

**Town of Southeast, Putnam County, New York
Driveway Permit**

Applications are hereby made for permission under Section 136 of Highway law, to construct a driveway and/or road from an existing town road that is part of the town road system of the Town of Southeast.

Application must be filled in completely and delivered to the Town of Southeast Building Department.
No Building permit shall be issued until this application is completed and approved by the Highway Superintendent of the Town of Southeast.

In support of this application, a complete plan must be submitted which shows existing contours, location and width of proposed driveway, location of proposed house, septic system and property lines. If maximum driveway grade exceeds 10%, a driveway profile should also be provided. For modifications to an existing driveway, the Highway Superintendent may accept a sketch showing the existing and proposed driveway location.

Proposed driveway location must be staked in the field with Lot Number displayed and E911 address posted.

1. Location of proposed driveway: _____
(Indicate Subdivision, Street Name, Lot # and E911 Address)

2. Property Owner: _____ Signature: _____

3. Address: _____ Phone #: _____

4. Contractor: _____ Putnam County License #: _____

5. Address: _____ Phone #: _____

6. Is driveway location as indicated on Approved Subdivision plan: _____

7. If not, indicate why location has changed: _____

8. Approximate time to complete work: _____ Desired date of starting work: _____

NOTE: Contractor **must** supply a copy of their Putnam County License as well as a copy of Certificate of Liability and a copy of Workers Compensation certificate, both with the Town of Southeast listed as Certificate Holder.

FOR HIGHWAY DEPARTMENT USE ONLY

Approved: _____ Not Approved: _____ Application Fee: \$ _____

Gravel Inspection: _____ Final Inspection (Completed Driveway): _____

Comments:

Town of Southeast Highway Superintendent
Or Authorized Representative

DRIVEWAY CONSTRUCTION CHECKLIST

The following is a list of key requirements for construction of driveways in the Town of Southeast. A more comprehensive text to the Town of Southeast Specifications is attached to this Permit Application and the Applicant should review these before applying for this permit.

1. Maximum allowable grade is 15%. Grades shall not exceed 8% for a distance of thirteen (13) feet from the Town Road.
2. Ascending driveways shall be paved to the high point. Descending driveways must be paved within the Town right-of-way or for a distance of 25 feet, whichever is greater.
3. Driveways must have an eight (8) inch depth of compacted and well graded Item 4, with two (2) inches of bituminous concrete New York State Top Mix Type 6F.
4. A minimum one (1) inch high lip should be provided at the intersection with the Town Road.
5. Minimum driveway width is ten (10) feet. Maximum width and maximum curb cut radius shall be as approved by the Highway Superintendent.
6. Minimum sight distance is one-hundred and fifty (150) feet in both directions.
7. Provisions shall be made so that stormwater runoff from ascending driveways will be controlled such that there is no impact to the Town Road or adjacent properties.
8. Descending driveways shall be constructed so that they do not permit surface runoff from the abutting street to enter the private property. In all cases, driveways shall be constructed so as not to allow erosion from channalized flows.
9. Driveway curb cuts shall be a minimum of thirteen (13) feet from a utility structure.
10. Driveways shall maintain minimum setbacks from side property lines as required in the Town of Southeast Zoning Regulations (twenty (20) feet for most zones).
11. If driveway cannot be paved due to winter closing of the bituminous pavement supplier, a driveway bond of a minimum of \$2,000 shall be posted with the Town Clerk.

REQUIRED INSPECTIONS AND FINAL APPROVAL

1. At least 48 hours prior to paving of the driveway, the Applicant shall notify the Highway Superintendent for inspection of the gravel base and to verify that the driveway has been generally constructed in accordance with the approved plans.
2. Upon final completion of the driveway, the Applicant shall contact the Highway Superintendent to make a final inspection. If the maximum driveway grade exceeds 10%, the Highway Superintendent may require a certified As-built drawing to verify compliance with the maximum 15% grade requirement.
3. ***No Building Certificate of Occupancy will be issued until the constructed driveway has been inspected and approved by the Highway Superintendent and the Permit Application signed-off and returned to the Building Department.***