

IMPORTANT NOTICE: This is not a permit in lieu of any applicable municipal building permits. Carefully read and comply with the conditions stated in this permit.

TOWN OF ELBRIDGE

Highway Department
PO Box 568
Jordan, New York 13080-0568

Tax Map No. _____
Date Submitted: _____
Driveway Permit No. _____

APPLICATION FOR PERMIT

For the Construction or Modification of Driveways, and Miscellaneous means of access, related to any proposed or existing Town Road.

TO: Superintendent of Highways
of the Town of Elbridge.

Application is hereby made by the undersigned, _____

Whose principal place of residence or business is at: _____

Res. Phone _____ Bus. Phone _____ Cell Phone _____

and wanting to: _____

having frontage on, access to, or be otherwise directly related to any existing or proposed Town Road known as _____ (common name) (official name) situated in the Town of Elbridge, in accordance with the map and plan hereto attached, and pursuant to the conditions and regulations, whether general or special, which are hereinafter set forth; all forming a part hereof. This applicant will obtain any and all other consents and permits that may be necessary to accomplish the purpose set forth herein, as it is understood that in granting such permit, this Department merely expresses its assent insofar as it is authorized.

PERMISSION IS HEREBY GRANTED

To the above applicant (hereinafter referred to as "Permittee"), to proceed as set forth and represented in the attached and pursuant to the conditions, whether general or special which are hereinafter set forth; all forming a part hereof, to-wit:

PROCEDURE

1. Three applications shall be submitted to the municipal building inspector who shall then forward the applications to the Superintendent of Highways.
2. Within ten days after receipt of the applications, the Superintendent of Highways shall cause the applications to be reviewed for recommendations.
3. After such review and within the same ten day period the Superintendent of Highways shall then approve, approve subject to specific conditions, or disapprove the application, and shall note such on the three applications.
4. Two copies of the applications shall then be returned to the municipal building inspector. The Superintendent of Highways shall retain the third copy of the application.
5. The municipal building inspector shall retain one copy of the application so returned and shall release the other to the applicant or Permittee at such time that the town acts on the municipal building permit, if any.

6. If no municipal building permit is required for the proposed construction indicated on the application, the applicant shall make application directly to the Superintendent of Highways.

GENERAL REGULATIONS

1. The owner and/or Permittee shall be responsible for all damages resulting in bodily injury, including death, and/or property damage liability due to the installation, maintenance, use or existence of any facility of the Permittee, or which arises out of the activities of the Permittee, its contractors, sub-contractors of either or both, agents or employees, in connection with any act or omission hereunder; and the said Permittee shall indemnify and save harmless the Town of Elbridge and/or Highway Department of the Town of Elbridge and/or the Superintendent of Highways of the Town of Elbridge and his representatives and employees, from any claims, suits, actions, damages, and costs of every name and nature and description, arising out of or resulting from any act or omission hereunder or by either the said Permittee or the Town of Elbridge, and its agents, servants, and employees.

DRIVEWAY DESIGN REGULATIONS

Part A – Residential Driveways (for 1 and 2 family dwellings)

1. The maximum number of driveway entrances onto a Town Road shall be one per building lot having 150 feet of frontage, or less. Where frontages greater than 150 feet are encountered, the Superintendent of Highways may allow more than one driveway entrance.
2. No driveway shall be constructed within 80 feet of a road intersection measured from the nearest intersection of the right-of-way lines.
3. The angle of all driveways with Town Roads shall be as close to 90 degrees as practicable.
4. The maximum width of driveways shall be 20 feet. The minimum driveway width shall be 10 feet.
5. Driveways shall slope down from the road surface to the drainage line at grades of $\frac{1}{4}$ inch per foot for blacktop and concrete road surfaces and $\frac{1}{2}$ inch per foot for all other road surfaces.
6. The sizes and slopes of driveway storm drains and culverts within the Town Road right-of-way shall be as specified by the Superintendent of Highways. The owner shall bear all costs for pipe, grating, paving, etc., required within such right-of-way. Driveway pipe shall be corrugated steel, minimum 12", unless otherwise determined by the Superintendent of Highways. The Town Highway Department will install the pipe.
7. No driveway shall be constructed where the sight distance is less than _____. The applicant shall also trim brush & maintain his property in such a manner as to maintain optimal sight distance.

Part B – Intense-Use Driveways (for multiple dwellings, commercial, industrial, and other use properties)

1. The maximum number of driveway entrances into a Town Road shall be two per building lot having 250 feet of frontage, or less. Where frontages greater than 250 feet are encountered, the Superintendent of Highways may allow more than two driveway entrances.
2. In a rural area, no driveway will be constructed closer than _____ feet from a road intersection as measured from the nearest edge of proposed driveway to the intersection of the right-of-way lines. In urban areas, this minimum distance may be reduced to 60 feet.
3. Driveways and parking areas shall be designed so that no parking, loading, or servicing of vehicles will take place within the Town right-of-way and so no vehicles will be required to back onto the Town Road to gain ingress or egress to the abutting property.
4. The maximum width of driveways shall be 40 feet. The minimum driveway width shall be 20 feet.
5. The angle of all driveways within Town Roads shall be as close to 90 degrees as practicable.
6. Driveways shall slope down from the road surface to the drainage line at grades of $\frac{1}{4}$ inch per foot for blacktop and concrete road surfaces, and $\frac{1}{2}$ inch per foot for all other road surfaces.
7. The sizes and slopes of driveway storm drains and culverts within the Town Road right-of-way shall be as specified by the Superintendent of Highways. The owner shall bear all costs for pipe, grating, paving, etc., required within such right-of-way. Driveway pipe shall be corrugated steel, minimum 12", unless otherwise determined by the Superintendent of Highways. The Town Highway Department will install the pipe.

SPECIFIC CONDITIONS

NOTE: The land use is consistent with the zoning ordinance.

_____ Zoning Office _____ Date _____ Municipality

SPECIAL CONDITIONS

If it is found necessary by the Superintendent of Highways of the Town of Elbridge to add to or otherwise modify this permit, it is to be understood such changes shall form a part of this permit and be complied with immediately upon notice.

INITIAL

- _____ Sight Distance: No driveway shall be constructed where the sight distance is less than _____ times the posted speed limit. The applicant shall also trim brush & maintain his property in such a manner as to maintain optimal sight distance. Inadequate sight distance or other safety or operational deficiencies may require that one-way or turn restrictions (e.g.no left turns) be imposed at the driveway.
- _____ Special sight distance restriction. _____
- _____ Driveway shall not slope more than 1/2 inch per foot for first 30 feet off of the edge of pavement.
- _____ Any driveway must be a minimum of five feet away from property line so as not to infringe on neighbors property.
- _____ There shall be no trees or other permanent landscape placed within the Road right-of-way (_____ ft. from center line of road).
- _____ Must follow Postal Service recommendations for mailbox installation and maintain a minimum of 42" underneath structure to road surface. (See attached)
- _____ Interior lot turn-around is required so that all traffic would enter the road in a forward direction.

Dated in Jordan, New York on the _____ day of _____, 20_____

Superintendent of Highways

In consideration of the granting of the within permit, the undersigned hereby accepts the same subject to the regulations, specified conditions, and special conditions therein described.

Dated in Jordan, New York on the _____ day of _____, 20_____

Signature of Application

By _____
Title, if signed by Representative

PLOT DIAGRAM

Locate clearly and distinctly all buildings, whether existing or proposed (marked as such), and indicate all setback dimensions from property lines, as well as noting the North position. Give lot and block numbers or description according to deed, and show street names and indicate whether interior or corner lot. Include driveway location (proposed) on plot plan.
