

Permit No: _____

Date: _____

Application for Driveway Entrance/Exit Permit
Instructions

1. This application must be completely filled in, in ink and submitted to the Town Highway Superintendent.
Detailed requirement information is included.
2. Permit is valid for one (1) year from date of issuance.
3. This application for a Driveway Entrance/Exit Permit must contain the following information:
 - a) A profile from the crown of the road to a point thirty (30) inches inside of the property line.
 - b) The location of any tiles or drainage system, water mains or other public utility conduits.
4. The Town requires an application fee in the amount of \$50.00 made payable to the Town of Mount Hope.
5. The Town requires a check in the amount to be determined by the Highway Superintendent payable to the Town of Mount Hope representing a security deposit to ensure that the work is satisfactorily completed and the roadway restored to its original condition, as determined by the Town of Mount Hope Highway Superintendent. An extension could be granted if seasonal weather conditions prohibit paving. Security deposit will be held until completion.
6. The Town requires a Certificate of Insurance be on file, with the Town named as additional insurer, in the amount of \$1,000,000 before permit will be issued.

APPLICATION IS HEREBY MADE to the Town of Mount Hope Highway Superintendent for the issuance of a Driveway Entrance/Exit Permit. The applicant agrees to comply with all applicable laws, ordinances and regulations.

Print Name

Address of Applicant

Signature

_____/_____
(home) phone number of applicant (cell/work)

State whether applicant is owner, lessee, agent, architect, engineer, contractor or other:

_____ Name of owner _____

If applicant is a corporation, signature of duly authorized officer:

Print Name and Title

Signature / Title / Date

Location of property where proposed work will be done:

_____ Section _____ Block _____ Lot _____

Street Address

Application for Driveway Entrance/Exit Permit
Instructions – continued

Permit No: _____

Date: _____

Detailed Requirement Information

SECTION 3 OF ORDINANCE REGULATING THE LOCATION AND CONSTRUCTION OF DRIVEWAY ENTRANCES AND EXITS ON TOWN HIGHWAYS IN THE TOWN OF MOUNT HOPE, ORANGE COUNTY, NEW YORK
NO. 1 – 1974.

- a) The applicant shall furnish all materials and bear all costs of construction within the town highway right of way , pay the cost of all work done and materials furnished as required to meet the conditions of any permit issued by the Town Highway Superintendent.
- b) No alteration or addition shall be made to any driveway heretofore or hereafter constructed nor shall any such driveway be relocated without first securing a new permit from the Town Highway Superintendent.
- c) No more than two driveways to a single commercial establishment entering on one highway shall be permitted.
- d) The maximum width for a single combined entrance or exit shall be not more than fifty (50) feet for commercial use and not more than twenty-five (25) feet for residential use. The maximum width for each residential driveway when two or more are permitted shall not be more than thirty-five (35) feet. No driveway shall be of a width less than sixteen (16) feet.
- e) The slope of the driveway shall not exceed a 10% grade with respect to the highway.
- f) A minimum paved area of twenty (20) feet in length (by driveway width) with a 2% negative pitch, abutting town road must be established. Pavement base to consist of minimum 2” R.O.B. gravel, Item #4 or crusher run. Pavement to be 2 ½” asphalt with 3/8” stone mix (approved NYS 6F top mix #403.17). Additional drainage swales, culverts etc. will be determined on a case by case basis.
- g) No driveway shall be permitted within fifty (50) feet of any public highway intersection.
- h) No driveway will be permitted where a sight distance is less than one hundred (100) feet in each direction.
- i) No driveway entrance shall be closer than ten (10) feet to side property line and side lot lines to be flagged.
- j) Driveway markers (where driveway will be cut in off town highway) must be in place at exact location and correct width for Highway Superintendent inspection before permit will be issued. Markers must be of wooden stake or metal pipe type painted red or red flagged.
- k) A fully dimensioned plan of the proposed driveway shall be attached to each application for a permit required hereunder.
- l) Any culvert pipe required to be installed at such driveway entrance or exit shall be of A.D. S. N-12 type, no smaller than 15 inches in diameter and no shorter than 30 feet in length.
- m) A runoff area of stone or shale the width of driveway and a minimum of one hundred fifty feet (150) long is required to prevent driveway mud from being tracked onto town roadway. If mud is tracked onto town roadway, the permit holder will be responsible for its removal.

Amount of Security Deposit determined by the Highway Superintendent \$ _____.

_____ being duly sworn deposes and says that he is the applicant above named.
Name of individual signing application

He is the _____ and is duly authorized to perform or have performed the said work and to make and file this application; that all statements contained in this application are true to the best of his knowledge and belief, and that the work will be performed in the manner set forth in the application and in the plans and specifications filed therewith.
Please print: Owner, lessee, agent, architect, engineer, contractor or other