

Town of Red Hook Driveway Permit/Road Access Application Instructions

All potential Driveway and Construction Entrances, permanent or temporary, need a Driveway/Road Access permit before proceeding with property access on Town Roads.

Driveway Permit/Road Access Application forms can be obtained in the following ways:

Paper copies are at the Building Department office in the Town Hall

Visit the redhook.org, the Town Website, and go to “forms” to **download a copy**

Contact the Town of Red Hook Highway Department by phone (845-758-4615) or email (superintendent@redhookhighway.org) to have a copy **faxed or emailed** to you

Town Highway Specifications for Driveway construction are available from the Highway Department

Driveway/ Road Access Permit Process:

1. Applicant fills out Driveway permit/Road Access form and contacts Highway Superintendent for review.
2. Applicant marks out Driveway/road access placement and width according to ***Town Highway Specifications***
3. Highway Superintendent inspects potential access for site distance and drainage issues, recommendations will be written on permit, marks construction area

Upon application approval by the Highway Superintendent, Fees will be collected in **two separate checks** as follows:

\$200.00 for driveway/road access permit fee (non-refundable)

\$2500.00 for driveway bond (minimum fee based on conditions, refundable upon proper completion and final inspection by Highway Superintendent)

All fees must be written payable to the **“Town of Red Hook”** and paid directly to the Highway Superintendent.

Applicant completes driveway/road access construction according to *Town Highway Specifications*, then contacts the Highway Superintendent for final approval. When application is signed by Highway Superintendent the Highway Department will start the necessary paperwork to return the bond fee. ***If the work is not completed according to Town Specifications the bond will not be returned and the permit will not be signed as completed.***

Driveway permits must be obtained before building permits are issued. Building Department will not issue a CO until driveway/road access construction is completed, inspected and approved by the Highway Superintendent.