

## **Procedure for Constructing / Repairing a Driveway or Performing Work in the Town Right of Way.**

If Work within the Town right of way is constructed without using the below steps, the Town of New Milford will not be held responsible for damage or problems which arise due to improper construction. The applicant / property owner, however, may be held responsible for such incidents.

1. An individual or company files a completed application for the construction, reconstruction, or resurfacing of a driveway or performing work in the Town right of way with the FINANCE DEPARTMENT (the applicant is the party that signs the application and provides the bond). A bond must be supplied for each application when applicable (personal check - minimum \$1000.00, insurance bond - minimum \$1,500.00) as stated in the Town of New Milford Code of Ordinances. If the proposed work is covered by a Planning Commission bond, a copy of the bond and approved subdivision plot plan must be submitted with the application. Any application not completely filled out and signed will be returned to the applicant.
2. The Public Works official will inspect the site, which has been clearly marked, writing specific comments.
3. The permit will be processed and sent out to the applicant.
4. Upon receipt of the permit, construction may begin. Under no circumstances may work begin prior to receipt of the permit.
5. All work must be constructed in accordance with the Town of New Milford Road and Driveway Ordinances and the specific guidelines included on the permit.
6. Once the work is completed to the satisfaction of the Department of Public Works, the bond will be released.
7. When applicable, sign offs for Certificate of Occupancies may not be granted until the work is completed. The only exception to this rule is during the months when the asphalt plants are closed, at which time a conditional approval is granted.

If you have any questions regarding this procedure, call the Public Works Office (355-6040).