

# Town of Dover Building /Zoning/Code Enforcement Department

126 East Duncan Hill Road

Dover Plains, NY 12522

Building Inspector - 845.832.6111 x102 ([BuildingCEO@DoverNY.us](mailto:BuildingCEO@DoverNY.us))

Code Enforcement Officer – 845.832.6111 x119 ([Codeenforcement@DoverNY.us](mailto:Codeenforcement@DoverNY.us))

Clerk –845.832.6111 x103 ([Building@DoverNY.us](mailto:Building@DoverNY.us))

Fax – 845.832.3188

## Building Permit Application for

### **Driveway**

**(New or Replacing)**

Please read entire packet BEFORE submitting application

#### **Required Documents:**

- ☐ Cash or Check payable to: Town of Dover (fee for building without a permit is double the permit fee)  
Residential Fees: \$210.00

Commercial Fees: \*Fee is based on cost of construction; please call the Building Department for fee.

- ☐ Valid waiver Form (***notarized***) OR
- ☐ Proof of Workers' Compensation and Disability Insurance  
(see attached letter and call (518) 486-6307 or visit [www.wcb.state.ny.us](http://www.wcb.state.ny.us) for more information; **ACORD** forms are **NOT** acceptable proof of NYS workers' compensation or disability benefits insurance coverage)

- ☐ Survey map showing exact location of proposed driveway with setbacks from property lines.

**PLEASE NOTE: Entrance of driveway must be flagged before permit can be issued.**

#### **Required Inspections:**

- Final Completion to obtain a Certificate of Compliance

Applicants are responsible for scheduling all required inspections. The Building Department requires advance notice for all inspections; any additional inspections will be \$50 per hour with a minimum one-hour charge.



## **Town of Dover**

### **Building Department**

126 East Duncan Hill Road

Dover Plains, NY 12522

845.832.6111 x102 - Building Inspector

845.832.6111 x119 - Code Enforcement Officer

845.832.6111 x103 - Clerk

845.832.3188 - Fax

**For Office Uses Only**    ☐ Residential    ☐ Commercial

Permit #: \_\_\_\_\_ Zone: \_\_\_\_\_

Grid #: \_\_\_\_\_

Fee: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_

Check #: \_\_\_\_\_ Receipt #: \_\_\_\_\_

## ***Driveway Permit Application***

(Must be filled out **IN FULL WITH PAYMENT** before review. Incomplete applications will be returned.)

Application is hereby submitted to the Highway Superintendent of the Town of Dover for the approval of plans and detailed statement of the specifications of work to be performed.

Please describe work to be performed: \_\_\_\_\_.

**Owner of Property:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **Cellular #:** \_\_\_\_\_

**Applicant's Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **Cellular #:** \_\_\_\_\_

**E-mail** \_\_\_\_\_

**Builder/Contractor:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **Cellular #:** \_\_\_\_\_

**Address of Proposed Project:** \_\_\_\_\_ **Lot #:** \_\_\_\_\_

I confirm that I understand that building permits expire one year after issuance and it is my responsibility to call the Town of Dover Building Department for all required inspections during construction and to obtain a Certificate of Occupancy/Compliance upon completion thereof in compliance herewith. I also understand my responsibilities of all provisions of Town of Dover Zoning Laws, New York State Uniform Fire Prevention & Building Code and State of New York Department of Labor requirements whether specified herein or not. The Town of Dover Zoning Law can be researched at [www.townofdoveryny.us](http://www.townofdoveryny.us) (click: Links, Town Code).

\_\_\_\_\_  
Signature of Applicant                      DATE

\_\_\_\_\_  
Signature of Owner                      DATE

### **For Office Uses Only**

Pre-Inspection: \_\_\_\_\_

Application is: APPROVED / DENIED

Application requires:    Planning Board Approval    Zoning Board Approval

\_\_\_\_\_  
Highway Superintendent                      Date Issued

Permits expire one year after issuance

☐ Needs culvert pipe

☐ Make sluice-way

☐ Cut trees/brush

## Code of the Town of Dover

### 93-30 . Driveways.

- A. The developer shall so design, lay out and construct all driveways both within and without the limits of the rights-of-way so that the latest models of modern cars may enter and leave the right-of-way without difficulty.
- B. The developer and/or owner shall construct all driveway entrances according to the dimensions and specifications shown on Figure 6 appearing at the end of this chapter,<sup>15</sup> and any modification will have to be authorized, in writing, by the Town Superintendent of Highways.
- C. All necessary entrances within a subdivision shall be constructed at the time of construction of the curbs.
- D. Before a building permit may be issued, the developer, owner or contractor must obtain a driveway permit from the Superintendent of Highways. Driveway grades shall conform to

Figure 6, appearing at the end of this road specifications chapter.<sup>16</sup> The driveway shall be paved with a minimum of 1 1/2 inches of macadam over a six-inch-deep run-of-bank gravel base that has been properly compacted and sealed, at a minimum, from the edge of the pavement of the public street or road to the property line. Where required by the grade and/or at the direction of the Superintendent of Highways, a culvert, with a minimum fifteen-inch diameter and plastic pipe, shall be installed under the driveway to maintain proper drainage along the public road or street. The driveway construction within the property shall be so designed and constructed as to eliminate any erosion or siltation on any public road or street or adjacent properties.

- E. No driveway center line shall intersect a street line less than 70 feet from the intersection of any two street lines.
- F. Driveway grades.
  - (1) The maximum grade for any new driveway accessory to a single-family dwelling and connecting its off-street parking area to a street shall be 12%.
  - (2) The maximum grade for new driveways accessory to uses other than single-family dwellings and connecting the required off-street parking area to the street shall not exceed 7%, except that the Highway Superintendent shall have the same power to permit increased grades here as above, provided that such grades shall in no case exceed 10%.
  - (3) Notwithstanding the maximum permitted grades specified above, no driveway serving a use other than a single-family dwelling shall have a grade in excess of 3% within 50 feet of the center line of the traveled way of the street or within 25 feet of the property line of the street, whichever distance is greater. The Planning Board may require increased platform areas of this type in situations where, because of the nature of the proposed use, substantial traffic volumes are anticipated.
  - (4) Clear visibility shall be provided in both directions at all exit points so that the driver of an automobile stopped on the platform portion of any new driveway will have an unobstructed view of the highway for a reasonable distance and so that there is a similar view of the automobile in the driveway. Refer to § 93-31, Intersections; Table 4, Appendix A; and Figure 16, Appendix B<sup>17</sup>

# Affidavit of Exemption to Show Specific Proof of Workers' Compensation Insurance Coverage for a 1, 2, 3 or 4 Family, Owner-occupied Residence

**\*\*This form cannot be used to waive the workers' compensation rights or obligations of any party.\*\***

**Under penalty of perjury**, I certify that I am the owner of the 1, 2, 3 or 4 family, **owner-occupied** residence (including condominiums) listed on the building permit that I am applying for, and I am not required to show specific proof of workers' compensation insurance coverage for such residence because (please check the appropriate box):

- ☐ I am performing all the work for which the building permit was issued.
- ☐ I am not hiring, paying or compensating in any way, the individual(s) that is(are) performing all the work for which the building permit was issued or helping me perform such work.
- ☐ I have a homeowner's insurance policy that is currently in effect and covers the property listed on the attached building permit AND am hiring or paying individuals a total of less than 40 hours per week (aggregate hours for all paid individuals on the jobsite) for which the building permit was issued.

I also agree to either:

- ◆ acquire appropriate workers' compensation coverage and provide appropriate proof of that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if I need to hire or pay individuals a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit, or if appropriate, file a WC/DB-100 exemption form; OR
- ◆ have the general contractor, performing the work on the 1, 2, 3 or 4 family, **owner-occupied** residence (including condominiums) listed on the building permit that I am applying for, provide appropriate proof of workers' compensation coverage or proof of exemption from that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if the project takes a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit.

\_\_\_\_\_  
(Signature of Homeowner)

\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
(Homeowner's Name Printed)

Home Telephone Number \_\_\_\_\_

Property Address that requires the building permit:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sworn to before me this _____ day of _____, _____.
_____ (County Clerk or Notary Public)

**Once notarized, this Form BP-1 serves as an exemption for both workers' compensation and disability benefits insurance coverage.**