

# TOWN OF BROOKFIELD

## PUBLIC WORKS DEPARTMENT

### **DRIVEWAY PERMIT APPLICATION INSTRUCTIONS**

To help you through the application process, please read the following information. If you have any questions or need assistance regarding these procedures, please feel free to contact Ralph Tedesco, Director of Public Works at 775-7318 or his Administrative Assistant at 775-5314.

After completing the Driveway Application Form, please bring it, along with a SITE PLAN to the office of the Director of Public Works located at 100 Pocono Road between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday.

After review and approval of your application by the Director, it will be necessary for you to post a \$750.00 bond. There is a \$25 filing fee for the permit, which is non-returnable and which must be paid before the permit can be issued. Please make your check out to the **Town of Brookfield**.

After your permit is processed, the original can be mailed to you or you may wish to pick it up. Please leave a phone number and/or mailing address.

A copy of the completed paperwork of your permit will be placed in your file at the Building Department of Town Hall.

#### **Bond Return Information**

To enable you to get your posted Driveway bond returned, your driveway work should be completed. At that time, forward the attached green form or a letter to the Director of Public Works requesting that your driveway be INSPECTED.

Your inspection will be scheduled and, if approved, we will forward the necessary paperwork to the First Selectman's office. Your request will be put on the agenda for the next meeting of the Selectmen (held the first Monday of each month). A check in the amount of your bond will be mailed to you once the bond request has been approved by the Board of Selectmen.

We hope these instructions will have made the application process easier for you. If we can be of any further assistance, please do not hesitate to contact us.