

Town of Pompey Highway Dept.
8354 Us Route 20
Manlius NY, 13104

Request for New Driveway

Date: _____

Landowners name: _____

Mailing address: _____

Phone #: _____

Location of driveway: _____

Which side of road: _____

House or lot # (if known): _____

Requested date: _____

For a driveway permit to be issued, the following must take place:

- Landowner to stake area where driveway is desired.
- Highway Superintendent will check the area for sight distance.
 - There must be 10 feet of sight distance in each direction for every mile per hour of speed limit. Sight distance is the distance one can see in each direction while sitting in a vehicle at the end of the driveway.
- Highway Superintendent will check the area to see if the driveway needs a flat spot.
 - If there is a steep incline, there needs to be an 18 to 20-foot flat spot at the driveway entrance.
- Highway Superintendent will determine if a driveway pipe is needed. If so, the landowner is responsible for payment of the driveway installation. **No cost is associated with any stone needed.**
- Once the driveway is approved by the Highway Superintendent, a driveway permit will be mailed to the landowner. The driveway permit must be signed by the landowner and returned to the Highway Department, and a check for \$50.0 for the Driveway Permit.

- If a pipe is necessary, a charge for the pipe and collar will be included with the permit and a check (issued to the Town of Pompey) from the landowner should be sent to the Highway Department.
- The driveway installation will be scheduled and take place from here.
- **Please note that no permanent structure can be built within the Town Right of Way.**