

DRIVEWAY PERMIT APPLICATION

Permit Number _____

Date: _____

Application is hereby made for permission to:

Extension _____

Location: _____

Number

Street

Town

OWNER _____

PHONE # _____

EMAIL _____

ADDRESS _____

Tax Map # _____

Project Description: _____

General Contractor: _____

PHONE # _____

Est. Cost \$ _____ **Permit Fee \$25.00**

WHEREAS, the owner or his/her/its agent of the property located at _____ wishes to install or alter a driveway at said premises, and said driveway will come within, adjoin, and/or connect with the Town of Dickinson’s right-of-way on said road, which is on the Broome County Road System and within the Town of Dickinson, and

WHEARAS, a sketch or map of the proposed driveway is attached hereto,

NOW, THEREFORE, pursuant to Town Code §§ 90-10 and 90-11, permission is hereby granted to the applicant below to do said work upon the following conditions:

CONDITIONS AND RESTRICTIONS

Permit required. No person, firm or corporation shall cut, construct, or locate any driveway entrance or exit into a highway or right-of-way of the Town of Dickinson without having first received permission to do so from the Commissioner of Public Works.

Application for permit. Any person, firm or corporation desiring to make, construct or locate a driveway entrance or exit into a Town highway or right-of-way shall make an application for a permit to do so to the Commissioner of Public Works. In addition to the general “Standard Driveway Entrance and Exit Crossing Requirements” set forth herein below, the Commissioner of Public Works may impose any special requirements

for the particular situation where such driveway is to be located, as the Commissioner of Public Works deems necessary in his/her judgement under the circumstances.

Requirements. The “Standard Driveway Entrance and Exit Crossing Requirements” shall be as follows:

- a. A full dimensioned plan of the proposed driveway shall be attached to each application for a permit required hereunder.
- b. The applicant shall furnish the pipe or pipes and the Town shall install it.
- c. No alteration or addition shall be made to any driveway heretofore constructed nor shall any such driveway be relocated with out first securing a new permit from the Commissioner of Public Works.
- d. No more than two driveways to a single commercial establishment entering on one highway shall be permitted.
- e. The maximum width for a single combined entrance or exit shall be not more than 50 feet for commercial use and not more than 30 feet for residential use.
- f. If a residence or commercial property owner wishes to pipe the ditch in front of their property, he/she/it must obtain permission from the Commissioner of Public Works and purchase the pipe and material. The Town will install the pipe to specifications.
- g. No driveway shall be permitted within 50 feet of any public highway intersection.
- h. No driveway will be permitted where sight distance is less than 350 feet in each direction.
- i. All driveways are to be constructed to slope away from the edge of pavement at the same slope as the highway shoulder which normally varies in slope from one-half to one inch per foot. This slope is to be a bump or a depression in the shoulder area.
- j. A driveway must be constructed so that it does not adversely affect the highway drainage or drainage of the adjacent property.
- k. Drainage collected by ditches, gutters or pipes on private property shall not be discharged into the highway drainage system unless expressly approved by the Commissioner of Public Works.
- l. Where the construction of a driveway necessitates crossing a highway ditch, a culvert pipe furnished by the permittee shall be installed in the ditch by the Town at or close to the ditch line. Under no circumstances will existing ditches or gutters be filled without adequate provisions for alternate drainage by the permittee.
- m. Any culvert pipe required to be installed at such driveway entrances or exit shall be of corrugated metal pipe, or corrugated plastic pipe, no smaller than 12 inches in diameter and no longer than 30 feet in length.
- n. The property owner shall be responsible for the maintenance of ditches, pipes, catch basins, grates and other drainage constructed in connection with providing access to his property.
- o. Work must start within the time period specified in the permit and completed on or before the specified completion date. An extension of time may be granted if valid reasons exists for the delay.
- p. If a property owner, lessee, or agent fails to comply with the terms of a permit or fails to obtain a permit, the Town may halt the activity for which a permit is required until adequate corrections have been made. Costs incurred by the Town in correcting failure to comply with the terms and conditions of a permit, failure to obtain a permit, or defective workmanship or materials shall be borne by the permittee undertaking the activity.

SPECIAL CONDITIONS

In consideration of granting this permit, the undersigned accepts that he/she/it is subject to the conditions described herein.

Date: _____

Applicant

By: _____

Code Enforcement Officer

Commissioner of Public Works