



## Driveway/ Parking Area Permit Application Procedure Village of Camillus

37 Main Street, Camillus, NY 13031

Email: codes@villageofcamillus-ny.gov

Phone: (315) 672-3484, Fax: (315) 672-5323

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- A) Complete all applicable sections of this Application.
- B) Sign and date the bottom of the application.
- C) Submit the following required items with your completed application:  
(Some may not be applicable to your project)
  - A copy of your property survey
  - A complete plan and description of the project including all dimensions
  - Commercial projects may require planning board review and approval.
  - Contractor Insurance Certificates with the Village of Camillus as certificate holder:
    - General Contractor's Liability Insurance Certificate
    - General Contractor's Workman's Compensation Insurance Certificate or exemption  
Please Note: ACORD forms, while acceptable proof of General Liability Insurance, are NOT acceptable as proof of NYS Worker's Compensation Insurance or Disability Benefits Insurance coverage!
    - General Contractor's Disability Insurance Certificate
- D) Typical applications take 1-2 days to review.
- E) New curb cuts also require a Special Permit from the Village Board of Trustees.
- F) Length of validity. Permits shall be valid for 12 months from date of issue. An extension may be granted, provided that such an application shall be made in writing prior to the end of the first year and good cause is shown. An extension request may require review by the Zoning Board of Appeals.
- G) Call 811 Before You Dig! You must call for a location request at least two working days but not more than 10 working days before any excavation starts.
- H) The applicant shall be responsible for:
  - a. 1. Calling 811 before bringing heavy equipment on site or excavating.
  - b. 2. Erosion, runoff, and siltation control measures in accordance with New York State guidelines.
  - c. 3. Dust, mud, and debris control on public highways.
  - d. 4. Reclamation of village property including suitable replacement of ground cover, topsoil and seeding.
  - e. 5. The entire cost of reclamation should agents of the Village be required to complete said reclamation.