

Department of Transportation

J Ryan McMahon, II., County Executive
Martin E. Voss, Commissioner

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Permits:

All Permits must be emailed to **Highwaypermits@ongov.net** or mailed directly to the Onondaga County Department of Transportation (OCDOT). The following information shows procedures for Access Permits, Work in the Right of Way (ROW) Permits, Utility Permits and Special Events Permits.

Access Permit

Work In The Right of Way Permit

Subdivision Proposals: For all subdivisions, it is the property owner's responsibility to have surveyor perform sight distance checks for proposed access locations. Results of sight distance checks shall be provided to OCDOT for review.

Access Permits: All new driveways on Onondaga County roads require an Access Permit that includes residential, commercial, agricultural, construction and temporary drives. When requesting access to a county road the applicant must:

1. Mark the front property corners and the center of the proposed driveway(s). You can paint the shoulder of the road or use stakes with ribbon so we can verify the available sight distance and drainage requirements at your preferred location. It is the applicants responsibility to make sure the driveway is on the their property and satisfies the local property line offset requirements.
2. Email Highwaypermits@ongov.net to notify the Onondaga County Department of Transportation (OCDOT) property has been staked out. Please include the following:
 - Contact information: Name, Mailing Address, Daytime Phone Number, and Email
 - Property Information: Property Address(or location), County Route Number, Town/Village, Tax Map ID Number
 - Type of Access Permit being requested: Temporary, Field, Residential, or Commercial
3. OCDOT will confirm location meets minimum requirements.
4. If your preferred location doesn't meet requirements, OCDOT will determine safest location or deny access if requirements can't be met.
5. OCDOT will notify applicant of results, required permit fees and deposit amounts.
6. Applicant must provide OCDOT with \$1,000,000 Insurance Policy naming Onondaga County as additionally insured and Worker's Compensation Policy.
7. Applicant will print out Access Permit application (Form 1502-Rev.6-13) from website: www.ongov.net/dot/permits
8. Applicant completes first page of application except for the Reference: Permit No. and Official Use Only Areas. **Applicant signs and dates last page of application.**
9. If a new structure is being built, the Town's Code Enforcement Officer must sign and date last page of application as well.
10. Access fees are as follows:

Residential	\$ 15.00
Field	\$ 15.00
Construction and Temporary	\$ 25.00
Commercial	\$550.00

Administration:

Onondaga County
Department of Transportation
John H. Mulroy Civic Center
11th Floor
421 Montgomery Street
Syracuse, New York 13202
Ph: (315) 435-3205
Ph: (315) 435-3176
Fax:(315) 435-5744



Required Deposit

\$500.00 (Returned after work is completed
& OCDOT inspects)

11. Mail permit, deposit and permit fee (2 separate checks made out to "Onondaga County CFO") to Onondaga County Dept. of Transportation address. Include Tax ID# on checks.
12. Engineer will process and return approved permit to you.

Right of Way (ROW) Permits: All other work in the ROW including modifications to existing driveways (widening, repaving, etc.) must fill out Work in the Right of Way Application (Form 1501-1/05).

1. Print application from Onondaga County Department of Transportation website: www.ongov.net/dot/permits
2. Applicant completes permit. **Please be sure to sign and date the last page of the application** before you send back.
3. Include a site plan or sketch showing the proposed work in relation to the center of the road when you submit the application.
4. Applicant must provide OCDOT with \$1,000,000 Insurance Policy naming Onondaga County as additionally insured and Worker's Compensation Policy.
5. Fees vary per circumstance. Please contact the department at highwaypermits@ongov.net describing what type of work will be done.
6. The OCDOT will reply with Permit Fee and required Deposit Fee. (Deposit Fee will be returned to you applicant after work is completed and OCDOT inspects.)
7. Mail permit, deposit and permit fee (2 separate checks made out to "Onondaga County CFO") to Onondaga County Dept. of Transportation address. Include Tax ID# on checks.
8. OCDOT will return approved permit.

Utility Permits:

1. Print copy of ROW Permit (Form 1501-1/05) from website: www.ongov.net/dot/permits
2. Mail or email to highwaypermits@ongov.net:
 - a. Signed copy of permit
 - b. Plans
 - c. Traffic Control Plans
3. OCDOT will review plans.
4. Fees vary per circumstance. OCDOT will notify applicant of required fees & deposit amounts.
5. Mail deposit and permit fee (2 separate checks made out to "Onondaga County CFO") to Onondaga County Dept. of Transportation address. Include Tax ID# on checks.
6. Engineer will process and return approved permit to you.

Special Permits:

1. Mail or email to highwaypermits@ongov.net a letter requesting road closure. Include dates and times.
2. OCDOT engineer will contact applicant to work out details.

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. No work of any kind by the permittee is authorized within any County Road or drainage right-of-way by this permit, including Driveway paving, as such work shall be covered by a separate Department of Transportation permit.

COUNTY OF ONONDAGA

Department of Transportation

OFFICIAL USE ONLY

Paid amount _____

Check number _____

Date _____

Deposit _____

Check number _____

\$500.00 Deposit to be returned after inspection

421 MONTGOMERY ST.
11th FLOOR CIVIC CENTER
SYRACUSE, N.Y. 13202
PHONE: 435-3176

Reference:

Permit No. _____

APPLICATION FOR PERMIT

(To be completed in triplicate-Please Print)

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

Pursuant to Section 239-k of the General Municipal Law and Section 136 of the Highway Law.

TO: COMMISSIONER OF TRANSPORTATION
of the County of Onondaga

Application is hereby made by the undersigned, _____

whose principal place of residence or business is at _____

Residence phone _____ Business phone _____

To install a driveway or subdivision road in Onondaga County 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.

Road Name on which Project is Located _____

Side of Road _____ House or Lot # _____
North South East West

The Proposed Structure is _____
North South East West

of the intersection of _____ in the

Town of Village of _____ Tax Map No. _____ - _____ - _____

OFFICIAL USE ONLY

Sight Distance Left = _____ Feet Sight Distance Right = _____ Feet Speed Limit = _____ M.P.H.

Pipe = _____ Type, _____ Diameter, _____ Length, _____ Band, _____ End Section Driveway Width _____

_____ R.O.W. From centerline of highway _____

This applicant will obtain any and all other consents and permits that may be necessary to accomplish the purposes set forth herein, as it is understood that in granting such permit, this Department merely expresses its assent insofar as it is authorized.

PERMIT

For the Construction or Modification of Buildings, Driveways, and Miscellaneous means of access, related to any proposed or existing County Road or Drainage System.

PERMISSION IS HEREBY GRANTED

To 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 are hereinafter set forth; all forming a part hereof, to-wit:

REGULATIONS

DEFINITIONS- SECTION I

1. Commissioner- The commissioner of the Transportation of the County of Onondaga or his duly authorized representative.
2. County Road- Any highway so designated on the latest "Road Map of Onondaga County" issued by the Commissioner as well as all other County Highways not so indicated, both existing and proposed.
3. Drainage System- Any natural or unnatural waterway, including creeks, highway ditches, culverts, and storm drains.
4. Applicant- The person, persons, or firm requesting a permit, or his/their duly authorized representative.
5. Owner- The person, persons, or firm holding legal title to the property for which a permit is requested.
6. Municipal Building Inspector- The building inspector or other authorized official of the particular town or village within which the permit property is located.
7. Permittee- The applicant, if and when the application is approved or approved subject to specific conditions by the Commissioner.
8. Application- A completely filled out and signed application form specified by the Commissioner, as well as other necessary and required supplemental information, such as maps and plans, attached thereto.
9. Building- The structure or structures such as single or multi-family dwellings or commercial and industrial structures on the property specified on the application.
10. Driveway- A means of access for motor vehicles onto the property specified on the application.
11. Modification- An addition or alteration to an existing building or driveway.
12. Return Radius- The radius of the curve between the driveway edge and the pavement edge.

PROCEDURE- SECTION II

1. Applications for County approval for the construction or modification of buildings, driveways, and miscellaneous means of access related to any proposed or existing County Road or Drainage System, shall be available from municipal building inspectors and the Department of Transportation.
2. Prior to the County's inspection of the proposed driveway, the applicant shall mark the appropriate property corners, and centerline of the proposed driveway.
3. Three applications shall be submitted to the municipal building inspector who shall then sign prior to being sent to the Commissioner of Transportation.
4. Within ten days after receipt of the applications, the Commissioner of Transportation shall cause the applications to be reviewed for recommendations by the appropriate Section Crew Leader, the Department of Planning, and the Department of Transportation.
5. After such review and within the same ten day period the Commissioner of Transportation shall then approve, approve subject to specific conditions, or disapprove the application, and shall note such on the three applications.
6. One copy of the application shall be returned to the applicant, one shall be returned to the municipal building inspector and the third copy of the application shall be retained by the Commissioner of Transportation.
7. The municipal building inspector shall upon receipt of an executed application so returned, shall release to applicant or permittee the municipal building permit, if any.
8. If no municipal building permit is required for the proposed construction indicated on the application, the applicant shall make application directly to the Commissioner.

GENERAL REGULATIONS- SECTION III

1. *No work of any kind by the permittee shall be authorized within any County Road or Drainage Right-of-Way by the issuance of the permit, as such work shall be covered by a separate Department of Transportation permit.*
2. The map and plans submitted as a part of the application shall indicate the following information:
 - a. The location and boundaries of the subject property for which a permit is requested.
 - b. The location, size, and type of all existing and proposed driveways and buildings, underground utilities, service facilities, parking layouts and drainage facilities.
3. Insufficient information shall constitute grounds for disapproval by the Commissioner.
4. A copy of this permit must be present at the permit property site at all times during construction.
5. The construction materials used and the form of construction shall be in accordance with local municipal laws and regulations, except as specified in Section VI.
6. The privilege granted by this permit does not authorize any infringement of federal, state, or local laws or regulations, and is limited to the extent of the authority of the Department of Transportation.
7. The issuance of the permit by the Commissioner shall not be assigned or transferred.
8. The permittee shall not deviate from approved maps and plans, etc., without the written consent of the Commissioner, the municipal building inspector, and all other interested governmental agencies.

9. If it is found necessary by the Commissioner of Transportation to add to or otherwise modify this permit, such additions or modifications shall form a part of this permit and shall be compiled with immediately by the permittee, upon notice by the Commissioner.
10. The Commissioner shall reserve the right to revoke or annul this permit at any time without the necessity of a hearing or showing cause, except as provided under Section 239-k.
11. The owner and/or the permittee covenants and agrees to indemnify, defend and hold harmless, to the fullest extent permitted by law, the County of Onondaga, its officers, agents, and employees and representatives in connections with this permit, from and against any and all loss of expense that may arise by reason of liability for damage, injury or death, or for invasion of personal or property rights, of every name and nature including but not limited to: (i) claims of property damage; (ii) claims of personal injury to Contractor if self employed, Contractor's employees, agents, or subcontractors; (iii) claims of personal injury to third parties; and (iv) reasonable attorney's fees, whether incurred as the result of a third party claim or to enforce this Permit: arising out of or resulting directly or indirectly from the performance of the work or the enforcement of this permit, irrespective of whether there is a reach of a statutory obligation or rule of apportioned liability; and whether casual or continuing trespass or nuisance, and any other claim for damages arising at law and equity alleged to have been caused or sustained in whole or in part by or because of misfeasance, omission of duty, negligence or wrongful act on the part of the Owner and/or Permittee.

DRIVEWAYS DESIGN REGULATIONS- SECTION IV

PART A— Residential Driveways (for 1 and 2 family dwellings)

1. The maximum number of driveway entrances onto a County Road shall be one per building lot having 150 feet of frontage, or less. Where frontages greater than 150 feet are encountered, the Commissioner may allow more than one driveway entrance.
2. No driveways 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 County 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. The minimum return radius at the intersection of driveways and the road surface shall be 10 feet and in no case shall the radius extend beyond the intersection of the pavement edge and the side property line as projected.
6. Driveways shall slope down from the road surface to the drainage line at grades of $\frac{3}{4}$ inch per foot or existing shoulder pitch, whichever is greater.
7. The sizes and slopes of driveway storm drains and culverts within the County Road Right-of-Way shall be as specified by the Commissioner. The owner shall bear all costs for pipe, grating, paving, etc., required within such Right-of-Way.
8. Driveway storm drains and culverts may be installed by the Department of Transportation, *at its convenience*, unless the Permittee requests under separate permit to install such drains and culverts within the County Road or is directed to do so by the Commissioner.
9. No driveway shall be constructed where the sight distance is less than Current County Standards as taken from The American Association of State Highway Traffic Officials. The applicant shall also trim brush and maintain his property in such a manner as to maintain optimal sight distance.

PART B— Intense Use Driveways (for multiple dwellings, and for commercial, industrial and other use properties)

1. The maximum number of driveway entrances onto a County Road shall be two per building lot having 250 feet of frontage, or less. Where frontages greater than 250 feet are encountered, the Commissioner may allow more than two driveway entrances.
2. In a rural area, no driveway will be constructed closer than 75 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 County Road Right-of-Way and so no vehicles will be required to back onto the County Road to gain ingress or egress to the abutting property.
4. The minimum angle of all driveways with County Roads shall be 45 degrees.
5. The maximum width of driveways shall be 40 feet. The minimum driveway width shall be 20 feet.
6. The maximum return radius at the intersection of driveways and the road surface shall be 50 feet, the minimum return radius shall be 20 feet, and in no case shall the radius extend beyond the intersection of the pavement edge and the side property line as projected.
7. Island areas shall be required to define the location of driveways and to create a median strip between the County Road surface and facilities on adjacent properties. The island areas shall have a minimum length of 20 feet and shall extend from the curb to the Right-of-Way line. Where no curbing exists, the island areas shall extend from a line parallel to and a minimum of 10 feet from the pavement edge to the Right-of-Way line or beyond.
8. All island areas shall be defined by 6 inch curbing, or other suitable materials, and shall have grass or blacktop surfaces.
9. Driveways shall slope down from the road surface to the drainage line at grades of $\frac{3}{4}$ inch per foot or existing shoulder pitch, whichever is greater.
10. The sizes and slopes of driveway storm drains and culverts within the County Road Right-of-Way shall be as specified by the Commissioner. The owner shall bear all costs for pipe, grating, paving, etc., required within such Right-of-Way. The construction of all such improvements within the County Road Right-of-Way shall be undertaken by the Owner under separate Department of Transportation permit.

11. There shall be a minimum distance of 15 feet between the County Road Right-of-Way and any service facilities such as pump islands and building entrances.
12. No driveway shall be constructed where the sight distance is less than Current County Standards as taken from The American Association of State Highway Traffic Officials. The applicant shall also trim brush and maintain his property in such a manner as to maintain optimal sight distance.

DRAINAGE REGULATIONS- SECTION V

1. All existing and proposed drainage conditions shall be indicated on the plans submitted by the applicant.
2. Facilities to carry water thru and/or off the owners' property shall be designed and constructed so that no damage will occur to existing and proposed buildings, driveways, adjacent properties, drainage facilities, and public improvements.
3. In no case shall a driveway be constructed so as to convey water onto the road surface.

DRIVEWAY CONSTRUCTION STANDARDS AND REGULATIONS- SECTION VI

PART A— Excavation for Drainage Structures

1. Roadside ditches shall be excavated to the width and depths specified by the Commissioner.

PART B— Accepted Materials for Drainage Structures

1. Driveway pipe shall be either reinforced concrete- Class IV, corrugated steel pipe- 16 gauge, or smooth interior corrugated polyethylene pipe (SICPP).
2. Backfill around driveway pipes shall consist of gravel or crushed stone containing no stone greater than 4 inches in diameter and shall extend at least 12 inches above the drainage pipe. The backfill shall be thoroughly compacted with particular attention given to the proper placing and compaction of the backfill under the pipe haunches.
3. No headwalls may be built on ends of driveway pipes. Flared end sections may be required.
4. Catch basins, if required, shall conform with Department of Transportation specifications.

PART C— Sub-base and Surface Materials

1. The driveway sub-base shall consist of 12 inches of gravel.
2. The driveway surface shall be consolidated in such a manner so to prevent loose material from being scattered onto the county road surface.
3. Surface materials will be asphalt. Other materials such as concrete, brick pavers, etc., will require special conditions.

SPECIFIC CONDITIONS

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 purposes set forth herein, as it is understood that in granting such permit, this Department merely expresses its assent insofar as it is authorized.

Protective Liability Insurance required on this permit covered by Undertaking dated _____ 20_____.

or by Protective Liability Insurance Policy No. _____ which expires on _____

NOTE: Driveway Permit will not be issued until applicable municipal board action is completed.

This municipality has acknowledged the procedures as indicated in Section II of this permit.

INSPECTOR/ZONING OFFICER

DATE

MUNICIPALITY

If it is found necessary by the Commissioner of Transportation of the County of Onondaga to add to or otherwise modify the permit, it is to be understood such changes shall form a part of this permit and be compiled with immediately upon notice.

Dated at Syracuse, New York, this _____ day of _____, 20_____

Commissioner

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 at Syracuse, New York, this _____ day of _____, 20_____

Signature of Applicant

By _____
Title, if signed by representative