



TOWN OF HEMPSTEAD
DEPARTMENT OF HIGHWAYS
RIGHT OF WAY PERMIT

350 FRONT STREET
HEMPSTEAD, NY 11550
(516) 489-5000 EXT. 3471

Highway Permit #:	_____
Permit Date:	_____
Expiration Date:	_____
Building Dept #: (if applicable)	_____
FOR OFFICE PERSONNEL USE ONLY	

All applicants must complete this form

Part I - Type of Permit

Curb Cuts / Aprons	New _____	Replace _____	Circular _____	Widen From _____ To _____
Sidewalks	New _____	Replace _____	Linear _____	
Curbs	New _____	Replace _____	Linear _____	
Water Connection / Disconnect	New _____	Repair _____	Excavate Rd _____	Excavate SW _____
Sewer Connection / Disconnect	New _____	Repair _____	Excavate Rd _____	Excavate SW _____
Nassau County Sewer Permit #	_____			
Other Permit Type	_____			
Work Being Performed	_____			

DESCRIBE IN DETAIL -
INCLUDE SKETCH / SITE PLAN

Part II - Location of Proposed Work

Permit Location Street _____
Number Street

Town / Hamlet & Zip Code _____ Survey Submitted Yes _____ No _____
(example North Side of Smith Street, 35 ft east of Jones Ave)

Site Location _____

Part III - Applicant Information

Homeowner Information

Name _____
 Address _____
 Town & Zip _____
 Phone _____
 Email _____

Contractor Information

Name _____
 Address _____
 Town & Zip _____
 Phone _____
 Email _____
 License # _____

Part IV - Permit Payment

Fees paid in relation to this application / permit are non-refundable.
 Make Check / Money Orders payable to the **Town of Hempstead**.

Fee Paid \$ _____ Check Number _____ Date Received _____

Permit Information

All work must conform to the most current applicable laws and codes of the Town of Hempstead. Aprons and sidewalks can only be constructed using concrete. All road and right of way openings must be completed by the contractor and / or applicant. Circular apron driveways must be a minimum of 18 feet between the two aprons with at least 50-foot property frontage.

Copies of all specifications are available when applying for a right of way permit or on-line at www.hempsteadny.gov.

Is the above named applicant an employee of the Town of Hempstead or an entity five percent or more of which is owned by such an employee?	YES	NO
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I have read and understand the above statements.
 I hereby agree to conform to all applicable laws and codes of the Town of Hempstead.

Signature _____ Date _____