

## DRIVEWAY & CURB CUT permit requirements

1. Application fee must be paid at the time application is filed.
2. All fees are non-refundable.
3. All blanks on the application are to be filled in. If an item is “not-applicable” note as N/A. Leave no blanks. Please PRINT\*\*\*
4. All applications are subject to VLS approval.
5. All permits are valid for one (1) year from the date of issue.
6. The Permit must be prominently displayed and readily available for review by any Village designated employee.

## Driveway & Curb Cut permit required documents

### INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

1. Driveway & Curb Cut Application (portal).
2. Contractors Insurance Certificates.
3. PLOT PLAN, show new or altered driveway & curb cut.
4. Survey, showing existing driveway & curb cut.
5. Curb cut only: DPW & Police Approval.
6. Curb cut only: \$1,000.00 Bond – refundable after completion & approval by DPW Superintendent.
7. Owners Authorization.



INC. VILLAGE OF LAKE SUCCESS  
 318 Lakeville Road  
 Great Neck, NY 11020  
 (516) 482-4411

[isoffice@villageoflakesuccess.com](mailto:isoffice@villageoflakesuccess.com)

## DRIVEWAY & CURB CUT PERMIT APPLICATION

**TYPE OF WORK** – CHECK ALL THAT APPLIES

- RESIDENTIAL       NEW       DRIVEWAY  
 COMMERCIAL       ALTERATION       CURB CUT

**COST:** \$ \_\_\_\_\_

### PROPERTY INFORMATION

SECTION: \_\_\_\_\_ BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_ ZONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_, LAKE SUCCESS, NY \_\_\_\_\_

### OWNER INFORMATION

FIRST NAME: \_\_\_\_\_ LAST NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ CELL NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

### CONTRACTOR INFORMATION

COMPANY NAME: \_\_\_\_\_ HOME IMPROVEMENT LIC #: \_\_\_\_\_

FIRST NAME: \_\_\_\_\_ LAST NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ CELL NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**Fees:**    Residential: \$250.00      Non-residential: \$500.00      Curb Cut Fee: \$350.00

For new driveways, a curb cut permit is required with a BOND payment of \$1,000.00 - to be refunded after repairs are inspected and approved the Lake Success DPW Superintendent.

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 ---OFFICIAL USE ONLY---

Owner Affidavit \_\_\_\_\_ Date: \_\_\_\_\_

Plot plan: \_\_\_\_\_ Date: \_\_\_\_\_

LSPD curb cut approval: \_\_\_\_\_ Date: \_\_\_\_\_

DPW curb cut approval: \_\_\_\_\_ Date: \_\_\_\_\_



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## **INSURANCE REQUIREMENTS FOR ALL APPLICATIONS**

1. If work is being performed by a contractor, the contractor must provide insurance indemnifying the Village and must provide the following: (See Insurance Requirements for Construction Operations for monetary requirements)

- A. New York State Worker's Compensation Form C-105.2 (9/15), or U-26.3 If Exemption is applicable then utilize form CE-200 (12/08) and copy of home owner's insurance declaration page is required.
- B. Certificate of Insurance Coverage under the NYS Disability and Paid Family Leave Benefits Law; form DB-120.1
- C. Certificate of Liability Insurance (Accord). Please note the Accord form shall ONLY be accepted for Liability insurance. NO other type of insurance is acceptable on ACCORD form.

2. Under Certificate Holder for **ALL** insurances, it should state the following:

Village of Lake Success  
318 Lakeville Road  
Great Neck, NY 11020

3. Under additional insured, should state the following:

*"The Village of Lake Success is listed as additional insured"*

4. For demolition: NYS WORKERS' COMPENSATION FORM MUST BE "SITE SPECIFIC".



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**INSURANCE REQUIREMENTS FOR CONSTRUCTION OPERATIONS**

**Workers Compensation Coverage**

Extensions

Notice of Cancellation  
Evidence

**Disability (DB-120)**

Notice of Cancellation  
Evidence

**Comprehensive Liability**

Coverage  
Limits

Notice of Cancellation  
Additional Insured

Evidence

**Owners Protective**

Coverage  
Limits  
Premium Payment  
Policy Period

Notice of Cancellation  
Evidence

**Statutory**

Voluntary compensation  
All states, coverage employers  
Employee's liability-unlimited  
30 Days  
Certificate of Insurance

30 Days  
Certificate of Insurance

Occurrence-1988 ISO or equivalent  
General Aggregate \$2,000,000.00  
Products- Com/Ops/Aggregate \$1,000,000.00  
Pers. & Advert. Injury \$1,000,000.00  
Each Occurrence \$1,000,000.00  
Fire Damage (any one fire) \$ 50,000.00  
Medical Exp. (any one person) \$ 5,000.00  
30 Days  
Inc. Village of Lake Success, all elected and  
appointed officials, employees and volunteers  
using ISO Form CG2010 (B) or equivalent.  
Certificate of insurance and copy of additional  
insured endorsement

Occurrence  
Minimum limit-\$1,000,000.00 CSL  
Responsibility of Contractor  
Start of project and until project is accepted as  
completed by owner  
30 Days  
1) Certificate of Insurance  
2) Copy of Binder  
3) Copy of original policy to be delivered  
within 45 days of start of project



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**OWNER'S AUTHORIZATION**

I (we) hereby certify that:

1. The information provided on this permit application is true and correct. I understand that the Village of Lake Success will approve or deny a permit based on the information provided.
2. I agree to permit the Building Inspector and any officer or employee of the Village of Lake Success to enter upon the premises in the discharge of their duties with this application.
3. Approved plans and a copy of approved permit will remain on the premises at all times until Certificate of Occupancy/Completion is issued. These plans will be made available to the Building Inspector.
4. Building Inspector will be given a minimum of 48-hour notice to make the required inspection and no work will continue until such inspection has been completed and approved.
5. Owner or his representative will be responsible to arrange for all required inspections.

State of New York  
County of Nassau

Property Owner Name - Please Print

\_\_\_\_\_

Property Owner deposes and says that he/she resides at \_\_\_\_\_

\_\_\_\_\_

in the State of \_\_\_\_\_, that he/she is the owner in fee of all certain lots, parcel of land shown on the attached survey Section \_\_\_\_\_ Block \_\_\_\_\_ Lot(s) \_\_\_\_\_ situated, lying and being within the Village of Lake Success; that I/we have read and understand the items 1 through 4 as here in stated, that the work to be done upon the premises, will be done in accordance with the approved application and accompanying plans, of which he/she totally familiar and that he/she hereby names the applicant listed on application as his or her representative to file this application.

Signature of Owner: \_\_\_\_\_

Sworn to me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Signature of Notary Public \_\_\_\_\_

Stamp/Seal: