



**TOWN OF HUNTINGTON**  
**HIGHWAY OFFICE**  
30 Rofay Drive  
Huntington, New York 11743



**Andre Sorrentino**  
**Superintendent of Highways**

Dear Resident,

Thank you for your inquiry regarding repairs you wish to have made to the sidewalk area located in front of your property. Please know that the property in question does not warrant any action by the Highway Department.

Please be aware that the maintenance and repair of the sidewalk area as per **the Town of Huntington Code, Chapter 173 (adopted in 2006)**, requires that the sidewalks be maintained by the homeowner or business owner adjacent to the sidewalk. Please review the attached copy of the local law (Town Code Chapter 173) which clarifies those requirements.

Additionally, for definition purposes, "sidewalk" is defined as the area between the edge of the roadway or highway pavement and the lot line abutting property, including but not limited to the curb, driveway apron, utility, brick, tree, dirt or landscaped areas.

Please feel free to contact our office if you have further questions or need assistance regarding this matter.

Sincerely,

Andre Sorrentino

Superintendent of Highways

Attachments:

- Town Code
- Hold Harmless Application

**Highway Hotline (631) 499-0444**  
**highway@huntingtonny.gov**

**Phone (631) 351-3075**  
**Fax (631) 499-3512**

### **173-15. Definitions**

For the purpose of this article, the following words shall have the meanings indicated:

#### **SIDEWALK**

The area between the edge of a roadway or highway pavement and the lot line of the abutting property, including but not limited to the curb, utility, brick, tree, dirt or landscape areas.

### **Article IV. Maintenance of Sidewalk Area**

173-16. Duty to repair, maintain and keep sidewalks clear; liability.

(Amended 4-25-2006 by L.L. No. 12-2006)

The owner, lessee, tenant and occupant of lands fronting or abutting on any streets, highway, roadway, public lane, alley or square in any zoning district, shall maintain and repair the sidewalk adjoining his lands and shall keep such sidewalk free and clear of snow, ice, filth, dirt, weeds and all other obstructions and shall remove snow and ice within four (4) hours after snow has ceased to fall or after the deposit of any dirt, object or other material upon such sidewalks. The period between 9:00 p.m. and 7:00 a.m. shall not be included in computing such requirements. Such owner, lessee, tenant or occupant, and each of them, shall be liable for any injury or damage to person or property by reason of the omission, failure or neglect to repair or maintain such sidewalk in a safe condition or to remove snow, ice or other obstructions and/or defects therefrom.



TOWN OF HUNTINGTON HIGHWAY OFFICE



# **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 RIGHT-OF-WAY EXTENDS APPROXIMATELY 8' BEHIND THE CURB OR EDGE OF PAVEMENT. YOUR INDIVIDUAL PROPERTY LINE MAY VARY AND YOU SHOULD REFER TO YOUR SURVEY TO DETERMINE WHERE YOUR PROPERTY LINE ENDS.

***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, RIGHT-OF-WAYS, AND SIDEWALKS:***

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 material to be used. All other materials such as brick, Belgium block or stone need to file a HOLD HARMLESS AGREEMENT.

TO OBTAIN A TOWN PERMIT, HOLD HARMLESS, OR LIABILITY INSURANCE INFORMATION, PLEASE CALL:

Siobhan Hennessey 631-499-0444

***Work along County and State Roads Require County and State Permits.***  
PERMITS FOR COUNTY ROADS: CONTACT SCDPW AT 631-852-4081  
PERMITS FOR STATE ROADS: CONTACT NYS DOT AT 631-420-4270

*Help Keep Huntington Beautiful*

**Andre Sorrentino**  
Superintendent of Highways  
30 Rofay Drive  
Huntington, NY 11743



# TOWN OF HUNTINGTON HIGHWAY OFFICE



## PERMIT APPLICATION PROCEDURES

*Andre Sorrentino*  
*Superintendent of Highways*

### HIGHWAY PERMIT FOR WORK IN THE TOWN RIGHT-OF-WAY (BLACK INK ONLY) ORIGINAL SIGNATURES REQUIRED – NO PHOTOCOPIES

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:

Siobhan Hennessey, Highway Office  
30 Rofay Drive  
Huntington, NY 11743  
631-499-0444

[highway@huntingtonny.gov](mailto:highway@huntingtonny.gov) or [shennessey@huntingtonny.gov](mailto:shennessey@huntingtonny.gov)

### HIGHWAY PERMIT WITH HOLD HARMLESS AGREEMENT (BLACK INK ONLY) ORIGINAL SIGNATURES REQUIRED – NO PHOTOCOPIES

- A completed HOLD HARMLESS AGREEMENT (form enclosed). Please include the Section, Block and Lot Number of the property where indicated at the bottom of the form. (This information can usually be found on "Schedule A" of the deed of the property.)

### 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 the work area, and we must take corrective action. Please be advised that the liability of the applicant may extend beyond the amount of the bond check.



# TOWN OF HUNTINGTON HIGHWAY OFFICE



*Andre Sorrentino*  
*Superintendent of Highways*

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

**\*\*\*BLACK INK ONLY\*\*\***

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

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

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

Email: \_\_\_\_\_

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 any way?      No / Yes \*\*

Work performed impacts concrete in any way?      No / Yes \*\*

### IN ORDER TO OBTAIN A PERMIT YOU WILL NEED 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 Department for \$100.

\_\_\_\_\_  
**Applicant 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.



# TOWN OF HUNTINGTON HIGHWAY OFFICE



## HOLD HARMLESS AGREEMENT

\*\*\*BLACK INK ONLY\*\*\*

*Andre Sorrentino*  
*Superintendent of Highways*

I, \_\_\_\_\_, residing at / owner of \_\_\_\_\_  
(Print Name) (Address)  
\_\_\_\_\_, New York, \_\_\_\_\_  
(Town) (Zip Code)

do hereby release, remise and forever discharge the Town of Huntington and all its officers, agents, employees and/or subcontractors, including the Department of Highway of the Town of Huntington for all manner of action and actions, cause and causes, lawsuits, debts and sums of money, dues, claims damages and demands whatsoever, in law or equity, which I might have against said Town by reason of my

### PROPERTY IMPROVEMENTS

\_\_\_\_\_ within the Town Right-of-Way in front of or adjacent to my property \_\_\_\_\_  
(Address)

I further state that I have carefully read the foregoing release, and know the contents thereof, and I signed the same as my own free act.

\_\_\_\_\_  
(Signature)

STATE OF NEW YORK )  
 )ss.:  
COUNTY OF SUFFOLK )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally came \_\_\_\_\_, known to me or proved to me on the basis of satisfactory evidence to be the individual, whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity and duly sworn, did depose and say that she/he resides at \_\_\_\_\_, that she/he executed the foregoing instrument.

\_\_\_\_\_  
(Notary Public)

The "Property" so affected:

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

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