☐ Parking Area

ESTIMATED COST OF ALL WORK – MATERIALS AND LABOR  
\$

Is the project on a corner lot? ☐ Yes ☐ No

Width of the lot at the street:

Does the driveway cross a village sidewalk? ☐ Yes ☐ No

WIDTH OF THE DRIVEWAY AT THE

Street Edge:

Public Sidewalk:

DRIVEWAY / PARKING AREA SURFACE MATERIAL

Existing:

Proposed:

FOR COMMERCIAL PROJECTS ONLY

Has planning board approval been obtained for this project? ☐ Yes ☐ No If yes, date of approval:

Has a storm water management plan been prepared? ☐ Yes ☐ No If yes, date of approval:

#### CONTRACTOR

COMPANY NAME		ADDRESS
CONTACT NAME	PHONE	EMAIL

\*Please attach a copy of the estimate and include a diagram of the work area.

#### APPLICANT CERTIFICATION

I agree this permit is only for the work described, and does not grant permission for additional or related work that requires separate permits. I hereby certify that the proposed work is authorized by the owner, and that I am authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of the State of New York and the Village of Liverpool. All information on this permit application is accurate to the best of my knowledge.

**Consent to Enter Property:** By signing this application I agree to allow representatives of the Village access to the above referenced property at reasonable times to ascertain compliance with any resulting permit.

SIGN HERE

PRINT NAME

DATE

## Driveway/ Parking Area Permit Application Procedure

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- A) Complete all applicable sections of this 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)
  - ☐ A copy of your property survey
  - ☐ A complete plan and description of the project including all dimensions
  - ☐ Commercial projects may require planning board review and approval.
  - ☐ Contractor Insurance Certificates with the Village of Liverpool as certificate holder:
    - General Contractor's Liability Insurance Certificate
    - General Contractor's Workman's Compensation Insurance Certificate or exemptionPlease Note: ACORD forms, while acceptable proof of General Liability Insurance, are NOT acceptable as proof of NYS Worker's Compensation Insurance or Disability Benefits Insurance coverage!
  - General Contractor's Disability Insurance Certificate
- D) Typical applications take 1-2 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.
- G) The applicant shall be responsible for:
  - a. 1. Calling 811 before bringing heavy equipment on site or excavating.
  - b. 2. Erosion, runoff, and siltation control measures in accordance with New York State guidelines.
  - c. 3. Dust, mud, and debris control on public highways.
  - d. 4. Reclamation of village property including suitable replacement of ground cover, topsoil and seeding.
  - e. 5. The entire cost of reclamation should agents of the Village be required to complete said reclamation.