

**Highway Department**  
TOWN OF MONROE, NEW YORK 10950

Examined \_\_\_\_\_ 20\_\_\_\_

No. \_\_\_\_\_

Disapproved a/c \_\_\_\_\_

Approved \_\_\_\_\_ 20\_\_\_\_

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

\_\_\_\_\_  
(Highway Superintendent)

## Application for Street Opening or Driveway Entrance Permit

### INSTRUCTIONS

1. This application must be completely filled in by type written or in ink and submitted in triplicate to the Town Highway Superintendent.
2. If this application is for a Driveway Entrance Permit, it must be accompanied by three sketches of the work to be done as follows:
  - a. A profile from the crown of the road to a point thirty (30) inches inside of the property line.
  - b. The location of any tiles or drainage system, water mains or other public utility conduits.
  - c. Any additional information the Town Highway Superintendent may deem necessary to act on the applications.
3. A Fee in the amount prescribed by the law must accompany each application. (See Code of Town of Monroe –Chapter 43-4).
4. A Security Deposit in the amount as determined by the Town Highway Superintendent must accompany each application in the form and manner as prescribed in the law. (code – Chapter 43 5).
5. A Certificate of Insurance must accompany each application in the form and manner as prescribed in the law, (See Code-Chapter 43-6).

APPLICATION IS HEREBY MADE TO THE Highway Department for the issuance of a Permit, pursuant to Local Law No. 1, 1972 as adopted by the Town of Monroe and contained in Chapter 43 of the Code of the Town of Monroe, New York. The applicant agrees to comply with all applicable laws, ordinances and regulations.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Address of Applicant)

State whether applicant is owner, lessee, agent, architect, engineer or builder: \_\_\_\_\_

Name of owner of premises \_\_\_\_\_

If applicant is a corporation, signature of duly authorized officer \_\_\_\_\_  
(Name and Title of Corporate Officer)

Location of land where proposed work will be done \_\_\_\_\_

Nature of Work (Check which applicable )                      New Driveway                      Street Opening

STATE OF NEW YORK  
COUNTRY OF ORANGE                      ss:

\_\_\_\_\_ being duly sworn disposes and says that he is the applicant  
(name of individual signing application)

above named, he is the \_\_\_\_\_ of said owner or owners, and is duly authorized to  
(Contractor, agent corporation office, etc.)

perform or have performed the said work and to make and file this application; that all statements contained in this application are true to the best of his knowledge and belief, and that the work will be performed in the manner set forth in the application and in the plans and specifications filed therewith.

Sown to before me  
This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
Notary Public, Orange County

APPLICANT'S COPY

**§43-9. Work performance standards; revocation of permits.**

Any work that shall place within a town highway shall be completed with all possible dispatch. Such work shall be performed in the manner and upon the conditions permitted by the Town Superintendent and, in addition, the permittee shall:

- A. Keep at least one-half (1/2) of the town highway open to vehicular and pedestrian traffic at all times.
- B. Erect suitable safeguards and barriers surrounding the work for the protection of persons and vehicles using the highway in the daytime, and shall cause the same to be marked by adequate lights or flares from sunset to sunrise, conforming in kind and number to requirements of the Town Superintendent. In the event that any person shall fail in the opinion of the Town Superintendent to adequately erect such safeguards and barriers, lights or flares, the Town Superintendent shall revoke any permit previously issued forthwith without any notice and proceed immediately to take such steps as may be necessary to protect the public from injury. He shall use the security deposit applicable to the permit revoked to defray whatever costs he may incur in taking such action.

**§43-10. Deposit of dirt or filth on highways prohibited.**

It shall be unlawful for any person performing any work, regardless of whether a permit is required under this law, to deposit or cause to be deposited any dirt, waste, rubbish, filth or other foreign matter upon a town highway. If such person shall so deposit or cause to be deposited any such dirt, waste, rubbish or filth the Town Superintendent shall instruct and order such person, his agents or employees to cease and desist in such action and to clean the town highways of any such deposits made or caused by him. In the event that such person fails to obey said order and cease such action or fails to clean up such deposits immediately, the Town Superintendent shall revoke any permit issued under this chapter and may use any security deposit he has on hand made by any such person to effect such cleanup. In any event such person, his agents or employees shall be personally liable for the cost of any cleanup effected by the Town Superintendent.