



DRIVEWAY PERMIT

TOWN OF ULYSSES DEPARTMENT OF PUBLIC WORKS

PERMIT APPLICATION

INSTRUCTIONS: Complete page 1 (property owner) and page 2 (contractor) of this packet. Email completed applications to highway@townofulyssesny.gov or drop off at the Ulysses Town Hall at 10 Elm St, Trumansburg NY 14886.

Part 1. Owner & Project Site Information

Property Owner Information
1. Owner Name:
2. Phone:
3. Email:
Project Site Information
4. Project Address:
5. Driveway Road:
6. Parcel Id #:

CULVERT: Pipe length (30' min – 40' max), diameter and material determined / approved by Ulysses DPW

GRADING: Driveway surface shall not be higher than roadway surface and shall drain into property

DRAINAGE: Surface water shall not flow onto the roadway

PAVEMENT: 2 inches (minimum) or equal to existing depth of shoulder pavement

EXPIRATION: 1 year from approval date

By signing below, the property owner acknowledges their responsibility for future maintenance of the subject installation and recognizes that the Ulysses Department of Public Works retains right-of-way to perform maintenance of the driveway as it deems necessary in the interests of the public. The Ulysses Department of Public Works may clean, replace, or upgrade the culvert(s) or ground surface(s) placed in this installation at its own expense during reconstruction or rehabilitation of the highway.

The property owner and contractor assume all responsibility to repair or modify the driveway installation if not conforming to highway department specifications. A certificate of completion will be issued to indicate satisfactory conformance regarding its effect upon the Town infrastructure. Except as noted, the Ulysses Department of Public Works does not certify quality or workmanship.

Owner Signature: _____ Date: _____

Office use only:

Fee:

Check #:

Date Paid:

Part 2. Contractor Information

Contractor Information
7. Contractor Name:
8. Phone:
9. Email:

DRIVEWAY CONSTRUCTION INSPECTION / EVALUATION:

Notification must be given to the Ulysses DPW 48 hours prior to commencement of work. Final inspections are generally scheduled by the Ulysses DPW within 48 hours after notification by the contractor of work completion. Inspections will be performed as soon as practical and only during Ulysses DPW work hours.

CERTIFICATION OF CONSTRUCTION:

As the Contractor, we hereby certify by signature below that we can and will obtain proof of the insurance coverage required by the Town of Ulysses for this permit. We shall perform this work without interruption and in accordance with attached driveway construction drawings and specifications, and in conformance with attached terms & conditions and all other applicable requirements.

By signing below, the Applicant certifies that the (Responsibility of Permittee Working within the Town of Ulysses Road Right-of-Way) guidelines and requirements have been reviewed, fully understood, and agreed upon, and all work performed under this permit will be governed by the requirements, guidelines, and recommendations of Part 6 of the Federal Manual of Uniform Traffic Control Devices (MUTCD), and New York State supplements.

Contractor Signature: _____ Date: _____

- *Has read and understands responsibilities of working within the Town of Ulysses Right-of-Way*
- *Has required Liability Insurance*

Permit Number:

Address:

Section to be completed by DPW:

10. Driveway Permit Number:
11. Applicant Name:
12. Driveway Address:
13. Contractor Name:
14. Contractor Contact:

Initial Site Evaluation Data

15. Visibility:

- a. Satisfactory, meets sight distance requirement for prevailing speed.
- b. Unsatisfactory, requires the following action:
 - i. Clear obstruction for required sight distance. _____
 - ii. Relocate driveway entrance.
 - iii. Warning sign required.

16. Driveway Culvert:

- a. Roadside swale gradient: ☐ flat ☐ moderate ☐ steep
- b. Driveway gradient from edge of shoulder: ☐ flat ☐ moderate ☐ steep

Comments:

- c. Culvert diameter upstream: inches I.D. [CMP] [PLASTIC] [STEEL]
- d. Culvert diameter downstream: inches I.D. [CMP] [PLASTIC] [STEEL]
- e. Driveway culvert diameter required: inches I.D. [CMP] [PLASTIC] [STEEL]

Note:

- Remove sod from roadside ditch a minimum of 5-ft beyond pipe ends.
- Undercut ditch at culvert as necessary to provide 3-inch minimum stone bedding (see detail)
- Invert of driveway culvert may sump, 3-inch max, to provide for future ditch maintenance.

f. Backfill:

- i. Crushed Limestone, Type 2 Crushed Gravel or Type 4 Sub-Base Course Material
- ii. Place 6-inch surge stone (light stone fill) at 2:1 slope on both the inlet and outlet in lieu of end sections. **End sections are not permitted without written approval.**

Comments:

Reviewed: _____

Permit Number:

Address:

Driveway Construction Inspection/Evaluation

- Notification must be given to the Ulysses DPW 48 hours prior to commencement of work.
- The final inspection is generally scheduled by the Ulysses DPW within 48 hours after notification of contractor of work completion. Inspections will be performed as soon as practical and only during DPW work hours.

Y = Satisfactory; No repair required

N = Unsatisfactory; Repair required

17. _____ Damage to pavement
18. _____ Driveway slopes away from road
19. _____ Driveway pipe (if any)
- a. _____ correct size
- b. _____ correct slope
- c. _____ correct alignment
20. _____ Light Stone Fill (6-inch minus surge stone) placed at 2:1 slope at inlet and outlet
21. _____ Roadside drainage system
- a. _____ correct in accordance with permit conditions
- b. _____ clear and unobstructed

GENERAL RECOMMENDATIONS:

22. _____ SATISFACTORY, no improvement required
23. _____ UNSATISFACTORY, the following required:

Evaluated by: _____

Date: _____

Comments:

CERTIFICATE OF COMPLETION:

As of the date below, the Ulysses Department of Public Works certifies that the driveway work described herein appears to be complete in accordance with the drawings and specifications included in this permit and repairs or modifications are not required.

Ulysses Department of Public Works Director (or designee): _____

Date: _____

The referenced evaluation is limited to the effect of driveway installation on the existing road and drainage infrastructure and except as noted and shall not be inferred as an evaluation of workmanship, which is the sole responsibility of the Owner / Applicant.

Permit Number:

Address: