



Town of North Hempstead

Department of Highways

285 Denton Ave, New Hyde Park, NY 11040

www.northhempsteadny.gov



Highway Permit Requirements

A permit issued by the Highway Department is required for all work in the right of way of the Town of North Hempstead. The **Online Application** must be completed in its entirety and include a clear statement as to the scope of work proposed. Work plans, insurances and related documents **are required at application submission**.

Below is the list of documents and fees required to be submitted with your application.

<input checked="" type="checkbox"/>	Contractors Information – The application must be submitted by the Contractor performing the work. To submit the application, the contractor is required to have registered to do work in the Towns Right of Way. Registration is a simple form that can be completed and submitted online by clicking here . Once a registration is filed, the Highway Department applications will allow them to apply.
<input checked="" type="checkbox"/>	Work Plan – Plans must be clear, legible, and uploaded in a PDF format. Plans are required to include the following information: <ol style="list-style-type: none"> 1. The exact location, including footage to the nearest intersection, of the curb cut. 2. The width of any proposed curb cut. 3. Indicate any existing curb cuts to be closed. 4. The type of any material being used in the Town’s Right of Way (only asphalt and concrete are permitted, any other material use will require a Declaration of Waiver and Release of Claims on file with the Town Attorney’s office.
<input checked="" type="checkbox"/>	Residential Curb Cuts & Driveways – A residential curb cut cannot exceed a maximum width of 18’ . The driveway within the Town’s Right of Way also cannot exceed a maximum width of 18’ . Both are required to be a minimum of 2’ from the side property line and 3’ from the nearest utility pole, storm drain, light pole, or fire hydrant. The curb cut is required to be a minimum of 2’ from any existing trees.
<input checked="" type="checkbox"/>	Commercial Curb Cuts & Driveways – A commercial curb cut cannot exceed a maximum width of 25’ . However, should the applicant prove a requirement of greater width to accommodate larger vehicles, consideration for such greater width may be given. The driveway within the Town’s Right of Way also cannot exceed a maximum width of 18’ . Both are required to be a minimum of 2’ from the side property line and 3’ from the nearest utility pole, storm drain, light pole, or fire hydrant. The curb cut is required to be a minimum of 2’ from any existing trees.
<input checked="" type="checkbox"/>	Circular Driveways – Circular driveways require a minimum property frontage measurement of 50’. One single curb cut of 10’ and one double curb cut of 18’ is allowable, but two double curb cuts is not. An 18’ span must remain between the two curb cuts.
<input checked="" type="checkbox"/>	Drainage – No drainage is allowed in the right of way.
<input checked="" type="checkbox"/>	Right of Way – The above requirements are required in the entirety of the Town’s Right of Way. On average, this is about 10’-12’ in from the curb of the street, however every property is different. Refer to a survey of the property to determine where the property ends, and the Town’s Right of Way begins.



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<input checked="" type="checkbox"/>	<p>Proof of insurance must be submitted with the application as follows:</p> <p>(a) Proof of General Liability insurance with a \$1,000,000 combined single limit for Bodily Injury and Property Damage. Please ensure the Town of North Hempstead at 285 Denton Ave, New Hyde Park NY 11040 has been added as Certificate Holder.</p> <p>(b) Certificates or affidavits approved by the State Workers' Compensation Board pursuant to State Workers' Compensation Law § 57 (2) evidencing proof of workers' compensation insurance certificate or proof of the contractor not being required to secure same (A NYS CE-200 form must be submitted as such proof); and</p> <p>(c) Certificates or affidavits approved by the State Workers' Compensation Board pursuant to State Workers' Compensation Law § 220 evidencing proof of disability benefits insurance certificate or proof of contractor not being required to secure same (A NYS CE-200 form must be submitted as such proof).</p> <p>All insurances must name the Town of North Hempstead at 285 Denton Ave, New Hyde Park NY 11040 as "Certificate Holder" or "Additional Insured".</p>
<input checked="" type="checkbox"/>	<p>Contractor's License and Permit Bond – A \$10,000 License and Permit Bond naming the Town of North Hempstead as obligee must be included with the application pursuant to Chapter 18 of the Town Code.</p> <p style="text-align: center;">OR</p> <p>Certified Check – In lieu of a bond, a \$2,000 Certified Check may be submitted by the vendor/contractor, to be held by the Town at least ninety (90) days after the completion of work.</p>
<input checked="" type="checkbox"/>	<p>Permit Application Fees – An application fee will be assessed after submittal depending on the type of work proposed. Once the fee is assessed, the applicant will be notified on how to make payment (credit/debit cards and e-checks are accepted online).</p> <p>The fees are as follows:</p> <ol style="list-style-type: none"> 1. Residential Curb Cuts or Curbing - \$250 2. Commercial Curb Cuts or Curbing - \$400 3. Residential Sidewalk - \$200 4. Commercial Sidewalk - \$350 5. 4' x 4' openings for gas, water, sewer, or electric - \$350 + \$50 for each square foot more than the 4'x4' 6. Environmental Test Holes - \$50 (blanket fee) 7. Tree Removal & Replacement - \$150 8. Trenching up to 25' - \$150 + \$200 for every 100' thereafter <p>*A penalty of 3x the fee shall be applied for any work started without the benefit of a permit.</p>
<input checked="" type="checkbox"/>	<p>Materials Used - Using any materials in the right of way other than asphalt or concrete requires the property owner obtaining a Declaration of Waiver and Release of Claims from, and indemnification of, Town of North Hempstead from the Town Attorney's Office. This process involves adding the Town of North Hempstead as an "additional interest" or an "additional insured" on the property's liability insurance. Further explanation and list of requirements can be found clicking here.</p>