

Driveway Permit Procedure

A building permit is required for the resurfacing or expanding of an existing driveway and for all new driveways.

- Submit Building Permit Application with the following information:
 1. A survey of the property showing property lines and the location of the existing driveway;
 2. A completed Building Permit Application (available in the Building Department and on the Town's website: www.eastchester.org)
 3. A drawing showing the proposed location and dimensions of the proposed driveway and curb cut;
 4. Contractor's license and liability and worker's compensation insurance;

- Building Permit fee, due prior to receipt of building permit, calculated as follows: \$100.00 for the first \$1000.00 of the estimated construction costs, plus \$10.00 for each additional \$1000.00 of estimated construction costs.

- Obtain a permit for excavation of a roadway, sidewalk, or Town right-of-way from the Highway Department (Contact Highway Department for additional information at (914) 961-8540):
 1. Performance Security: Bond or certified check for \$1,500.00 submitted to the Highway Department (to be retained by the Town until job is complete to ensure that stated work is performed in accordance to permit requirements and specifications);
 2. Insurance: For projects less than one million dollars (\$1,000,000.00), evidence of General Liability Insurance (Bodily Injury and Property Damage) in the amount of not less than one million dollars (\$1,000,000.00) must be filed with the Superintendent of Highways. Insurance must also include an endorsement page stating and verifying that the Town of Eastchester is an Additional Insured.
 3. Permit Fees: A base permit fee of \$175.00 is required for each permit location. There will be an additional \$5.00 per square foot charge for excavation exceeding 15 square feet. Excavation requiring curb lowering is \$12.00 per foot. Sidewalk construction fee is \$100.00.
 4. Plans: A copy of plans detailing the proposed excavation must be submitted to the Highway Department. A detailed sketch showing exact footage to be excavated may be substituted for work pertaining to driveway widenings.
 5. Prior to undertaking any work, the permittee is responsible and obligated to comply with the Industrial Code #53. This number must be received by the Highway Department in order to obtain a permit. You must call the Underground Facilities Protective Organization (UFPO) at 1-800-962-7962 at least 2 full working days prior to excavation. The number provided through Code 53 is good for 10 days.
 6. Pedestrian and vehicular traffic must be adequately protected by the applicant by means of suitable protective barricades and flashing lights illuminated during the nighttime around the work site. Steel plates of adequate size and thickness must cover all excavations exceeding 2 inches below road grade.
 7. No backfilling can be done until the Superintendent of Highways or a General Foreman inspects the work performed under the permit.

Note: A permit from the Highway Department must be obtained prior to receiving a Building Permit.

- Driveway Regulations under the Town of Eastchester Zoning Law:
 1. A driveway may be no more than 20 feet wide with a 22-foot wide curb cut;
 2. The edge of the driveway must be setback a minimum of 3 feet from the property line;
 3. If the existing driveway does not meet these requirements: resurfacing the existing driveway is permitted.