

OFFICE OF  
TOWN OF POUGHKEEPSIE HIGHWAY DEPT.

TEL: (845) 452-1750  
FAX: (845) 452-5768

8 BURNETT BOULEVARD  
POUGHKEEPSIE, N.Y. 12603

MARC PFEIFER  
SUPERINTENDENT OF HIGHWAYS



MICHAEL SIMON  
DEPUTY SUPERINTENDENT OF HIGHWAYS

*Highway Work Permit Application*  
*Important information...please read thoroughly*

FOR PERMIT ASSISTANCE

- Please call 452-1750 for assistance with the permit application process.
- To contact this office via mail, our address is:  
Town of Poughkeepsie Highway Department  
8 Burnett Blvd  
Poughkeepsie, NY 12603
- Office hours are 7am-3pm Mon-Fri, to obtain a permit application.
- The Town Superintendent of Highways and his deputy are available for meetings by appointment only. Please call 452-1750 to schedule an appointment.

PERMIT APPLICATION REVIEW

- All work must be approved by the Highway Superintendent. The Highway Department will contact you concerning application status within 2-3 weeks after a complete application is on file at the Highway Department.
- The applicant for temporary or permanent driveways must be the property owner. Proof of property ownership may be required at the time of application.
- Application is not complete until all materials are submitted.

PERMIT APPLICATION FEES

- Permit application fees may be in the form of a personal check, certified check, bank check or money order made payable to Town of Poughkeepsie. Cash will not be accepted.
- Please refer to fee schedule for permit application fee.
- The permit application fee is NON-REFUNDABLE. Permit application and fee must be submitted together.

SECURITY DEPOSITS

- Security deposits MUST be provided by the Permittee and be in the form of a CERTIFIED or BANK CHECK made payable to the Town of Poughkeepsie. Personal checks will not be accepted for security deposits.
- Please refer to the Fee Schedule for security deposit amounts.
- Security deposits will be refunded to the Permittee only upon acceptance by the Town of Poughkeepsie of completed work. Work must also be maintained to the Superintendent's satisfaction for 6 months following completion of work before security deposit will be refunded.

\*\*\*COMPLETE APPLICATION ON FOLLOWING PAGE\*\*\*

\*\*\*PLEASE COMPLETE AND SIGN\*\*\*

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_  
(must be property owner)

Mailing Address: \_\_\_\_\_  
(street) (town) (state) (zip)

Address of Proposed work: \_\_\_\_\_

Tax Parcel ID#: \_\_\_\_\_

Type of Application (see Fee Schedule): \_\_\_\_\_ Fee: \_\_\_\_\_

Brief Description of Work \_\_\_\_\_

Location of Work: On the N/S/E/W side of Town Road \_\_\_\_\_ and also

being \_\_\_\_\_ feet/miles N/S/E/W from: \_\_\_\_\_  
(nearest intersecting road(s))

Additional directions or landmarks: \_\_\_\_\_

All authorized work including restoration shall be completed within one year from permit issue date. If work cannot be completed by the date specified, applicant must apply for renewal of the permit. The Town of Poughkeepsie reserves the right to grant or deny a permit request.

The Permittee shall assume all liability for and save the Town, its agents and its employees, harmless from any and all claims for damages, actions or causes of action arising out of work to be done herein and the continuing uses by Permittee, including, but not limited to the placing, constructing, reconstructing and maintaining utility under this application.

(I/ We), the undersigned, accept the terms and conditions of the Highway Work Permit established by the Town of Poughkeepsie and will perform all work to the specifications of the Superintendent of Highways.

APPLICANT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Permit application is valid for 60 days. Upon expiration of the 60 day period, *if work has not commenced*, a new application and fee may be required at the discretion of the Town of Poughkeepsie.

**OFFICE USE ONLY**

Application reviewed by: \_\_\_\_\_

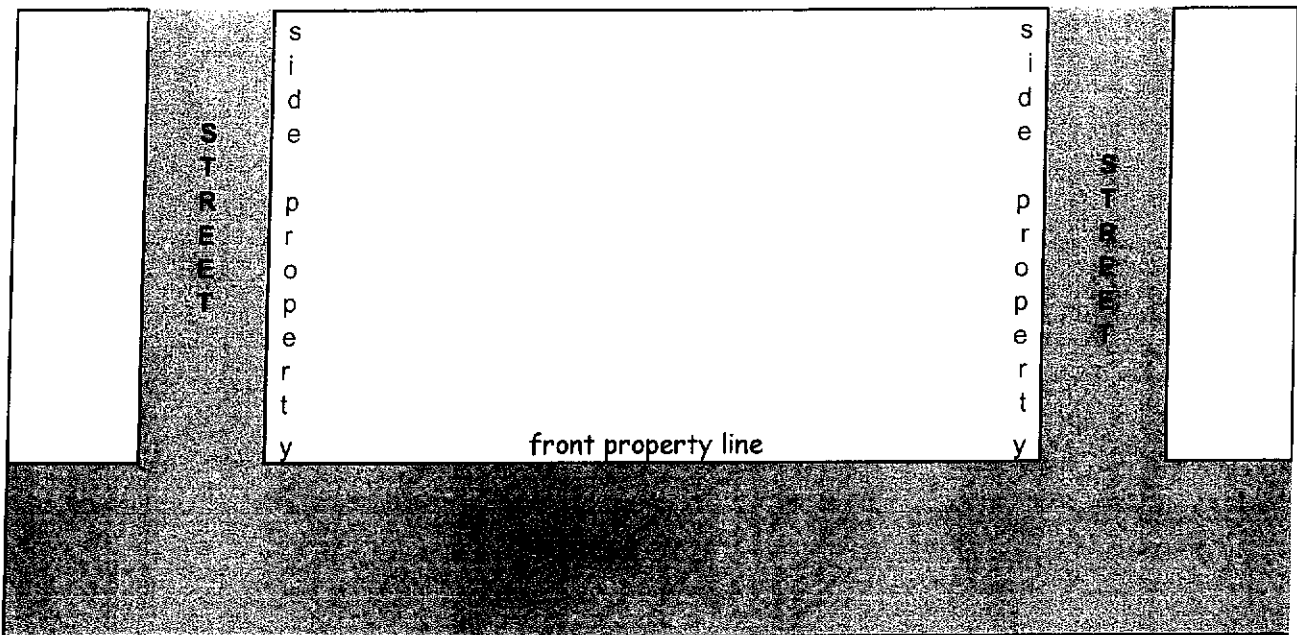
Application complete (date, initials): \_\_\_\_\_

PERMIT NO:

APPLICATION STATUS (date, initials): \_\_\_\_\_

# \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Cancelled \_\_\_\_\_



APPLICANT SHALL SHOW ON SKETCH THE FOLLOWING INFORMATION:

1. Total frontage of property in feet
2. Distance from either side of property to the nearest edge of the requested street opening or curb cut
3. The width, length and location of the requested street opening or curb cut
4. The location of any tree or public utility that may fall within or in close proximity to the requested street opening or curb cut
5. The width of the road
6. Indicate the type of material of which the road is made (oil & stone or paved)
7. Indicated the type of material to fill ditch
8. Indicated the type of traffic that is going to be maintained (one or two-way)

**2023 HIGHWAY WORK PERMIT FEE SCHEDULE**

	<b>Permit Fee</b>	<b>Security Deposit</b>	<b>Insurance</b>
<b>Residential Driveways</b>			
Single dwelling (new construction)	\$30	\$500 A	not req'd
2-3 lot common driveway (new construction)	\$300	\$2,000	not req'd
Existing driveway (improvements/paving/repaving); Temporary construction access	\$30	\$500 A	not req'd
	\$30	\$500 A	not req'd
<b>Commercial Driveways</b>			
Minor commercial driveway (new construction)	\$500	\$3,000	\$500,000
Major commercial driveway (new construction)	\$800	\$4,000	\$500,000
Minor commercial driveway (improvement/repaving)	\$200	\$2,000	\$500,000
Major commercial driveway (improvement/repaving)	\$400	\$3,000	\$500,000
Temporary construction access (logging, mining, etc.)	\$200	\$2,000	\$500,000
<b>Subdivision &amp; Local Roads</b>			
Subdivision Road (4 or more lots, new construction)	\$625	\$5,000 C	\$1,000,000
Local Road (new construction)	\$400	\$10,000 B	\$1,000,000
<b>Traffic Control Device</b>			
Regulatory Sign (required for access permit)	Permit Fee \$250	Annual Fee n/c	Insurance not req'd
Information/Guide sign (commercial)	\$45	\$200 per sign	not req'd
Information/Guide sign (non-profit)	\$25	n/c	not req'd
Temporary construction signs	\$100	\$200	\$500,000
Traffic Signal	\$1,500	\$2,000 C	\$1,000,000

- Footnotes:**
- A. Highway Superintendent or his designee may raise or lower security deposit based on project complexity.
  - B. Minimum security deposit. Superintendent of Highways or his designee may increase security deposit due to project complexity.
  - C. Insurance required from entity performing work with right-of-way. General liability, automobile liability and worker's compensator coverage required. Town of Poughkeepsie shall be the certificate holder or named as additional insured. Insurance not required from residential property owners.

## HIGHWAY WORK PERMIT FEE SCHEDULE

	Permit Fee	Security Deposit A	Insurance D
<b>Miscellaneous Improvements</b>			
Occupying Right-of-Way (work crew, equipm't, special events, et	\$100	\$1,000 B	\$500,000
Misc work, including grading/sight line clearing/tree removal	\$200	\$2,000	\$500,000
Remove/Install fences, walls, plantings	\$200	\$2,000	\$500,000
Test borings/Test pits	\$100	\$2,000 B	\$1,000,000
Adopt-A-Highway	n/c	Adopt-a-Highway agreement required	
Annual maintenance operations	\$250	\$1,500	\$500,000 C
<b>Underground Utility Work</b>			
Service connection (water, sewer, gas, elec/comm.): existing	\$200	\$1,500	\$500,000
Utility Main (new construction)	\$200+0.50/ft	\$2,000 B	\$1,000,000
Utility Main (repair/replacement)	\$100+0.50/ft	\$1,500 B	\$1,000,000
Utility bore/jack (new construction)	\$375+5.00/ft	\$5,000 B	\$1,000,000
<b>Drainage Work</b>			
Drainage parallel to edge of pav'mt (new construction)	\$250+0.50/ft	\$5,000 B	\$1,000,000
Drainage parallel to edge of pav'mt (repair)	\$250+0.50/ft	\$2,500 B	\$1,000,000
Drainage open cut across pav'mt (new construction)	\$375+5.00/ft	\$5,000 B	\$1,000,000
Drainage open cut across pav'mt (repair)	\$250+5.00/ft	\$2,500 B	\$1,000,000
Drainage structure (manhole, catch basin, etc.)	\$150	\$1,500 B	\$1,000,000
Drainage bore/jack (new construction)	\$375+5.00/ft	\$5,000	\$1,000,000
<b>Overhead Utility Work</b>			
New utility pole and lines (up to 3 poles)	\$125	\$2,500	\$500,000 C
New utility pole and lines (more than 3 poles)	\$200	\$4,500	\$500,000 C
Utility pole relocation/replacement	n/c	\$2,500	\$500,000 C

Footnotes:

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- B. Minimum security deposit. Superintendent of Highways or his designee may increase security deposit due to project complexity.
- C. Insurance is required.
- D. Insurance required from entity performing work within right-of-way. General liability, automobile liability and worker's compensation coverage required. Town of Poughkeepsie shall be the certificate holder or named as additional insured. Insurance not required from residential property owners.