

**DRIVEWAY APPLICATION
TOWN OF NEW HARTFORD**

This application must be accompanied by a plan as required by the Town Ordinance. Proposed driveway grades must be shown as well as the effect the driveway will have upon drainage, including calculations of water flow if requested by the Building Official to insure public safety. A soil erosion and sedimentation control plan may be required.

Name of Property Owner of Record: _____
Mailing Address: _____
Telephone #: Home: _____ Business: _____
Name of Contractor and/or Engineer: _____
Address: _____ Telephone: _____

Location of Property: _____
Proposed Use: Residential _____ Commercial _____ Industrial _____
Proposed Driveway: Width _____ Length _____
Driveway Grade First 15 ft. _____ Grade for Remainder: _____

Sight Lines: Right _____ Left _____ Angle of Intersection _____

Materials to be used in Construction: _____
Date Work Will Commence: _____ Estimated Completion: _____
Is Intersection Road Paved? _____ If yes, Bituminous concrete entrance for
15 feet is required.

Approval of Zoning Enforcement Officer: _____ Date: _____
Recommendations if any: _____

The applicant shall agree to hold the Town harmless against any action for personal injury or property repair of the street which may result from the-exercise of this permit. The maintenance of the proposed driveway shall be the responsibility of the owner of the property serviced by the driveway.

Signature of Applicant: _____ **Date:** _____
Amount of Surety: _____ Name of Surety Co. _____

(Make Check Payable to Town of New Hartford)

Master Fund-Number: _____ Date of Release: _____

----- OFFICE USE ONLY -----

Date Received: _____ Date of Action: _____
Map Block Lot Permit No. _____
Reason for Permit Not Granted: _____

-----Driveway Approval -----

Zoning Enforcement Officer Initial _____ Date Approved _____

Form **W-9**
 (Rev. January 2002)
 Department of the Treasury
 Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give form to the
 requester. Do not
 send to the IRS.

Print or type
 See Specific Instructions on page 2.

Name	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	<input type="checkbox"/> Exempt from backup withholding
Address (number, street, and apt. or suite no.) TOWN OF NEW HARTFORD	Requester's name and address (optional)
City, state, and ZIP code P.O. Box 316	
List account number(s) here (optional) NEW HARTFORD, CT. 06057	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 2. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 2.

Social security number								
or								
Employer identification number								

Note: If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 2.)

Sign
 Here

Signature of
 U.S. person ▶

Date ▶

Purpose of Form

A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to give your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

If you are a foreign person, use the appropriate Form W-8. See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities.

Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 30% of such payments after December 31, 2001 (29% after December 31, 2003). This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester, or
2. You do not certify your TIN when required (see the Part II instructions on page 2 for details), or
3. The IRS tells the requester that you furnished an incorrect TIN, or
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions on page 2 and the separate Instructions for the Requester of Form W-9.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

TOWN OF NEW HARTFORD
AN ORDINANCE CONCERNING DRIVEWAY STANDARDS AND PERMITS

BE IT ORDAINED that the ordinances dated 2/27/86, concerning driveway permits and construction are hereby rescinded and replaced with the following:

BE IT FURTHER ORDAINED that no person shall proceed with the construction of any private driveway which will intersect with any town road or highway until he or she has obtained a permit issued by the Zoning Enforcement Officer. Prior to the issuance of a permit the following conditions must be met:

1. The applicant shall submit a bond in the form of a certified check or personal check, with the Town of New Hartford as obligee. The amount of the check is to be established by the Zoning Enforcement Officer, which amount shall be sufficient to guarantee the completion of the driveway in accordance with the standards set forth in this ordinance.

2. The applicant shall submit plans satisfactory to the Zoning Enforcement Officer, which plans shall provide for the design and construction of the driveway in accordance with the following standards.

Where there is a question regarding the grade or other standard herein the applicant may be required by the Zoning Enforcement Officer to submit plans prepared by a licensed professional engineer certifying compliance with this ordinance. Such plans shall not be required for the reconstruction, improvement or relocation of existing driveways.

- A. Every driveway shall meet the edge of the road or highway at an angle of not less than 75%. The area of the driveway extending back from the edge of the road for a distance of 15 feet shall be not more than 3% grade. Beyond this point the maximum driveway grade shall be 12% with the following exception. A driveway grade of not more than 15% may be permitted for a total length of not more than 100 feet provided such section of the driveway is paved with an approved material.
 - B. No driveway shall be constructed or maintained so as to discharge water into a roadway, nor to allow roadway water to enter the driveway.
 - C. All driveways shall have a minimum width of at least 10 feet, and the first 15 feet in from the edge of a paved road or highway shall be paved with an approved material. The applicant must get signed approval from the Zoning Enforcement Officer prior to proceeding with this paving.
 - D. Each driveway shall be required to have a clear, unobstructed sightline at least 200' feet in each direction, along the road or highway it intersects. This minimum sightline length may be increased or decreased in accordance with standard engineering practice, if design speed or other road conditions warrant it.
3. The bond required in Section I shall not be released until the Zoning Enforcement Officer has certified that the driveway has been constructed in accordance with the requirements of this ordinance.
 4. Driveway grade and location is required to be on As-Built plan.

5. All lots shall have a corridor of land suitable for the location of a driveway meeting the requirements of the Town Ordinance on Driveways and the following:

- Driveway layout should follow the natural contour of the land wherever possible; minimizing the amount of cut and fill required.
- Driveway in excess of 300 feet in length shall be designed with a pull off every 150' feet.
- Maximum driveway travel way gradient shall be 12%, a travel gradient of up to 15% may be permitted for not more than 100' feet in length.
- Driveway intersections with the street shall be located to provide adequate sight line distances based upon street traffic volume and the requirement of the Driveway Ordinance.
- The commission may require that two adjacent front lots be served by a common entrance to a town street or State highway where it will benefit travel safety on the town street or better maintain the rural appearance of the neighborhood.

This ordinance shall be effective 15 days after publication in a newspaper with circulation in the Town of New Hartford.

EFFECTIVE DATE: MARCH 8, 2002

RELEASE OF DRIVEWAY BOND PROCEDURE

The Ordinance concerning Driveway Standards and Permits requires that the first 15 feet in from the edge of a paved road or highway shall be paved. Once the apron has been paved, please contact the Land Use Office to arrange an inspection of the driveway by the Zoning Enforcement Officer and the Road Foreman.

Once the driveway has been approved, the bond deposit of \$300.00 plus any earned interest will be mailed to the applicant of the driveway permit.