



For Office Use Only

## SULLIVAN COUNTY ROAD ACCESS APPLICATION

DATE:	PROPERTY OWNER / DEVELOPER:	CONTRACTOR PERFORMING WORK:			
Name:					
Contact:					
Mailing Address: City, State & Zip:					
Phone:	(      )	(      )			
Email:					
PROJECT LOCATION:		ROAD ACCESS TYPE (CHECK ONE):	✓	**FEE	
Town of:		Residential		\$50	
County Road #:		Commercial (type)_____		\$100	
Section/Block/Lot:		Construction / Logging (circle one)		\$100	
911 Address:		Woodlot / Agricultural Field (circle one)		\$50	
		Development / Subdivision (circle one)		Call for Amount	
Nearest Mailbox or Utility Pole #:		Other: _____		Call for Amount	
Estimated Exits & Entries Per Day (check one):		<input type="checkbox"/> 1-6	<input type="checkbox"/> 6-12	<input type="checkbox"/> 12-18	<input type="checkbox"/> >18 (#_____)

**\*\*The fee must be received before application can be processed.  
 Checks should be made payable to the "Sullivan County Treasurer".**

Please enclose a copy of a **SURVEY MAP, SITE PLAN, or SKETCH** showing location of proposed access. Include distance and direction from any prominent landmark (**UTILITY POLE NUMBER, TOWN ROAD, ETC.**) that will aid in locating the proposed access.

**Please prominently mark the proposed access location and, if possible, the property corners at the site.**

Entity doing said work must provide a certificate of insurance naming the County of Sullivan as additionally insured (with limits as specified by DPW) and proof of Workers' Compensation.

A Refundable Security Deposit (amount depending on the type of permit / access), will be required at the time of execution of the permit and held by the County of Sullivan until satisfactory completion of work according to the specifications of said permit. ***Please DO NOT send Deposit with Application.***

*The above permit fees include one inspection after DPW's receipt of notification of work completion. In the event the work is not completed to DPW's satisfaction, DPW may make repairs at the permit holder's expense. Deposits that remain unclaimed for more than two years or for work that is not satisfactorily completed shall be forfeited to the County.*

***We recommend that full payment to the contractor not be made until  
 final inspection by SCDPW and the Deposit is returned.***

**Work shall not begin until the executed permit is received.  
 PLEASE ALLOW 10 WORKING DAYS FOR PROCESSING.**

**THIS IS NOT A PERMIT**

**SPECIAL CONDITIONS**  
**PERMIT M – EXAMPLE**

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1. Permit must be on site at all times. The permit shall be stored in a conspicuous spot. At the request of a County Employee, the permit must be presented. Failure to have the permit available shall cause for shut-down of the job until permit is made available.
2. A certificate of insurance with general liability limits of at least \$1,000,000.00, naming Sullivan County as co-insured, shall be provided prior to any work.
3. Work by this permit is not allowed on weekends or holidays (without prior approval of Sullivan County DPW).
4. Traffic control shall be maintained at all times during the job duration in conformance with the “Federal Manual of Uniform Traffic Control Devices” (MUTCD) and the New York State Vehicle and Traffic Law.
5. It shall be the responsibility of the Permittee to contact the Underground Call Center (**Dig Safely New York – DSNY**) regarding subsurface utilities and to coordinate his work with all utilities and emergency service organizations prior to beginning any work.
6. Applicant shall repair damage to any utility to the satisfaction of the utility owner.
7. Steel track equipment shall not be used on the County Road pavement unless protective measures are implemented.
8. Equipment shall not be parked overnight within 30 feet from the edge of the travel lane pavement.
9. Erosion and sediment control must be implemented at all times and construction access must have stabilization materials to prevent debris from entering the highway.
10. “Stormwater Permit for Construction Activity” information from NYSDEC is enclosed.
11. Any mud tracked onto the County Road shall be removed immediately and the shoulder modified by adding crushed stone to fill any ruts on the shoulder.
12. All materials excavated from within the bounds of a county road from curb to curb or ditch to ditch shall be disposed of off the work site.
13. Pipe installation shall be in strict conformance with General Provisions instruction sheet and / or any drawings or plans.
14. Install invert of culvert pipe just below existing ditch line and allow a minimum of 12 inches of cover over pipe to finished grade of driveway. In general, the finished grade of driveway, within 16 feet of edge of pavement, should be lower than the edge of travel lane pavement elevation. Excavate minimum amount in ditch to allow culvert to drain. A 15” diameter HDPE pipe may be used if minimum 12 inches of cover can be achieved, otherwise a 17” x 13” CMP (oval pipe) should be installed.
15. Cover material within the road bounds shall be sub-base material Type 4 or better (2” minus) for permanent access. See 304-2.02 Materials Requirements.
16. Permittee shall make all necessary repairs including replacement of pavement with hot mix asphaltic concrete.
17. Pavement cuts shall be made by sawing.
18. The edges of all permanent pavement patches shall be sealed with asphalt sealant.
19. All work areas shall be restored to at least equal to those prior to construction.
20. Refundable Security Deposit, payable to the Sullivan County Treasurer, to be returned upon satisfactory completion of work.

*RULES AND REGULATIONS GOVERNING THE APPROVAL FOR CONSTRUCTION OF AND INSTALLATION OF PROPOSED DRIVEWAYS AND DRIVEWAY DRAINAGE CULVERTS OR PIPES HAVING FRONTAGE OR DIRECT ACCESS TO OR OTHERWISE DIRECTLY RELATED TO A COUNTY ROAD.*

**GENERAL PROVISIONS**

***DRIVEWAY CULVERT PIPE:***

All driveway culvert pipe with necessary collars, couplings or connectors must be furnished by applicant. Culvert pipe must be new or in a condition acceptable to the Sullivan County Division of Public Works. Minimum diameter of pipe for normal drainage area shall be 12 inches. If water shed or drainage area warrants a larger pipe, the size determined and recommended by Sullivan County Division of Public Works shall be installed. The length of pipe installation shall be 30 feet minimum not exceeding 40 feet maximum. If conditions warrant a deviation from above rule or specification, approval must be obtained from the Division of Public Works. Installation of driveway culvert pipe shall be subject to approval of permit.

***DRIVEWAY GRADES:***

Driveway grades shall be constructed to slope downward from the edge of road pavement to the existing drainage or ditch line. Where approaches are to be paved with bituminous material or concrete, the minimum rate of slope shall be 1/4" per foot. For all other surfacing, the slope shall be a minimum of 1/2" per foot.

Driveway must have suitable drainage ditches and be crowned no less than 1/4" per foot.

Area of driveway between edge of road pavement and ditch line shall have suitable base of at least 8 inches of gravel or equivalent.

Driveways with pavement starting at the edge of existing road pavement shall slope downward to the centerline of existing ditch with a minimum slope of 1/4" per foot as shown on accompanying detail.

Where existing driveways are to be paved or repaved and do not meet the requirements given herein, they shall be regraded to meet the minimum standard acceptable to this Department.

Drainage of highway ditches shall not be impeded. All driveway pipes must be installed to conform with the existing grade of ditch or drainage line.

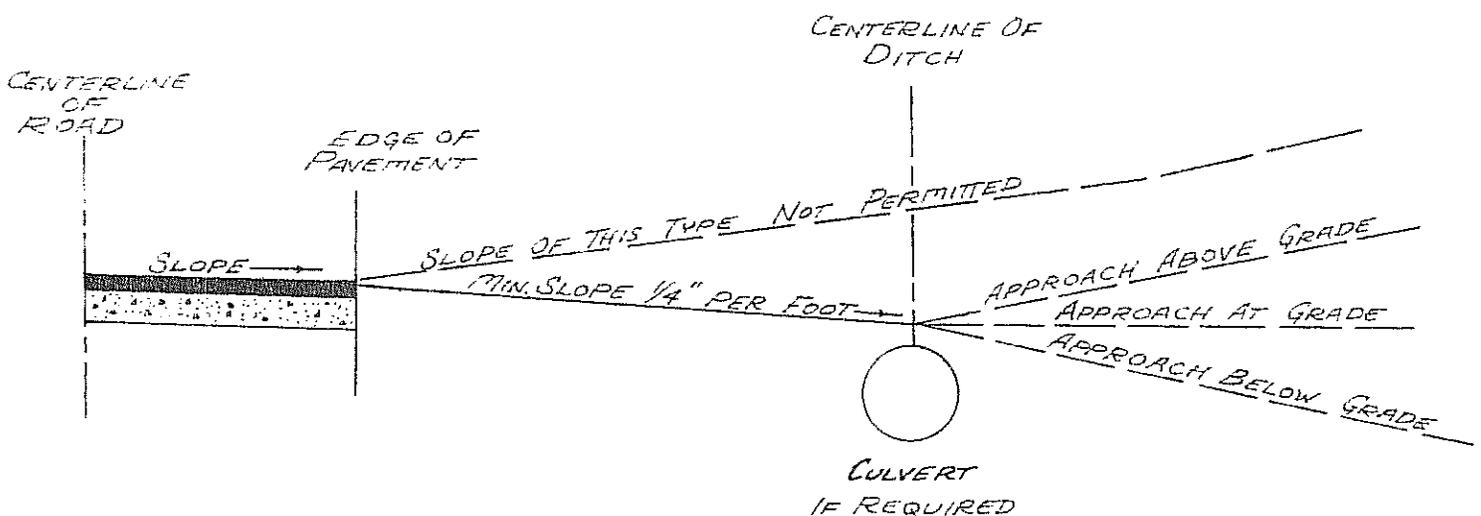
No part of any driveway shall be constructed outside of the frontage of an applicant's property. Extreme care should be taken in properly locating and grading drives so as not to create "Blind" points of egress along a highway.

If a culvert pipe is required, diameter and length shall be as specified by Sullivan County Division of Public Works.

**NOTES:** From the standpoint of safety and utility, the approach from a driveway or side road must be constructed as shown below.

Failure to maintain the proper slope and width of shoulder at such driveway and side road approaches creates a traffic hazard and a poor drainage condition.

**STANDARD APPROACH TO COUNTY ROADS  
TYPICAL CROSS SECTION (Not to Scale)**





## Stormwater Permit for Construction Activity

Before commencing construction activity, the owner or operator of a construction project that will involve soil disturbance of one or more acres must obtain coverage under the State Pollutant Discharge Elimination System (SPDES) General Permit for Stormwater Discharges from Construction Activity.

In the New York City East of Hudson watershed, this requirement also applies to construction projects disturbing more than 5,000 square feet to one acre of land. Some exceptions to the requirements exist for agricultural projects, certain silvicultural projects and routine maintenance activities.

- [Permit](#)
- [State Historic Preservation Act](#)
- [Oil and Gas Well Drilling Activities](#)
- [Forms](#)
- [Supplemental Documents](#)
- [Steps to Authorization](#)



A construction project involving soil disturbance

### Permit

[SPDES General Permit for Stormwater Discharges from Construction Activity - GP-0-15-002 \(PDF\) \(853 KB\)](#). This permit was issued in January 2015 and was effective on January 29, 2015. The permit was modified on July 15, 2015 to correct a typographical error in the definition of "New Development" in Appendix A, and on November 23, 2016 to require the use, beginning February 1, 2017, of the recently updated NYS Standards and Specifications for Erosion and Sediment Control (dated November 2016).

### State Historic Preservation Act (SHPA) Eligibility - GP-0-15-002

The Department and NYS Office of Parks, Recreation and Historic Preservation (OPRHP) have developed a process that an owner/operator of construction project shall use to identify and address potential impacts on archeological and historic resources. This process is documented in a Letter of Resolution (LOR) that was developed between the Department and OPRHP.

Construction activities that have the potential to affect historic and/or archeological resources would not be eligible for coverage under the general permit unless the screening and consultation process specified in the LOR has been completed and the required documentation demonstrating that potential impacts have been avoided or mitigated is obtained and maintained on site as required by the general permit (see Part I.F.8.). This documentation must be in place in order to complete and submit the NOI. Owners or operators should refer to the following documents for guidance on addressing this eligibility provision.

[Letter of Resolution \(LOR\) \(PDF\) \(357 KB\)](#) including the following

- Procedures
- Project exclusions Under 9 NYCRR Sections 428.12/428.13
- [SHPA Review \(OPRHP/DEC\) request form \(PDF\) \(1.95 MB\)](#)

[Cultural Resource Screening Process Flow Chart \(PDF\) \(139 KB\)](#)

[Resolution of Potential Cultural Impacts Flow Chart \(PDF\) \(129 KB\)](#)

### Oil and Gas Well Drilling Activities

[Construction Stormwater General Permit requirements for Well Drilling Activities \(PDF\) \(34 KB\)](#) that are consistent with the 1992 Generic Environmental Impact Statement (1992 GEIS) for Oil and Gas Well Drilling.

### Forms

The Notice of Intent for Construction Activity can now be completed online through the [NYSDEC eBusiness Forms Portal](#). (leaves DEC's website) **Users must be registered with NY.gov in order to use this system.** User guides and help on registering for the portal are available below and on the [portal information webpage](#).

The following forms are needed to comply with the requirements of the General Permit for Stormwater Discharges from Construction Activity - GP-0-15-002:

- The Notice of Intent is a request for coverage under the SPDES General Permit for Stormwater Discharges from Construction Activities (Modified October 2013).
  - Online eNOI - click the "Online Forms Login" button on the right of the page.
    - [eNOI Questions & Answers \(PDF\) \(66 KB\)](#) - Q&A for many common questions on the electronic Notice of Intent
    - [eNOI PowerPoint presentation \(PDF\) \(1.7 MB\)](#) - Slides, with notes, on how to fill out the eNOI. [September, 2014]
  - [Paper Notice of Intent \(PDF\) \(282 KB\)](#)



[Click for the eBusiness Portal](#)

- [Notice of Termination \(PDF\) \(40 KB\)](#) for Construction Activities dated January, 2015

When a construction project is complete and has met the requirements of the construction permit, a Notice of Termination (NOT) form should be completed and submitted to the Department.

- [MS4 SWPPP Acceptance Form \(PDF\) \(47 KB\)](#) dated January, 2015

This form is used by a regulated, traditional land use control Municipal Separate Storm Sewer System (MS4) (e.g. town, city or village) to indicate acceptance of a SWPPP it has reviewed. To find out how to determine whether a project is subject to MS4 regulation, see the section on [Projects subject to MS4 regulation](#) below.

- [SWPPP Preparer Certification \(PDF\) \(505 KB\)](#) dated June, 2015

This form is to be used as part of the "Required SWPPP Components" section when preparing & submitting the eNOI. **This form is not to be used when submitting the paper version of the NOI.**

- [Owner/Operator Certification \(PDF\) \(52 KB\)](#)

This form is to be used as part of the "Owner/Operator Certification" section when preparing & submitting the eNOI. **This form is not to be used when submitting the paper version of the NOI.**

### Supplemental Documents

- [Construction Stormwater Permit Fact Sheet - GP-0-15-002 \(PDF\) \(52 KB\)](#) - January 2015 BR>This document describes how GP-0-15-002 differs from the preceding general permit.
- [Construction Stormwater Responsiveness Summary - GP-0-15-002 \(PDF\) \(306 KB\)](#)  
This document includes the Department's responses to comments received during the public comment period on the draft Construction General Permit. (GP-0-15-002).
- [New York State Stormwater Management Design Manual 2015 Update Transition Policy \(PDF\) \(124 KB\)](#)

### Steps to Authorization

In order to gain coverage under the SPDES General Permit for Stormwater Discharges from Construction Activity, an owner or operator must:

- Develop a Stormwater Pollution Prevention Plan (SWPPP) in accordance with the requirements in the General Permit for Stormwater Discharges from Construction Activity.
- Submit a completed [Notice of Intent \(NOI\) \(PDF\) \(147 KB\)](#) to the Department.
- Projects subject to MS4 regulation must submit a signed [MS4 SWPPP Acceptance Form \(PDF\) \(47 KB\)](#) along with their NOI. With some exceptions, an owner or operator of a construction project within the boundaries of an MS4 is required to have their SWPPP reviewed and accepted by the MS4 prior to submitting their NOI to the Department. Consult the [Stormwater Interactive Map](#) to determine whether your project is within an MS4. The map displays the automatically and additionally designated MS4 areas (regulated area). Some MS4s have extended their jurisdiction for SWPPP review to the municipal boundary; therefore, even if your project is located outside an MS4 regulated area, you should contact the municipal office to find out whether you need to submit your SWPPP for approval.

