



Town of Minetto
6 COMMUNITY DRIVE
PO BOX 220
MINETTO, NEW YORK 13115-0220
315 • 343-2393 Fax: 315 • 342-4421
www.townofminetto.com

HIGHWAY DEPARTMENT

DRIVEWAY/CULVERT PIPE INSTALLATION REQUEST FORM

This is not your actual permit. There is a \$35.00 permit fee to process this application. There will be an additional charge of \$10.00 per foot to install your driveway, or to cover the roadside ditch which covers the cost of gravel, labor, and equipment. All culvert pipes will be purchased by the applicant. The Town of Minetto is not responsible for paving. The property owner must have paving done at their expense.

TO BE COMPLETED BY THE APPLICANT ALL INFORMATION MUST BE COMPLETED

NAME:

DATE:

CURRENT MAILING ADDRESS:

TELEPHONE NUMBER

HOME:

WORK:

STREET ADDRESS (IF DIFFERENT)

EMAIL ADDRESS:

DESCRIPTION OF REQUEST:

NEW DRIVEWAY

DRIVEWAY WIDENED

YARD CULVERT

REPLACEMENT

FOR OFFICE USE ONLY

DATE PERMIT FEE OF \$35.00 PAID IN FULL:

INSPECTION PERFORMED BY:

CULVERT SIZE & TYPE:

DISTANCE OF PIPE INSTALLATION:

DATE INSTALLATION FEE PAID & AMOUNT:

DATE:

AMOUNT:

DATE DRIVEWAY INSTALLED:

HIGHWAY SUPERINTENDENT SIGNATURE:

DATE PROJECT COMPLETED:



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DRIVEWAY/CULVERT PIPE INSTALLATION PROCEDURE

No driveways or culvert pipes may be installed or may the elevation be changed in Town right of ways without a permit and the written consent of the Highway Superintendent. The Town of Minetto Highway Department will charge for the following permits: New and replacement driveways, driveway width extension and yard culvert installation, replacement, extension.

CHARGES:

- \$35 permit fee
- \$10 per foot for culvert pipe installation (covers the cost of gravel, labor, equipment)

PAYMENT METHOD:

- If paying by U.S. Mail: Check or Money Order make payable to the Town of Minetto, P.O. Box 220, Minetto, NY 13115-0220
- If paying in person, cash or check is accepted (by Town Clerk)

PROCEDURE:

Complete the application form. The location of the driveway or roadside ditch to be piped must be staked out and the \$35.00 permit fee must be paid prior to inspection. Relocating a driveway is considered a new driveway.

After the Town receives the completed application and the \$35.00 permit fee, a Highway Department representative will inspect the location to determine the appropriate size, type of pipe, number of connector bands, and other materials that will be needed to complete the project.

Following the inspection the applicant will receive a telephone call, email or letter that will explain what size and type of culvert pipe and pipe connectors they will be required to purchase and the cost of your Town installation fee.

(Example: 30 feet of 12" steel pipe with 1 connector band @ \$10.00 per foot installed = \$300.00 installation fee). The applicant is responsible for the purchase of the pipe, and any connectors needed. The Highway Department can supply the names and contact telephone numbers for local vendors, if needed. The applicant is responsible for notifying the Highway Department following the purchase of the culvert pipe and connector bands.



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Once the culvert pipe and connectors have been purchased and the installation fees have been paid, the Highway Department will contact DSNY's for safe digging and place your work order on a list to be completed on a first come, first served basis. The applicant will be mailed two copies of the driveway permit to be signed, one for the applicant to retain and one returned to the Town. All permits will expire one year from the inspection date.

The applicant agrees to save indemnify and hold harmless the Town of Minetto, and its employees and agents, from and against any and all claims, expenses, and costs, including, but not limited to attorney's fees, liabilities and damages or claims, which result in bodily injury or property damage as a result of any acts or omissions of the Town of Minetto, its employees or agents, associated with any work conducted at the property of the applicant which is the subject of this permit.

NO WORK WILL BE SCHEDULED UNTIL ALL FEES HAVE BEEN PAID