

Robert P. Astorino  
County Executive

Department of Public Works

John J. Hsu, P.E.  
Commissioner

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

RE: CO. ROAD: \_\_\_\_\_

PURPOSE: \_\_\_\_\_

NAME: \_\_\_\_\_

Dear Applicant:

Enclosed please find three (3) Building Application Forms to be completed in triplicate, as required under Section 239-f of the General Municipal Law.

Completed applications are to be returned to my attention with three (3) copies of site plans indicating Traffic and Drainage Specifications, including: driveway dimensions and radii, size and location of all structures, final contours, grades and elevations, underground utilities, water connections, sanitary sewers and storm drainage systems, parking layout, ingress and egress to County Road, and pavement and curbing details.

This correspondence should be sent to my attention as soon as possible:

**Michael R. Dispenza**  
**Department of Public Works**  
**148 Martine Avenue, Room 522**  
**White Plains, New York 10601**

Also, I have enclosed a Toll Letter to be signed and returned to my office at your earliest convenience. The purpose of this letter will enable this Department to hold your Building Application beyond the ten (10) day processing period until all requirements are satisfied and approval has been granted.

Should you have any further questions, please do not hesitate to contact me at 995-2594. Thank you for your cooperation.

Very truly yours,

*Michael R. Dispenza*

Michael R. Dispenza  
Permit Agent

MRD/mrd  
Enclosure

cc: J. Statini/B. Makar/J. Nicholson

Administration  
Engineering  
148 Martine Avenue  
White Plains, NY 10601  
westchestergov.com/dpw

Fleet/Garage Operations  
38 Brockway Place  
White Plains, NY 10604  
Tel: (914) 995-4961  
Fax: (914) 995-3709

Road Maintenance  
198 Lake Street  
White Plains, NY 10604  
Tel: (914) 995-4951  
Fax: (914) 995-6233

Valhalla Operations  
Operations Building  
Valhalla, NY 10595  
Tel: (914) 231-1294  
Fax: (914) 231-1164

White Plains Operations  
148 Martine Avenue  
White Plains, NY 10601  
Tel: (914) 995-4156  
Fax: (914) 995-6146