

TOWN OF ROXBURY HIGHWAY DEPARTMENT
PO Box189 / 52510 State Hwy 30
Roxbury, NY 12474
highwaydept@roxburyny.com
607.326.4222

DRIVEWAY PERMIT APPLICATION

Owner (as it appears on the assessment roll) _____

Applicant (if not owner) _____

Culvert Physical Address _____

Tax Map# _____

Email _____

Cell _____ Land Line _____

Contractor (if not property owner) _____

Contractor Email _____ Contractor Cell _____

A Driveway Permit is required for ANY driveway maintenance (grading and/or resurfacing) and/or new construction within 35 feet from the Town road centerline. The applicant must stake out the new proposed driveway access for inspection. The Driveway permit application will be submitted to the Code Enforcement Officer. On-site arrangements will be made for the applicant and/or Contractor and the Highway Superintendent to discuss the plan and design of the driveway. This Driveway Permit must be approved by the Highway Superintendent BEFORE any driveway construction begins. The Highway Superintendent must be notified 5 working days in advance of any construction and must approve the cut and culvert placement before any backfill is placed within 20' from the edge of the Town road.

Signature / Date

Printed Name

This permit is valid for 6 months from Superintendent
approved design date.

Superintendent approved construction design

Date _____ Sup't of Highways _____

Superintendent inspection of cut & culvert placement before gravel

Date _____ Sup't of Highways _____

The new driveway entrance must be completed and approved within 10 working days from the approved cut and culvert placement.

Approved finished driveway to obtain a Building Permit or Certificate of Occupancy

Date _____ Sup't of Highways _____

CONDITIONS AND REGULATIONS

- 1.The applicant shall attach to the application a detailed plan and description of the work proposed.**
- 2.The Town of Roxbury Highway Superintendent reserves the right to revoke or annul a permit at any time should said permittee fail to comply with the terms and conditions upon which it is granted.**
- 3.All locations related to the work shall be approved by the Highway Superintendent.**
- 4.The angle of access roads with town roads shall be as close to 90 degrees as practical for a distance of 20 feet from the edge of the road pavement.**
- 5.All access roads must have no less than 200 feet of sight distance up and down the town road.**
- 6.Culvert pipe must be in a size acceptable to the Highway Superintendent and either new or in a condition acceptable to the Highway Superintendent.**
- 7.The permittee shall give the Highway Superintendent FIVE BUSINESS DAYS notice of the date the work authorized by the permit will begin.**
- 8.The permittee must notify the Highway Superintendent for inspection before any backfilling of the culvert or gravel placement in the first 20 feet of the driveway entrance.**
- 9.The permittee must notify the Highway Superintendent once the work is completed so the Superintendent or his representative may perform the final inspection of the new access BEFORE ANY USE of the access is permitted.**
- 10.The work authorized by the permit shall be performed to the satisfaction of the Highway Superintendent.**
- 11.The permittee hereby expressly agrees to indemnify and save harmless the Town of Roxbury, its officers, boards, commissions, agents and employees and the Town of Roxbury Highway Superintendent and all officers, boards, commissions, agents and employees of the Town Highway Department against any claims, suits, actions, damages, and costs of any name and description, arising out of or resulting from any act or omission in connection with the work performed hereunder.**
- 12.By performing the work authorized by the permit, the applicant agrees, in consideration of the permit, that any present or future injury to or disturbance of the highway, its slopes or gutters, caused by the construction permitted hereunder shall be repaired and/or replaced by the permittee at their own expense and in accordance with the instruction of the Highway Superintendent.**
- 13.In the event that the existing drainage capacity on the town road would be insufficient to handle the additional runoff brought about by work contemplated hereunder, it will be the responsibility of the permittee to pay for any remedial work such as increasing ditch capacity, erosion control, installation of larger culverts, or outfall improvements. It will also be the responsibility of the permittee to obtain any necessary landowner permission or easements.**
- 14.A permit shall not be assigned or transferred without the written consent of the Highway Superintendent.**

For Completion by the Highway Superintendent

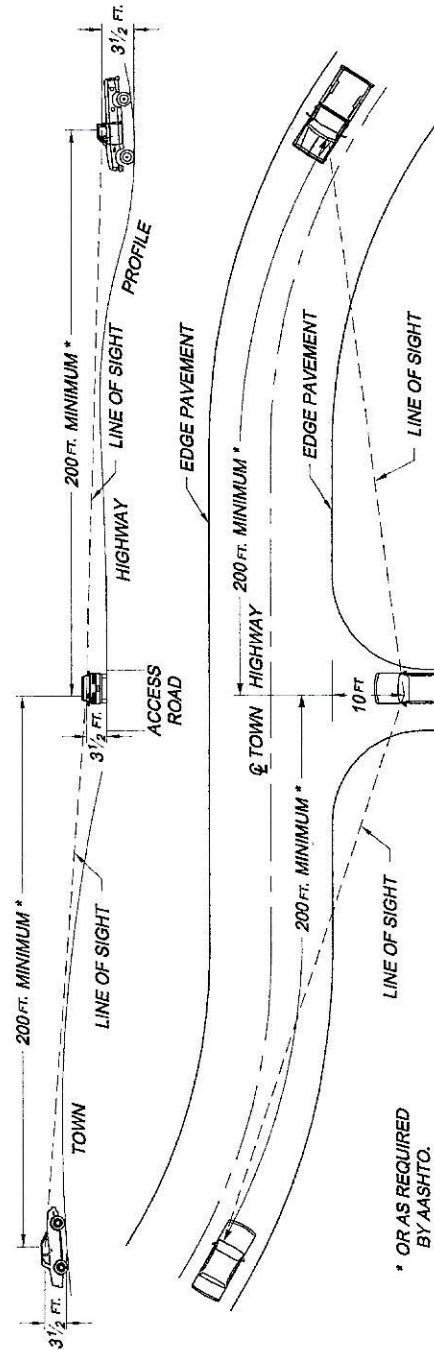
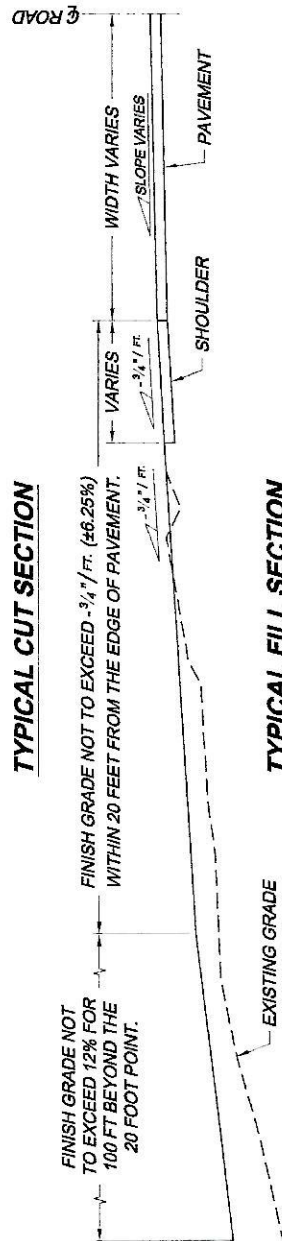
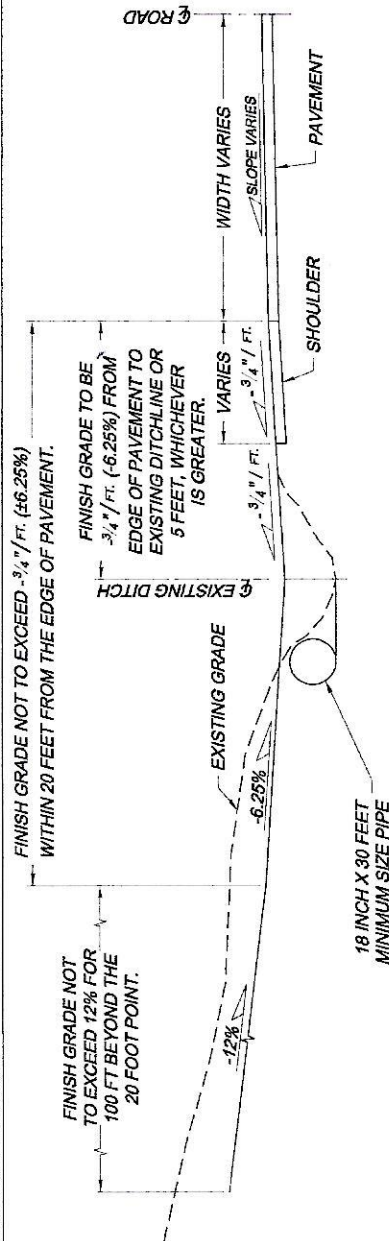
Use Driveway Design; See Description Page

[] Use typical cut section with typical plan design.

Special Conditions: Specify any conditions which may have an effect on the location, design, use of the driveway, i.e., access, natural features, presence of rock, grade, etc.

DRIVEWAY PERMIT GENERAL SPECIFICATIONS

- A. The first 20' of the driveway to have minimum of 12" of gravel using 6" of base gravel and 6" of 2" minus top gravel or item 4 crusher run.
- B. ADS/Hancor plastic or equivalent of pre-approved steel culvert required.
- C. Culvert size _____ Dia x 30' minimum length to 40' maximum length.
- D. Cut 45 angles on both ends and add stone slope stabilization at both ends.
- E. Culvert to be installed behind current ditch line.
- F. Culvert to be installed at _____ inches below the Town road shoulder.
- G. Culvert to be backfilled with dry 2" minus screened or crusher run gravel or quarry Item #4.
- H. Maintain negative pitch of 4" below the road shoulder over the existing ditch line after ALL driveway surfacing is completed. (Item 4, oil and stone, blacktop, etc.)
- I. The Town road adjoining the new driveway entrance must be kept clear of all mud and debris at ALL times from the driveway construction and lot development. (Delivery truck, cement truck, dump truck, etc.)
- J. For new construction the Highway Superintendent must sign the approved finished driveway permit before the issuance of a building permit or a certificate of occupancy.



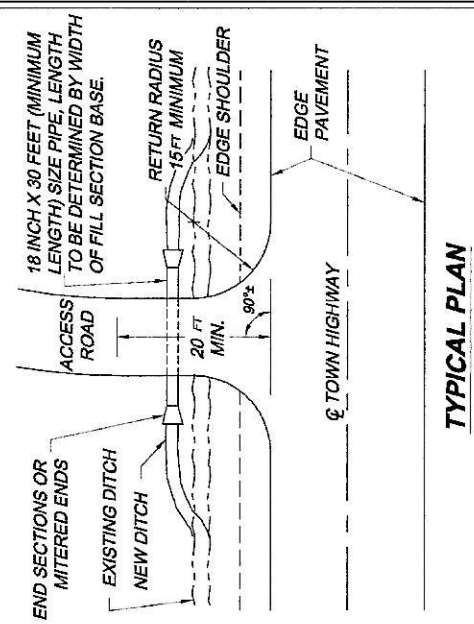
SIGHT DISTANCE REQUIREMENTS

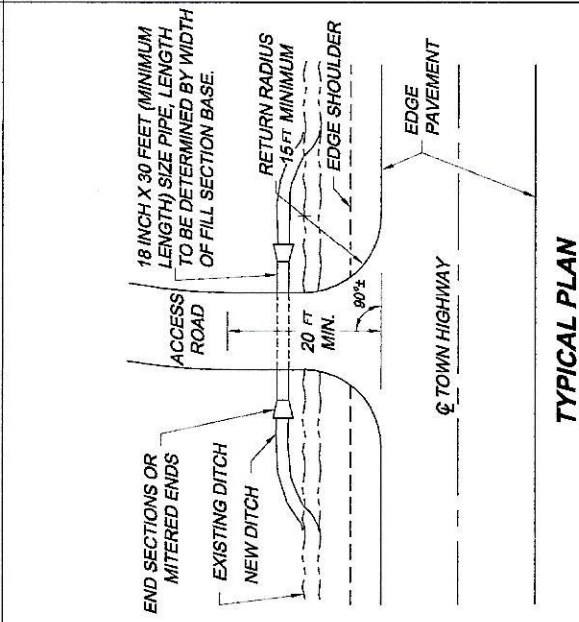
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**Town of Roxbury
Typical Plan &
Sight Distance
30 MPH**

ACCESS ROAD SECTION:

- MINIMUM 12" COMPACTED GRAVEL.
- TOP 6" OF GRAVEL SHALL BE 100% PASSING A 2" SCREEN.
- THIS STANDARD SHALL EXTEND AT LEAST 24" FROM THE TOWN ROAD CENTERLINE, OR TO THE LIMITS OF THE TOWN RIGHT-OF-WAY, WHICHEVER IS GREATER.



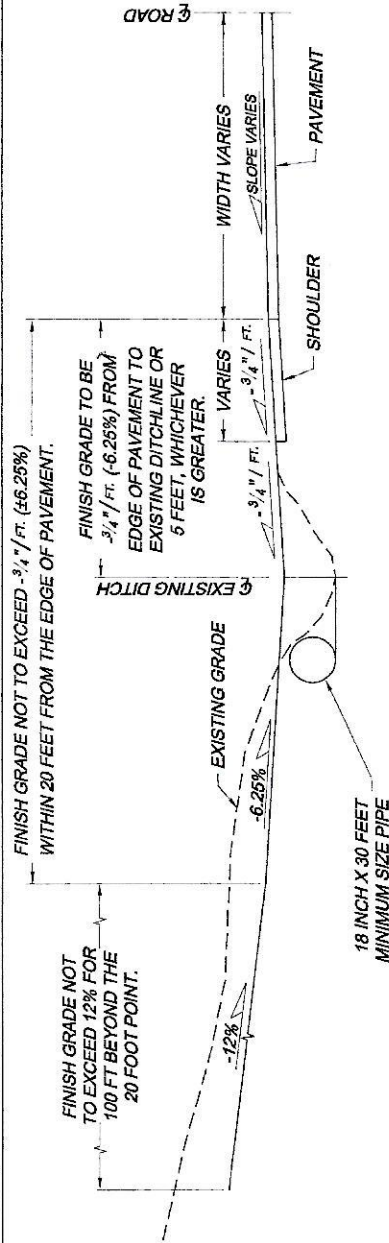


TYPICAL PLAN

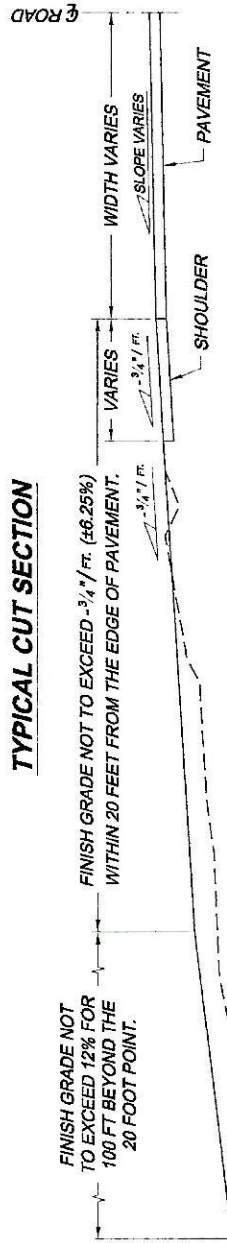
ACCESS ROAD SECTION:

- MINIMUM 12" COMPACTED GRAVEL.
- TOP 6" OF GRAVEL SHALL BE 100% PASSING A 2" SCREEN.
- THIS STANDARD SHALL EXTEND AT LEAST 24' 9" FROM THE TOWN ROAD CENTERLINE, OR TO THE LIMITS OF THE TOWN RIGHT-OF-WAY, WHICHEVER IS GREATER.

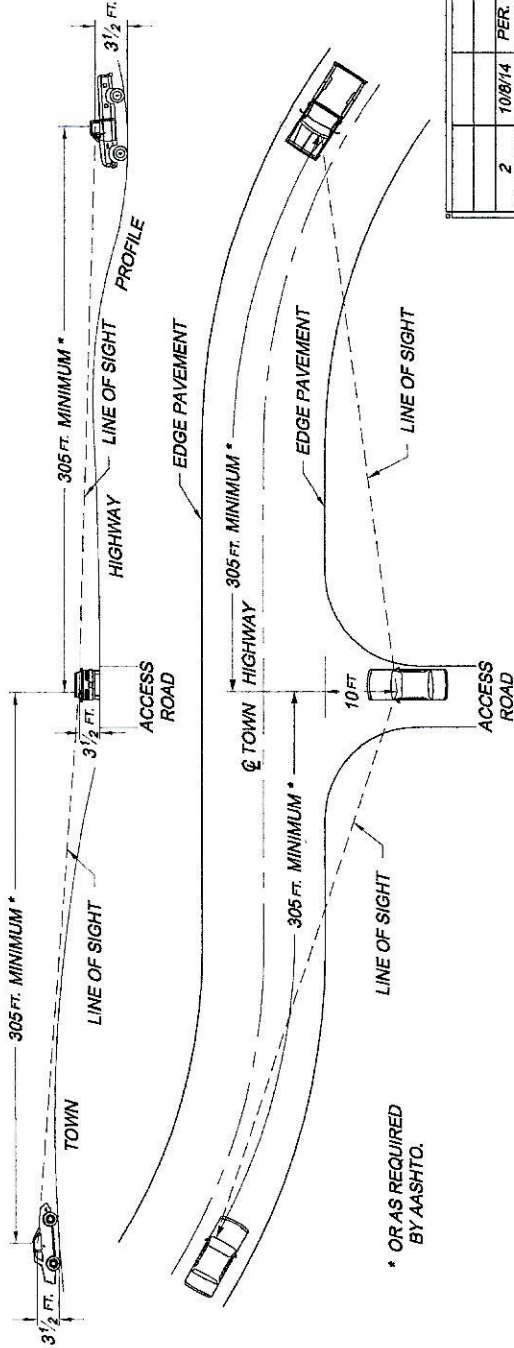
Town of Roxbury
Typical Plan &
Sight Distance
40 MPH



TYPICAL CUT SECTION



TYPICAL FILL SECTION



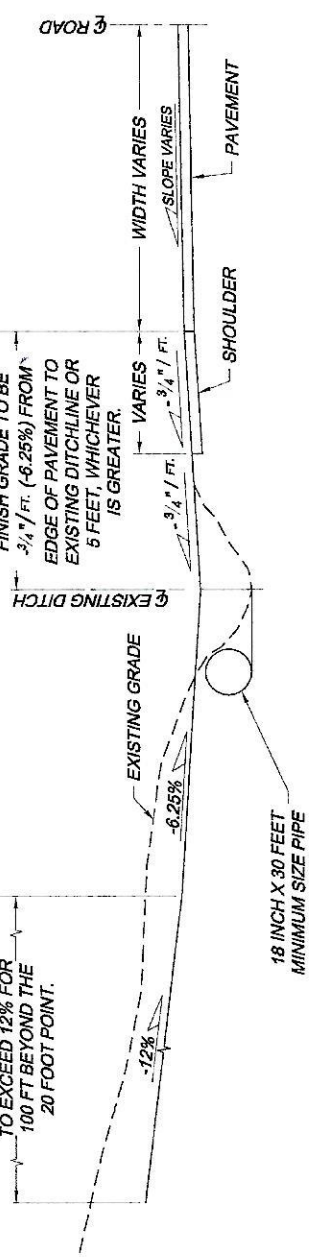
SIGHT DISTANCE REQUIREMENTS

REVISION	DATE	DESCRIPTION
2	10/8/14	PER TOWN REQUEST (40 MPH)
1	3/29/10	REVIEW & UPDATE

FINISH GRADE NOT TO EXCEED $-3/4"$ / FT. ($\pm 6.25\%$) WITHIN 20 FEET FROM THE EDGE OF PAVEMENT.

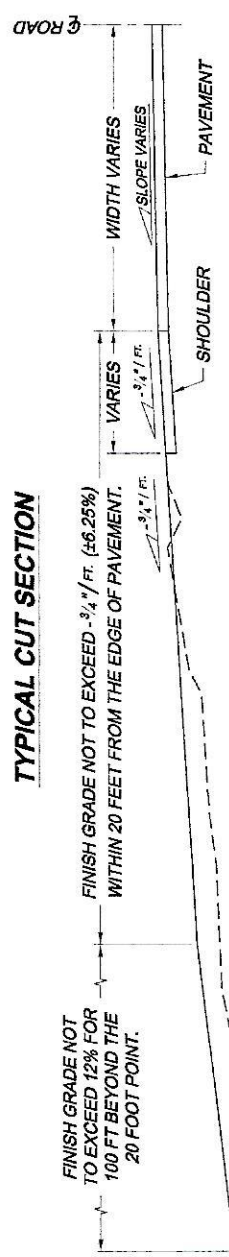
FINISH GRADE NOT TO EXCEED 12% FOR 100 FT BEYOND THE 20 FOOT POINT.

FINISH GRADE TO BE $-3/4"$ / FT. (-6.25%) FROM EDGE OF PAVEMENT TO EXISTING DITCHLINE OR 5 FEET, WHICHEVER IS GREATER.



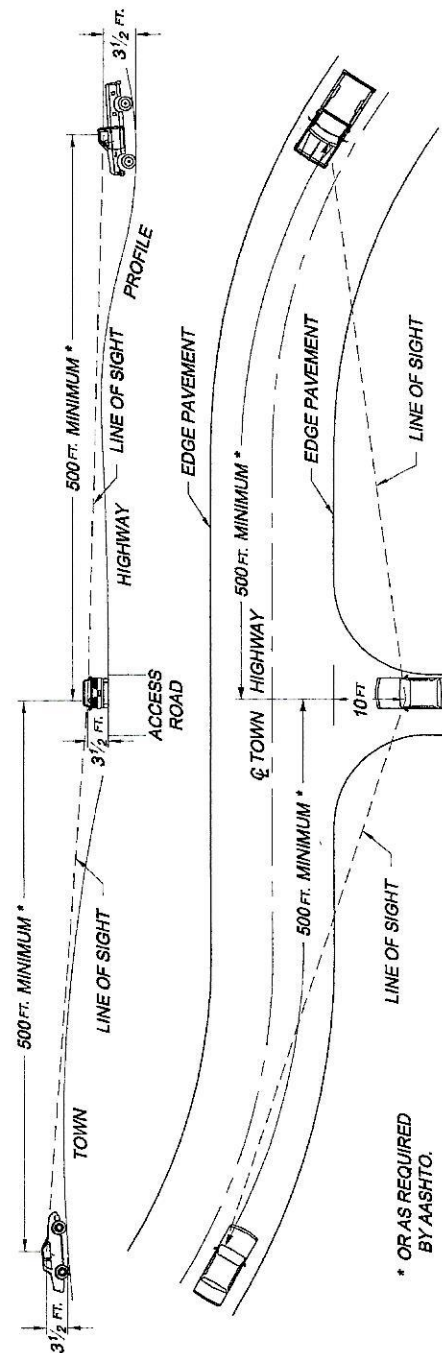
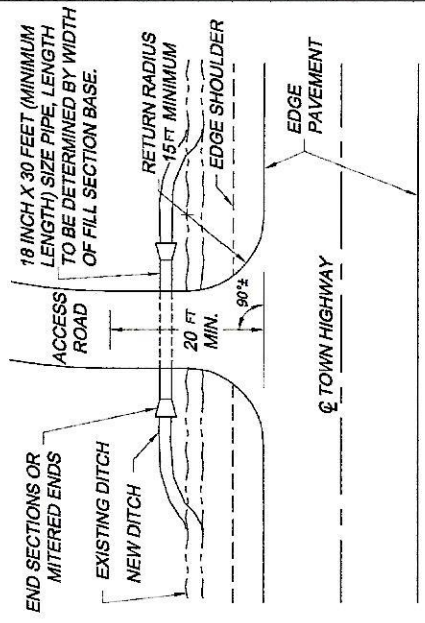
TYPICAL CUT SECTION

FINISH GRADE NOT TO EXCEED $-3/4"$ / FT. ($\pm 6.25\%$) WITHIN 20 FEET FROM THE EDGE OF PAVEMENT.



TYPICAL FILL SECTION

TYPICAL PLAN



ACCESS ROAD SECTION :

- MINIMUM 12" COMPACTED GRAVEL.
- TOP 6" OF GRAVEL SHALL BE 100% PASSING A 2" SCREEN.
- THIS STANDARD SHALL EXTEND AT LEAST 24' 9" FROM THE TOWN ROAD CENTERLINE, OR TO THE LIMITS OF THE TOWN RIGHT-OF-WAY, WHICHEVER IS GREATER.

SIGHT DISTANCE REQUIREMENTS

REVISION	DATE	DESCRIPTION
2	10/8/14	PER. TOWN REQUEST (55 MPH)
1	3/29/10	REVIEW & UPDATE

Town of Roxbury
Typical Plan &
Sight Distance
55 MPH