



**Town of Jericho**  
Planning + Zoning Office

Step-By-Step Guide To  
**ISSUING AN ACCESS PERMIT**

For applicability, refer to “Jericho Land Use and Development Regulations”, § 10.4. Road Access Permits

1. Review application with applicant if possible.
  - a. Complete top portion of application.
  - b. Obtain signature of applicant.
  - c. Calculate fees (see “Permit Fee Schedule”) and collect.
  - d. Refer applicant to Road Commissioner for preliminary engineering review/discussion.
2. Road Commissioner will specify required dimensions and/or materials and indicate his preliminary review of site and plan.
3. When applicant or contractor completes work as per terms of Commissioner’s preliminary review, Road Commissioner will provide Final Approval.
  - a. File approved Access Permit in parcel file (does not get recorded in Town Land Records).
  - b. Scan original and save in eParcel File.
4. In instances where an Access Permit cannot be approved by the Road Commissioner due to nonconformity with conditions, permits or regulations, the applicant shall be given an opportunity to remedy the situation[s] prior to Final Approval.