



TOWN OF HUNTINGTON HIGHWAY OFFICE

PUBLIC NOTICE

TOWN OF HUNTINGTON PROPERTY OWNERS/HOMEBUILDERS

SHOULD ANY PROPERTY OWNERS MAKE IMPROVEMENTS TO THEIR PROPERTY IN OUR TOWN, THE FOLLOWING INFORMATION IS VERY IMPORTANT:

THE TOWN RIGHT-OF-WAY EXTENDS APPROXIMATELY 8' BEHIND THE CURB OR EDGE OF PAVEMENT. YOUR INDIVIDUAL PROPERTY LINE MAY VARY AND YOU SHOULD REFER TO YOUR SURVEY TO DETERMINE WHERE YOUR PROPERTY LINE ENDS.

NEW YORK STATE HIGHWAY LAW GIVES JURISDICTION OF TOWN ROADS TO THE ELECTED SUPERINTENDENT OF HIGHWAYS. HIGHWAY OFFICE PERMITS ARE REQUIRED TO DO ANY WORK LISTED BELOW ON TOWN ROADS, RIGHT-OF-WAYS, AND SIDEWALKS:

Curb Cut – New Entrance(s) – Curbs or Sidewalks – Driveway Aprons – Tree Removal – Electric, Gas Water Sewer or other Utility Hookup, including Cable TV. Town Code only allows asphalt or concrete material to be used. All other materials such as brick, Belgium block or stone need to file a HOLD HARMLESS AGREEMENT.

TO OBTAIN A TOWN PERMIT, HOLD HARMLESS, OR LIABILITY INSURANCE INFORMATION, PLEASE CALL:
RICHARD SCHEFFLER 631-499-0444 ext.119

Work along County and State Roads Require County and State Permits.
PERMITS FOR COUNTY ROADS: CONTACT SCDPW AT 631-852-4081
PERMITS FOR STATE ROADS: CONTACT NYSDOT AT 631-420-4270

Help Keep Huntington Beautiful

KEVIN S. ORELLI
Superintendent of Highways
30 Rofay Drive
Huntington, NY 11743



TOWN OF HUNTINGTON HIGHWAY OFFICE



PERMIT APPLICATION PROCEDURES

Kevin S. Orelli
Superintendent of Highways

HIGHWAY PERMIT FOR WORK IN THE TOWN RIGHT-OF-WAY (BLACK INK ONLY) **ORIGINAL SIGNATURES REQUIRED – NO PHOTOCOPIES**

1. Please fill out the enclosed application and return to the Highway Office with an administrative fee of \$100.00 payable by check (NO CASH) to the Town of Huntington Highway Office.
2. Applications should include a plan or sketch with measurements describing the work to be performed.

If the work includes structures that are not in compliance with current Town standards or use of materials that are not in conformance with current Town standards, a **HOLD HARMLESS AGREEMENT** will be required **in addition to the above**.

If the permitted work will impact the roadway a **bond** may also be required **in addition to the above**. If you have any questions regarding these procedures, please contact:

Richard Scheffler, Highway Office
30 Rofay Drive
Huntington, NY 11743
631-499-0444 ext. 119
highway@huntingtonny.gov

HIGHWAY PERMIT WITH HOLD HARMLESS AGREEMENT (BLACK INK ONLY) **ORIGINAL SIGNATURES REQUIRED – NO PHOTOCOPIES**

- A completed HOLD HARMLESS AGREEMENT (form enclosed). Please include the Section, Block and Lot Number of the property where indicated at the bottom of the form. (This information can usually be found on "Schedule A" of the deed of the property.)

HIGHWAY PERMIT WITH BOND

- A certified check is required in the bond amount which is calculated based on the scope of work as determined by the Highway Office. This check will only be deposited if the Highway Office determines the holder failed to properly restore the work area, and we must take corrective action. Please be advised that the liability of the applicant may extend beyond the amount of the bond check.



TOWN OF HUNTINGTON HIGHWAY OFFICE



Kevin S. Orelli
Superintendent of Highways

APPLICATION TO PERFORM WORK IN TOWN OF HUNTINGTON RIGHT-OF-WAY

Name: _____ Date: _____

Address: _____

Phone: _____

Email: _____

Location of Work: _____

_____	New Curb Cut for Driveway	(Conforming)
_____	New Curb Cut for Driveway	(Non-Conforming)*
_____	Curb Replacement / Installation	(Conforming)
_____	Curb Replacement / Installation	(Non-Conforming)*
_____	Other (Specify) _____	

Work performed impacts paved area in any way? No / Yes **

Work performed impacts concrete in any way? No / Yes **

IN ORDER TO OBTAIN A PERMIT YOU WILL NEED TO PROVIDE:

1. A copy of the plan or sketch of the work to be performed.
2. This application completed and signed.
3. A check payable to the Town of Huntington Highway Department for \$100.

Applicant Signature

*Non-Conforming – This includes any of the following: structure other than driveway, apron are non-conforming; driveway, curb or sidewalk material other than asphalt or concrete. All non-conforming structures or materials require a Hold Harmless Agreement between the property owner and the Town of Huntington.

**Work impacting existing pavement or concrete requires a bond to insure proper restoration.



TOWN OF HUNTINGTON HIGHWAY OFFICE



HOLD HARMLESS AGREEMENT

Kevin S. Orelli
Superintendent of Highways

I, _____, residing at / owner of _____
(Print Name) (Address)
_____, New York, _____
(Town) (Zip Code)

do hereby release, remise and forever discharge the Town of Huntington and all its officers, agents, employees and/or subcontractors, including the Department of Highway of the Town of Huntington for all manner of action and actions, cause and causes, lawsuits, debts and sums of money, dues, claims damages and demands whatsoever, in law or equity, which I might have against said Town by reason of my

PROPERTY IMPROVEMENTS

_____ within the Town Right-of-Way in front of or adjacent to my property _____
(Address)

I further state that I have carefully read the foregoing release, and know the contents thereof, and I signed the same as my own free act.

(Signature)

STATE OF NEW YORK)

)ss.:

COUNTY OF SUFFOLK)

On this _____ day of _____, 20____, before me personally came _____, known to me or proved to me on the basis of satisfactory evidence to be the individual, whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity and duly sworn, did depose and say that she/he resides at _____, that she/he executed the foregoing instrument.

(Notary Public)

The "Property" so affected:

STREET ADDRESS: _____

DISTRICT: 0400

SECTION: _____

BLOCK: _____

LOT: _____