



## TOWN OF ROCHESTER HIGHWAY DEPARTMENT

50 Scenic Drive - PO Box 65 - Accord, New York 12404

Phone: 845-626-7221 Fax: 845-626-3702 Email: [TORHighway@townofrochester.ny.gov](mailto:TORHighway@townofrochester.ny.gov)

PERMIT # \_\_\_\_\_

### PERMIT FOR DRIVEWAY UNDER SECTION 104 of ZONING ORDINANCE

Applicant Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Town Road effected: \_\_\_\_\_

Description of work or project requested: \_\_\_\_\_

1. **§ 104-1**~The purpose of this chapter is to promote the public health, safety and general welfare and to regulate construction activities over, under or contiguous to any existing or proposed town highway.
2. **§ 104-2**~Permit required No street surface, **driveway**, overhead or underground crossing drainage, sewer or water pipe or other work shall be constructed or maintained over, under or contiguous to any town highway or proposed town highway or connecting thereto except under such conditions and regulations as may be prescribed by the Town Superintendent of Highways and only after securing a permit as provided herein.
  - Upon request, the Town Superintendent of Highways shall issue a permit pursuant to this section but only after the applicant therefor agrees in writing to the regulations, conditions and restrictions as may be prescribed by said Superintendent of Highways.

- Upon completion of the work applied for in said permit to the Superintendent of Highways' satisfaction, he shall, upon request, issue a certificate stating that the regulations, conditions and restrictions agreed to have been met.
3. **§ 104-3**~Upon failure of the applicant to comply with any of the restrictions, conditions and regulations prescribed by the Superintendent of Highways, said Superintendent may remove any pipes, hydrants or appurtenances which may have been placed in or contiguous to the highway pursuant to said permit.

**The above applicant is hereby given permission to commence work under section 104 of Zoning Ordinance and the following guidelines:**

- The work authorized by this permit shall be performed under the supervision and to the satisfaction of the Town Superintendent of Highways.
  - The Town Superintendent of Highways shall be given five (5) days' notice by said applicant to the date when applicant intends to begin the work authorized by this permit and prompt notice of completion.
  - The drainage, sewer, water pipes or appurtenances which are laid under this permit, shall be so placed not to interrupt, or interfere with public travel upon the highway or to interfere with the macadam shoulders or drainage ditches of the highways and shall be placed to the entire satisfaction of the Superintendent of Highways.
  - Driveway must be at least 20' wide X 13' 6" high unobstructed. This will allow the largest Town of Rochester Fire Trucks entrance in the event of an emergency. For every 500', there must be a pull off area to allow passage of emergency vehicles.
  - It is understood by the applicant that any installation made under this permit does not become in any way the responsibility of the Town of Rochester. Should it be necessary to relocate same due to the reconstruction of the highway, such relocation will be made at the expense of the applicant or his assigns.
  - It is agreed by the applicant that any injury or disturbance of the macadam portion of a highway, its shoulders or drainage ditches by work which may occur by reason of the projects applied for and their appurtenances shall be repaired by and at the expense of the applicant to the satisfaction of the Town Superintendent of Highways.
4. Upon the failure of the applicant to comply with any of the conditions contained herein, the Town Highway Superintendent has authority to revoke permit.
5. In the event a permit is revoked, Superintendent may remove any pipes, hydrants or appurtenances which may have been placed in or contiguous to the highway pursuant to said permit.
6. Work under the permit shall be commenced within thirty (30) days from date of permit and be completed within ninety (90) days.
7. If requested by the Town Superintendent of Highways, the applicant shall submit a detailed plan of project to be constructed, with a description of the proposed method of construction.

## **DRIVEWAY PERMIT APPLICATION PROCESS**

- Complete all highlighted areas on application for driveway permit. **PLEASE PRINT** name, mailing address, email address and telephone number. A \$50.00 application fee must be paid at time of application submission.
- On back of application, please draw a detailed sketch of your lot (with landmarks and dimensions) showing where the purposed driveway is to be and show bounding owners to enable us to locate property. Please indicate Town road that driveway will be entering.
- Once application is received, the Highway Superintendent will conduct inspection and make recommendations as to how the driveway must be completed. An approved copy of permit along with recommendations if any, will then be sent to applicant for commencement of driveway construction.
- When driveway is complete, applicant **must notify** the Highway Superintendent for final inspection.
- After inspection, the Highway Superintendent will send a letter to applicant indicating if there are any revisions needed or signed approval for construction of driveway.
- If any revisions are required, applicant **must notify** the Highway Superintendent once complete for final inspection. Once inspection is complete, the Superintendent will send signed approval of driveway construction or revocation of permit.
- Upon final approval, a copy of approval letter along with application will be forwarded to the Code Enforcement Office. The Code Enforcement Office **will not** issue a Certificate of Occupancy without final letter of approval from Highway Superintendent.

Applicant therefor agrees to the above regulations, conditions and restrictions as may be prescribed by said Superintendent of Highways.

Applicant  
Signature: \_\_\_\_\_

**Make Checks Payable to Town of Rochester**

Mail application along with fee to the following address:

Town of Rochester  
Highway Department  
PO Box 65  
Accord, NY 12404

You may also email your application to the following email address:

[TORHighway@hvc.rr.com](mailto:TORHighway@hvc.rr.com)

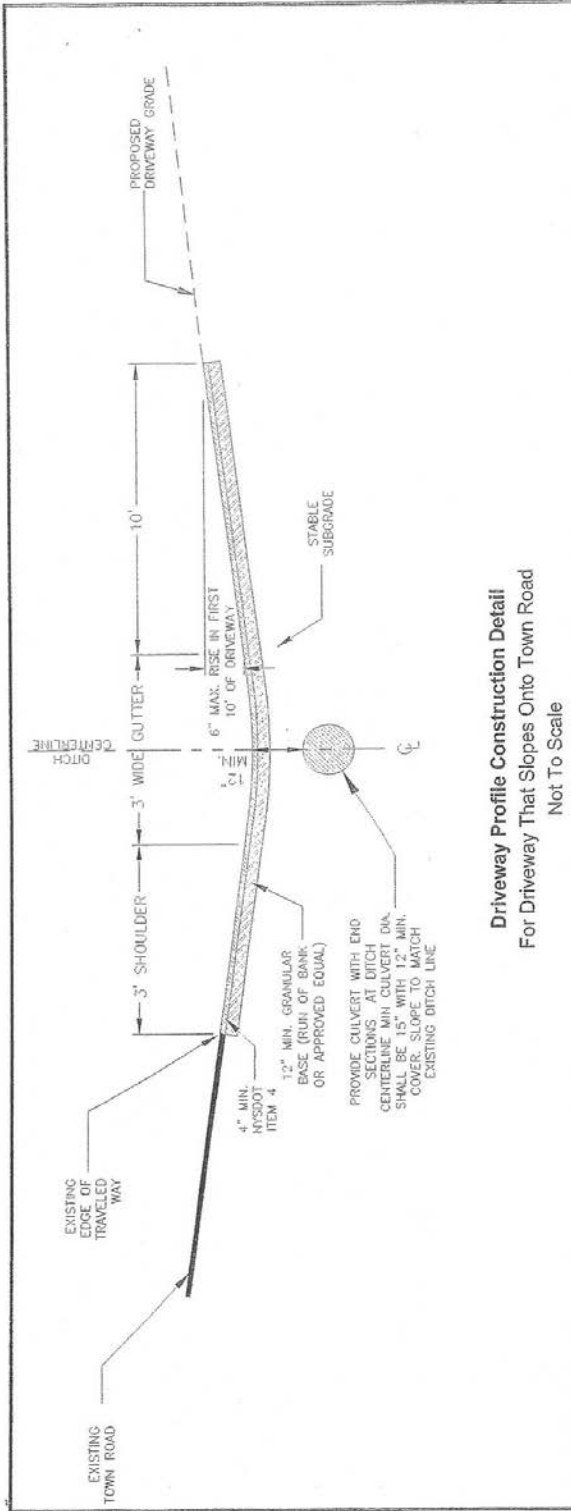
Payment by credit Card is also accepted over the phone by calling the following number:

845-626-7221

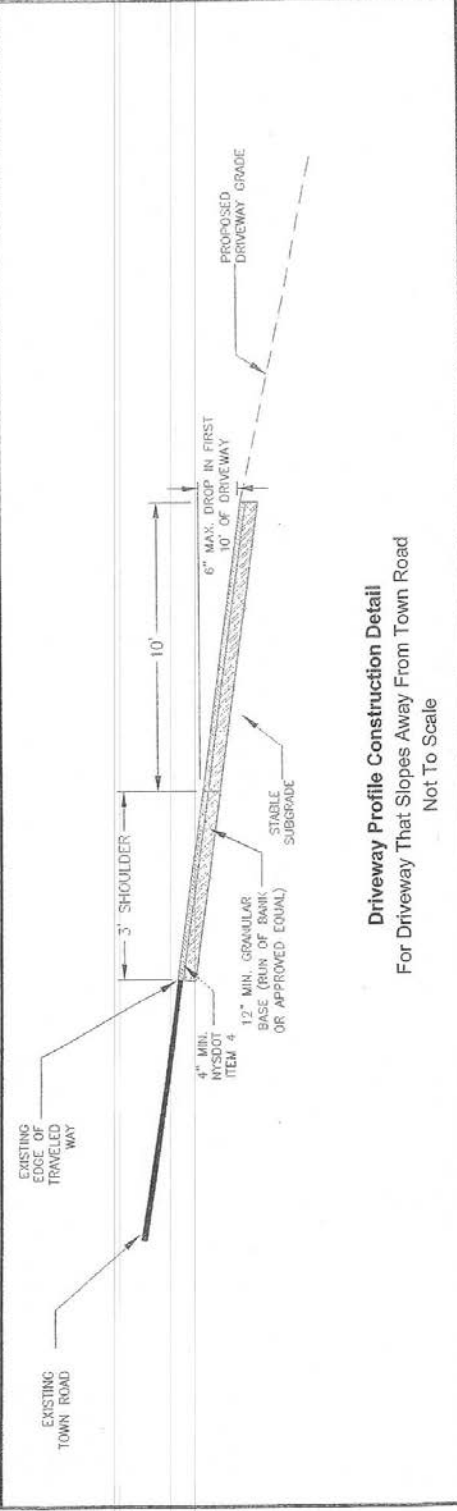
**\*\*Please Note: Credit Card Transaction Convenience Fee\*\***

\$3.00 on purchases \$0 - \$122.45

2.65% on all transactions over \$122.45



**Driveway Profile Construction Detail**  
 For Driveway That Slopes Onto Town Road  
 Not To Scale



**Driveway Profile Construction Detail**  
 For Driveway That Slopes Away From Town Road  
 Not To Scale







## TOWN OF ROCHESTER HIGHWAY DEPARTMENT

50 Scenic Drive - PO Box 65 - Accord, New York 12404

Phone: 845-626-7221 Fax: 845-626-0172 Email: [TORHighway@hvc.rr.com](mailto:TORHighway@hvc.rr.com)

### PERMIT FOR DRIVEWAY UNDER SECTION 104 of ZONING ORDINANCE

In consideration of granting this permit the undersigned accepts it subjects to conditions described.

APPROVED:

\_\_\_\_\_  
TOWN SUPERINTENDENT OF HIGHWAYS

\_\_\_\_\_  
**APPLICANT**

DATED: \_\_\_\_\_

**DATED:** \_\_\_\_\_