

TOWN OF MIDDLETOWN
PO BOX 577
MARGARETVILLE, NY 12455
DRIVEWAY PERMIT APPLICATION
Highway Dept. 845-586-2653

To be completed by the applicant

Name of Applicant (Land Owner) _____

Mailing Address or Email. _____

New Driveway Access Location (Town Road) _____

Tax map # _____ Phone # _____

A Driveway permit is Required for any driveway maintenance (grading or resurfacing) or new construction within 35' from the Town road centerline. The applicant must stake out new proposed driveway access for inspection. The Driveway application will be submitted to the Code Enforcement Officer. Arrangement will be made for the applicants Contractor and the Highway Superintendent to discuss plan and design for the driveway on site.

This driveway Permit must be approved by the Superintendent of Highways BEFORE ANY driveway constructions begins.

The Highway Superintendent must be notified 5 working days in advance of any construction and must approve the cut and culvert placement before any backfill is placed within 20' from the edge of the Town road.

Signature

Please Print

Permit Good For 6 months from Superintendent approved design date.

Superintendent Approved design for Construction:

Date: _____ Sup't of Hwys: _____

Superintendent inspection of the cut and culvert placement before adding gravel.

Date: _____ Sup't of Hwys: _____

The New driveway entrance must be completed and approved within 10 working days from the approved cut and culvert placement.

Approved Finished Driveway: To obtain a Building Permit or Cert. of Occupancy

Date: _____ Sup't of Hwys: _____

CONDITIONS AND REGULATIONS

1. The applicant shall attach to the application a **detailed plan** and description of the work proposed.
2. The Town of Middletown Highway Superintendent ("Superintendent") reserves the right to revoke or annul this permit at any time should said permittee fail to comply with the terms and conditions upon which it is granted.
3. All locations related to the work shall be approved by the Superintendent.
4. The angle of all access roads with Town Roads shall be as close to 90 degrees as practical for a distance of 20 feet from the edge of the road pavement.
5. All access roads must have no less than 200 feet of sight distance up and down the Town Road.
6. Culvert pipe must be in a size acceptable to the Superintendent and either new or in a condition acceptable to the Superintendent.
7. The permittee shall give the Superintendent **five business days'** notice of the date with the work authorized by the Permit will begin.
8. The permittee must notify the Superintendent for **inspection** before any backfilling of the culvert or placing any gravel in the first 20' of the driveway entrance.
9. The permittee must notify the Superintendent once the work is completed so the superintendent or his representative may perform the final inspection of the new access **BEFORE ANY USE** of the access is permitted.
10. The work authorized by the Permit shall be performed to the satisfaction of the Superintendent.
11. The Permittee hereby expressly agrees to indemnify and save harmless the Town of Middletown and the Superintendent against any claims, suits, actions, damages and costs of any name and description, arising out of or resulting from any act or omission in connection with the work performed hereunder.
12. By performing the work authorized by the Permit, the applicant agrees, in consideration of the Permit, that any present or future injury to or disturbance of the highway, its slopes or gutters, caused by the construction permitted hereunder shall be repaired by the permittee at his or her own expense and in accordance with the instruction of the Superintendent.
13. In the event that the existing drainage capacity on the Town Road would be insufficient to handle the additional runoff brought about by the work contemplated hereunder, it will be the responsibility of the permittee to pay for any remedial work such as increasing ditch capacity, erosion control, installation of larger culverts, or outfall improvements. It will also be the responsibility of the permittee to obtain any necessary landowner permission or easements.
13. A permit shall not be assigned or transferred without the written consent of the Superintendent

To be Completed by the Highway Superintendent:

Use Driveway Design; See Description Page.

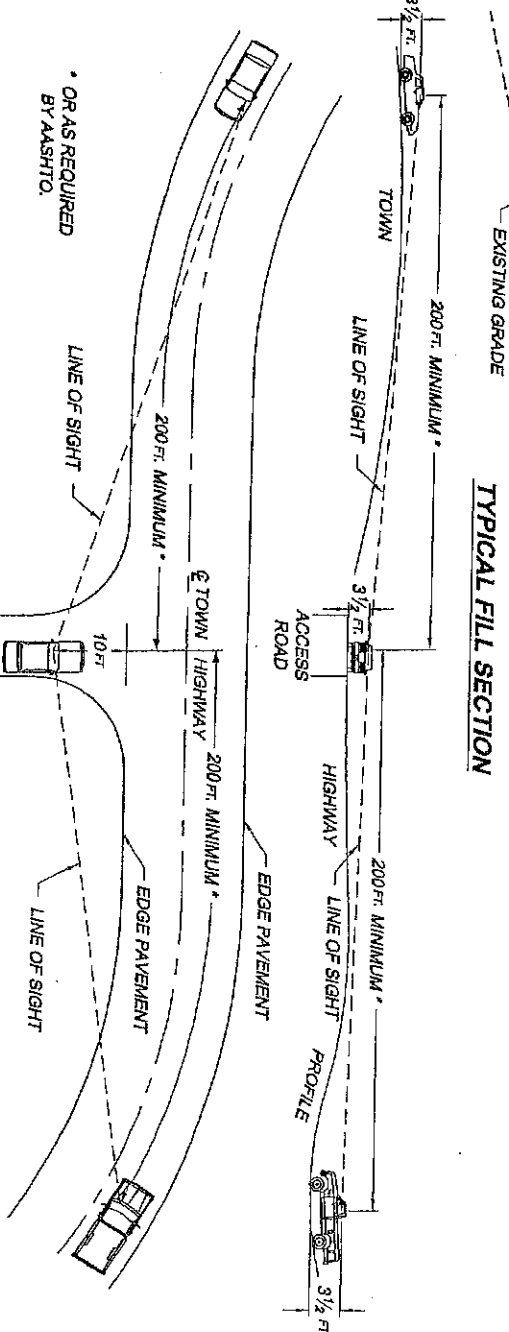
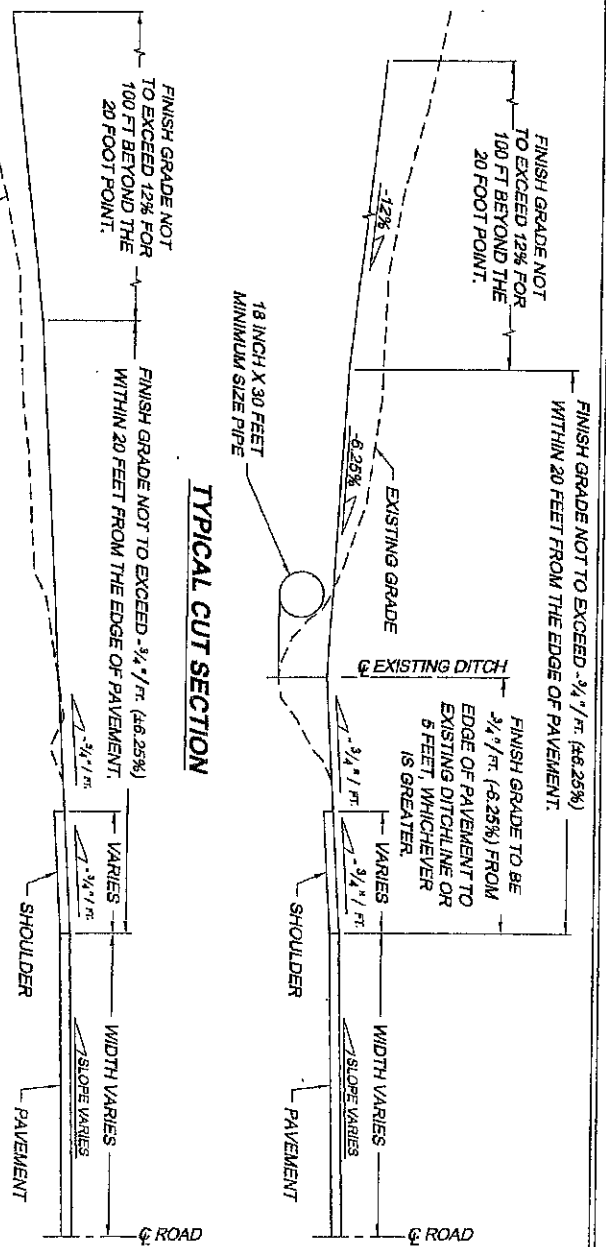
Use Typical cut section with typical plan design.

Use Typical cut section with typical plan design.

Special Conditions: Specify any conditions which may have an effect on the location, design, use of the driveway, i.e. Access, natural features, presence of rock, grade, etc.

DRIVEWAY PERMIT GENERAL SPECIFICATIONS

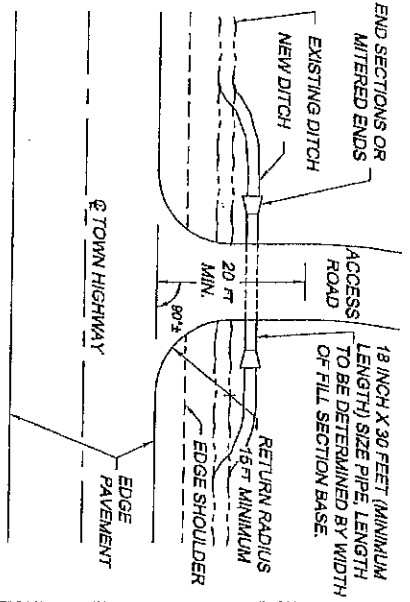
- A. The first 20' of the driveway to have minimum of 12" of gravel using 6" of base gravel and 6" of 2" minus top gravel or item 4 crusher run.
- B. ADS/ Hancor plastic or equivalent or Pre approved steel culvert required.
- C. Culvert Size _____ Dia. X 30' Minimum length to 40' maximum length.
- D. Cut 45° angles on both ends and add stone slope stabilization at both ends.
- E. Culvert to be installed behind current ditch line.
- F. Culvert to be installed at _____ inches below the Town road shoulder.
- G. Culvert to be backfilled with dry 2" minus screened or crusher run gravel or quarry Item #4.
- H. Maintain negative pitch of 4" below the road shoulder over the existing ditch line after ALL driveway surfacing is completed. (Item 4, oil & stone, blacktop etc.)
- I. The Town road adjoining the new driveway entrance must be kept clear of all mud of debris at ALL times from the driveway construction and lot development. (Delivery truck, cement truck, dump truck, etc.)
- J. For new construction the Superintendent of Highways must sign the approved finished driveway permit before the issuance of a building Permit or a Certificate of Occupancy.



SIGHT DISTANCE REQUIREMENTS

REVISION	DATE	DESCRIPTION
2	10/8/14	PER TOWN REQUEST
1	3/29/10	REVIEW & UPDATE

TOWN OF MIDDLETOWN	
ACCESS PERMIT STANDARDS SHEET - PERMANENT DRIVES	
PLAN VIEWS, SECTIONS & SIGHT DISTANCE	DATE: 1/19/06
SCALE: NOT TO SCALE	SHEET 1 OF 1



ACCESS ROAD SECTION:

- MINIMUM 12" COMPACTED GRAVEL.
- TOP 6" OF GRAVEL SHALL BE 100% PASSING A 2" SCREEN.
- THIS STANDARD SHALL EXTEND AT LEAST 24' 9" FROM THE TOWN ROAD CENTERLINE, OR TO THE LIMITS OF THE TOWN RIGHT-OF-WAY, WHICH EVER IS GREATER.