

Town of Butternuts Driveway Permit Application and policy

A. Statement of Ownership and Interest

The applicant(s) _____

Is/are the owner(s) of property located at _____

Tax Map No: _____ Lot Size: _____

Fire District: _____

Applicant mailing address _____

Phone: (day) (____) _____ Evening: (____) _____ Cell: (____) _____

E-mail: _____

B. Request

Type of Driveway Activity (check one)

_____ Class I Driveway (Residential)

_____ Class II Driveway (Commercial land and/or building(s) utilized for diversified business types including non-retail commercial)

_____ Class III Driveway (Industrial Business Use)

_____ Class IV Driveway (Temporary Industrial Use): Duration of activity:

From: _____ to _____

Name of Road to which driveway will connect: _____

Planned completion date: _____

C. Site Plan Submittal

The following is a site plan requirements checklist. It will be reviewed by staff to determine that right-of-way (ROW)/Driveway access to the site is in accordance with local laws. The right of way (ROW) on Town of Butternuts owned roads is 25 feet from the center of the road. This information will also be used to assign 911 Addresses.

Applications will not be processed without the following information:

1. The Site Plan must be accurately drawn to scale (no smaller than 1 inch~50 Feet).

Indicate direction with North arrow. The Site Plan must indicate the location of the proposed driveway access and other items and measurements to include:

A. Shape of the lot or parcel of land. Note: this may require a separate drawing showing overall plot plan with location of driveway/ROW access.

B. Driveway Information

1. Distance from centerline of road of right-of-way (D)

2. Width of driveway pavement (W)

3. Length of driveway from edge of road to residence, commercial, Agricultural/or industrial building, or industrial or utility installation (cell Phone tower or natural gas well pad, e.g.)

4. Radius of driveway turnout (R)

5. Utilities in Right-of-Way within 50 feet of driveway (water, sewer, gas, electricity, cable, etc.)

2. Cross Section and Details must be included; they are not required to be drawn to scale, But must clearly indicate the information requested as follows:

A. Culvert Information

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1. Length, opening size, and type of material of drain pipe (min. Length=20 ft, diameter=12 in.)
 2. Material and dimensions of endwalls (stone or precast concrete required)
 3. Arrow showing direction of water flow in drainage ditch
 4. Pipe size and materials of nearest upstream and downstream culverts
 5. Indicate "No Culvert Necessary" with reason
- B. Surface and Base Materials:
1. Materials and thickness (in inches) of surface layer
 2. Materials and thickness (in inches) of base layer(s):
 - a. Compacted or stabilized existing soils
 - b. Other type of base material with depth
3. Clearance(s) and Site Line Distances:
- A. Minimum distance from property line = 25 feet
 - B. Consider referencing Highland/DOT standards on site distances (Ex. Site Distance determined by speed limit, currently 550 feet site distance in 55 mile per hour zone per Uniform Traffic Control Books)
4. Name/Address/Phone of contractor Installing or Modifying the Driveway:

CONDITIONS OF THIS PERMIT:

1. The owner must fill out this permit and return it to the address shown below. They will place stakes where they would like to put the driveway. Be sure to indicate the Town Road name and the exact location of the property.
2. The Town Highway Superintendent will then inspect same and advise as to the diameter, length, and gauge of the pipe and end sections. All driveway pipe will be PLASTIC PVC ; (CORRUGATED OUTSIDE, SMOOTH INTERIOR) PIPE WITH END SECTIONS (OR OTHER APPROVED MATERIAL AT THE DISCRETION OF THE TOWN HIGHWAY SUPERINTENDENT).
3. The owner will purchase the pipe and end sections.
4. It is the owner's responsibility to do all the work needed to complete the construction of the driveway. The work will be done according to town specifications so that no water will flow onto the highway or highway shoulder.
5. If it is decided that there is no need for pipe, it will be the owner's responsibility to construct the driveway entrance-keeping in mind that in no way will any work be permitted that will cause water to flow onto the highway or the highway shoulder.
6. NO REMOVAL OR BREAKING OF EXISTING GUIDE RAIL WILL BE ALLOWED.
7. THIS APPLICATION AND POLICY APPLY TO ALL DRIVEWAYS NEW OR EXISTING.

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I hereby certify that the information contained in this application is true and correct. I hereby accept the terms of this permit including the following:

It is understood that the maintenance of the driveway shall be the owner's responsibility. It is further understood and agreed that approval is subject to my full compliance with the pertinent statutes, as well as any codes, rules, regulations, ordinances and permit requirements of other jurisdictions. I agree to comply with all permit provisions, superimposed notes and detailed drawings which may be required by the Town of Butternuts. Any alteration of this form is prohibited. I understand that I have the right to appeal any decision to deny a driveway permit to the Town Board.

(Date)

(Signature of owner)

(Owner's name) Please Print

Address

City/State/Zip

Phone number (include area code)

For Official Use Only:

____ Permit is denied. Reason for denial: _____.

____ Permit is Approved. This Permit is revocable and Non-transferable.

____ Permit fee has been paid.

____ Permit deposit has been paid on _____. Received by _____.

____ Roadway restoration approval on _____. Approved by _____.

____ Permit deposit returned on _____. Returned by _____.

Special conditions apply. See attachment for explanation.

Dated this _____ day of _____ 20 ____

By: _____

(Highway Superintendent Town of Butternuts)

Highway Superintendent's approval of roadway restoration.

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____ Class I Driveway: Applicant for a single family unit or simple subdivision is not required to submit a deposit. An applicant with a proposed residential subdivision of 3 lots or more is required to submit a deposit in the amount of \$500.00.

____ Class II Driveway: Applicant must submit deposit in the amount of \$500.00.

____ Class III Driveway: Applicant must submit a deposit in the amount of \$1000.00.

____ Class IV Driveway: Applicant must submit a bond according to Attachment A, Bond Schedule of the Road Preservation Law.

Fees: Non-refundable. Payable to Town Clerk Town of Butternuts. Fees must be submitted in the form of a certified check or money order.

____ Class I Driveway: No fee for single family unit, or simple subdivision. \$100.00 for 3-10 unit subdivision; \$50.00 for each additional unit

____ Class II Driveway: \$100 for businesses up to 10,000 square feet in commercial space; \$50.00 for each additional 1000 square feet.

____ Class III Driveway: \$100.00 for business up to 10,000 square feet in commercial space; \$50.00 for each additional 1000 square feet.

____ Class IV Driveway: \$100.00 for business up to 10,000 square feet in commercial space; \$50.00 for each additional 1000 square feet.