



# **PUBLIC NOTICE**



## **TOWN OF HUNTINGTON PROPERTY OWNERS/HOMEBUILDERS**

SHOULD ANY PROPERTY OWNERS MAKE IMPROVEMENTS  
TO THEIR PROPERTY IN OUR TOWN THE FOLLOWING  
INFORMATION IS VERY IMPORTANT:  
THE TOWN OWNS APPROXIMATELY 8' BEHIND THE CURB OR  
EDGE OF PAVEMENT WHICH IS REFERRED TO AS THE  
RIGHT-OF-WAY ON TOWN ROADS

**NEW YORK STATE HIGHWAY LAW GIVES JURISDICTION OF TOWN  
ROADS TO THE ELECTED SUPERINTENDENT OF HIGHWAYS  
HIGHWAY OFFICE PERMITS ARE REQUIRED TO DO ANY WORK LISTED  
BELOW ON TOWN ROADS AND RIGHT-OF-WAYS, OR SIDEWALKS ON  
COUNTY AND STATE ROADS:**

Curb cut-New Entrance(s)-Curbs or sidewalks-Driveway aprons-Tree removal,  
Electric, gas, water sewer, or other utility hookup including cable TV. Town code  
only allows asphalt or concrete materials to be used. All other materials such as  
brick, Belgium block, or stone need to file a  
Hold Harmless Agreement

FOR PERMIT, HOLD HARMLESS, OR LIABILITY INSURANCE INFORMATION  
\*PLEASE CALL: RICH SCHEFFLER 631-351-3075 (ext. 119)\*

HELP KEEP HUNTINGTON BEAUTIFUL

**PETER S. GUNTHER**  
Superintendent of Highways  
30 Rofay Drive  
Huntington, NY 11743



## TOWN OF HUNTINGTON HIGHWAY OFFICE PERMIT APPLICATION PROCEDURES

*Peter S. Gunther*  
*Superintendent of Highways*

### **Highway Permit for Work in Town right-of-way (BLACK INK ONLY)**

1. Please fill out the enclosed application and return to the Highway Office with an administrative fee of \$100.00 payable by check (no cash) to the Town of Huntington Highway Office.
2. Applications should include a plan or sketch with measurements describing the work to be performed.

If the work includes structures that are not in compliance with current town standards or use of materials that are not in conformance with current town standards, a **Hold Harmless Agreement** will be required **in addition to the above**.

If the permitted work will impact the roadway a **bond** may also be required **in addition to the above**. If you have any questions regarding these procedures, please contact:

**Highway Office**  
**30 Rofay Drive**  
**Huntington, NY 11743**  
**Phone (631) 351-3075, ext. 119**  
**Fax (631) 499-3512**

### **Highway Permit with Hold Harmless Agreement – (BLACK INK ONLY)**

1. A completed Hold Harmless Agreement (form enclosed). Please include the Section, Block and Lot number of the property where indicated at the bottom form. (This information can usually be found on "Schedule A" of the deed of the property).
2. A copy of the "Schedule A" from the deed of the property in question. This is a legal description of the property, usually one page that describes the bounds of the property, and must legible and suitable for the Suffolk County Clerk.
3. A completed notary page form to be completed by the property owner(s) as it appears on the deed (form enclosed).
4. A check payable to the Suffolk County Clerk in the minimum amount of \$260.00 fee. Please be advised additional fees may apply as determined by the Suffolk County Clerk. Any questions regarding filing fees should be directed to the Suffolk County Clerk at (631) 852-2043.

### **Highway Permit with Bond**

A certified check is required in the bond amount which is calculated based on the scope of work as determined by the Highway Office. This check will only be deposited if the Highway Office determines the holder failed to properly restore work area, and we must take corrective action. Please be advised, the liability of the applicant may extend beyond the amount of the bond check.



## APPLICATION TO PERFORM WORK IN HUNTINGTON RIGHT-OF-WAY

Peter S. Gunther  
Superintendent of Highways

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Location of Work: \_\_\_\_\_

- \_\_\_\_ New Curb Cut for Driveway (Conforming)
- \_\_\_\_ New curb Cut for Driveway (Non-Conforming) \*
- \_\_\_\_ Curb Replacement/Installation (Conforming)
- \_\_\_\_ Curb Replacement/Installation (Non-Conforming) \*
- \_\_\_\_ Other (Specify) \_\_\_\_\_

Work performed impacts paved area in anyway? No/Yes \*\*  
Work performed impacts concrete area in anyway? No/Yes \*\*

### In order to obtain a permit you will to provide:

1. A copy of the plan or sketch of the work to be performed.
2. This application completed and signed.
3. A check payable to the **Town of Huntington Highway** for \$100.00.

\_\_\_\_\_  
Applicant's Signature

\*Non-Conforming - This includes any of the following: structure other than driveway, apron, are non-conforming; driveway, curb or sidewalk material other than asphalt or concrete. All non-conforming structures or materials require a Hold Harmless Agreement between the property owner and the Town of Huntington.

\*\* Work impacting existing pavement or concrete requires a bond to insure proper restoration.



**Declaration of Covenants and Restrictions**  
**Hold Harmless Agreement**

*Peter S. Gunther*  
*Superintendent of Highways*

This Declaration entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and  
between \_\_\_\_\_ (Owner) residing at \_\_\_\_\_  
and Owner of property located at \_\_\_\_\_ (the "Property"),  
and the Town of Huntington, Suffolk County, New York ("Town"),

WHEREAS, the Owner has requested permission from the Town Highway Department to continue the  
existence of or the construction of a non-conforming structure, fixture or device described herein as  
\_\_\_\_\_  
and is located at the "Property",

WHEREAS, the Town has agreed to grant such permission by the issuance of a permit for the  
aforementioned non-conforming structure, fixture or device, in consideration of an agreement to the covenants by  
the Owner as herein contained.

NOW, THEREFORE, the parties agree as follows:

1. The Owner agrees to maintain and assume total responsibility for said structure, fixture, or device, and release and hold the Town harmless for any damages inadvertently caused by the Town equipment and roadway servicing and shall hold harmless, indemnify and defend the Town against any and all claims for personal injury and property damage by either party or third parties caused by or related to said structure, fixture or device at the "Property";
2. The Owner agrees to purchase and maintain homeowners liability insurance extending insurance coverage to that area containing and including the aforementioned structure, fixture of device at the "Property", and the failure to procure insurance in a material breach of this Agreement for which the Owner will be held liable and responsible for any monetary awards, judgments, settlements and cost of attorney fees in defense of any claim or action;
3. The Owner agrees that these covenants run with the land, as herein after forth, binding the Owner, their heirs, successors, and/or assigns, and may not be terminated or revoked without the written consent of the Town. This Agreement shall be filed with the Suffolk County Clerk's Office in Riverhead at a cost to be incurred by the Owner;
4. The Town reserves the right in its sole discretion to revoke said permit should it be deemed necessary by the Town to improve upon or otherwise utilize the Town's Right-of-way or if said non-conforming structure, fixture, or device is deemed to become a danger or public nuisance.

The 'Property' so affected:

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

DISTRICT: 0400 SECTION \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT \_\_\_\_\_



Peter S. Gunther  
Superintendent of Highways

NOTARY PAGE

\_\_\_\_\_  
(Owner) Sign & Print for Notary

\_\_\_\_\_  
(Owner) Sign Print for Notary

(STATE OF NEW YORK)

(COUNTY OF SUFFOLK)

On the \_\_\_\_ day of \_\_\_\_\_, in the year 20\_\_\_\_, before me the undersigned, personally appeared \_\_\_\_\_ and \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is/are subscribed to within instrument and acknowledged that they executed the same in their capacity and by their signature(s) on the instrument, the individual, or the person on behalf of which the individual(s) acted, executed the instrument.

\_\_\_\_\_  
Notary Signature for Owner

\_\_\_\_\_  
Notary Stamp

\_\_\_\_\_  
Signature of Peter S. Gunther  
Superintendent of Highways

(STATE OF NEW YORK)

(COUNTY OF SUFFOLK)

On the \_\_\_\_ day of \_\_\_\_\_, in the year 20\_\_\_\_, before me the undersigned, personally appeared \_\_\_\_\_ and \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is/are subscribed to within instrument and acknowledged that they executed the same in their capacity and by their signature(s) on the instrument, the individual, or the person on behalf of which the individual(s) acted, executed the instrument.

\_\_\_\_\_  
Notary Signature for Superintendent

\_\_\_\_\_  
Notary Stamp