

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.

TOWN OF ELBRIDGE  
Highway Department  
PO Box 568  
Jordan, New York 13080-0568

Tax Map No. \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Driveway Permit No. \_\_\_\_\_

**APPLICATION FOR PERMIT**

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

TO: Superintendent of Highways  
of the Town of Elbridge.

Application is hereby made by the undersigned, \_\_\_\_\_

Whose principal place of residence or business is at: \_\_\_\_\_

Res. Phone \_\_\_\_\_ Bus. Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

and wanting to: \_\_\_\_\_

having frontage on, access to, or be otherwise directly related to any existing or proposed Town Road known as \_\_\_\_\_ (common name) (official name) situated in the Town of Elbridge, 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 purpose 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 Driveways, and Miscellaneous means of access, related to any proposed or existing Town Road.

**PERMISSION IS HEREBY GRANTED**

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

**PROCEDURE**

1. Three applications shall be submitted to the municipal building inspector who shall then forward the applications to the Superintendent of Highways.
2. Within ten days after receipt of the applications, the Superintendent of Highways shall cause the applications to be reviewed for recommendations.

3. After such review and within the same ten day period the Superintendent of Highways shall then approve, approve subject to specific conditions, or disapprove the application, and shall note such on the three applications.
4. Two copies of the applications shall then be returned to the municipal building inspector. The Superintendent of Highways shall retain the third copy of the application.
5. The municipal building inspector shall retain one copy of the application so returned and shall release the other to the applicant or Permittee at such time that the town acts on the municipal building permit, if any.
6. If no municipal building permit is required for the proposed construction indicated on the application, the applicant shall make application directly to the Superintendent of Highways.

### GENERAL REGULATIONS

1. The owner and/or Permittee shall be responsible for all damages resulting in bodily injury, including death, and/or property damage liability due to the installation, maintenance, use or existence of any facility of the Permittee, or which arises out of the activities of the Permittee, its contractors, sub-contractors of either or both, agents or employees, in connection with any act or omission hereunder; and the said Permittee shall indemnify and save harmless the Town of Elbridge and/or Highway Department of the Town of Elbridge and/or the Superintendent of Highways of the Town of Elbridge and his representatives and employees, from any claims, suits, actions, damages, and costs of every name and nature and description, arising out of or resulting from any act or omission hereunder or by either the said Permittee or the Town of Elbridge, and its agents, servants, and employees.

### DRIVEWAY DESIGN REGULATIONS

#### Part A – Residential Driveways (for 1 and 2 family dwellings)

1. The maximum number of driveway entrances onto a Town Road shall be one per building lot having 150 feet of frontage, or less. Where frontages greater than 150 feet are encountered, the Superintendent of Highways may allow more than one driveway entrance.
2. No driveway 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 Town 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. Driveways shall slope down from the road surface to the drainage line at grades of  $\frac{1}{4}$  inch per foot for blacktop and concrete road surfaces and  $\frac{1}{2}$  inch per foot for all other road surfaces.
6. The sizes and slopes of driveway storm drains and culverts within the Town Road right-of-way shall be as specified by the Superintendent of Highways. The owner shall bear all costs for pipe, grating, paving, etc., required within such right-of-way. Driveway pipe shall be corrugated steel, minimum 12", unless otherwise determined by the Superintendent of Highways. The Town Highway Department will install the pipe.
7. No driveway shall be constructed where the sight distance is less than \_\_\_\_\_ ? The applicant shall also trim brush & maintain his property in such a manner as to maintain optimal sight distance.

#### Part B – Intense-Use Driveways (for multiple dwellings, commercial, industrial, and other use properties)

1. The maximum number of driveway entrances into a Town Road shall be two per building lot having 250 feet of frontage, or less. Where frontages greater than 250 feet are encountered, the Superintendent of Highways may allow more than two driveway entrances.
2. In a rural area, no driveway will be constructed closer than \_\_\_\_\_ 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 Town right-of-way and so no vehicles will be required to back onto the Town Road to gain ingress or egress to the abutting property.
4. The maximum width of driveways shall be 40 feet. The minimum driveway width shall be 20 feet.



## PLOT DIAGRAM

Locate clearly and distinctly all buildings, whether existing or proposed (marked as such), and indicate all setback dimensions from property lines, as well as noting the North position. Give lot and block numbers or description according to deed, and show street names and indicate whether interior or corner lot. Include driveway location (proposed) on plot plan.

---