



Town of Patterson

Highway Department

281 Cornwall Hill Road, Patterson, New York, 12563
(845)878-4341~ (845)878-4379 Fax highway@pattersonny.org

DRIVEWAY/STREET OPENING APPLICATION

Permit Number _____

1. Physical Address Where Work is to be performed: _____

2. _____
Applicant's Name Mailing Address

Telephone # Alt. Telephone # (optional) Email address (optional)

3. _____
Owner's Name Mailing Address

Telephone # Alt. Telephone # (optional) Email address (optional)

4. _____
Engineer's Name (if applicable) Mailing Address

Telephone # Alt. Telephone # (optional) Email address (optional)

5. The Applicant is a: Corporation Partnership Individual Other (specify)

6. Relationship of Applicant to the property in question is:
 Owner Contract Vendee Lessee Other (Specify) _____

7. Type of Application & Cost: 7. Tax Map Data

<input type="checkbox"/> Driveway opening - \$75	Tax Map Sheet _____
<input type="checkbox"/> Street opening – utilities - \$ 75	Block No. _____
<input type="checkbox"/> Street opening – subdivision - \$500	Lot No. _____
<input type="checkbox"/> other – cost to be determined	Existing Zoning _____

8. Statement of proposed operation and size and propose of operation:

9. Date or dates when the proposed operation is to be commenced: _____

Date or dates when the operation is to be completed: _____

10. Type of pavement or surface to be disturbed: _____

11. The estimated maximum quantity to be excavated and/or removed: _____

The estimated part thereof that will be used for regarding or filling: _____

12. The rehabilitation proposed: _____

13. The estimated cost of the entire proposed operation: _____

14. Any additional information which may be reasonably required by the Superintendent of Highways: _____

15. Will you need any fill and how much? _____ Note: if yes, and it exceeds 11 cubic yards, you must apply for a fill permit from the Planning Board.

.....
Authorization for filing application

This section must be executed if anyone other than the owner is making this application.

_____ is hereby authorized to make the within application.

By: _____ Dated: _____
Property Owner

.....
Site Inspection Authorization Form

I hereby give permission for the Town of Patterson Municipal Agencies and their agents to come upon and inspect these premises with respect to this application for: _____

On: Map _____ Block _____ Lot _____

Applicant's Signature: _____ Date: _____

.....

Agreement to Perform Operation

I, _____ agree to perform the proposed operation for which the permit may be granted, in full and strict compliance and in accordance with the conditions of the permit, if issued, and any law and other applicable statutes and ordinances of the Town of Patterson and the rules and regulations of the Highway Department of the Town of Patterson.

Applicant Signature: _____ Date: _____

.....

FOR HIGHWAY DEPARTMENT USE ONLY

Approved: _____ Application Fee Paid: \$ _____ Check number: _____

Not Approved: _____ Reason: _____

Sub Base Inspection: _____ Final Inspection: _____

Comments/Notes: _____

Town of Patterson Highway Superintendent
Or Authorized Representative

Driveway Construction checklist:

The following is a list of key requirements for construction of driveways in the Town of Patterson.

- The application must be filled in and submitted to the Highway Superintendent along with evidence of insurance as set forth in Section 135-4 of Town of Patterson Town Code (see Insurance information listed below)
- Sketch of proposed operation showing location on lot or street. Scale not to be greater than 1" = 30'. Including a profile from the crown of the road and including a distance of fifty (50) linear feet from the property line. It should include the full extent of the disturbance, existing and proposed contours, sight distance and drainage improvements. Mark location of any drainage system, water mains, or other public utility conduits, etc, which may be within the area of proposed operation. A driveway should be built to permit a car to be approximately level before entering the traveled way, and must have proper drainage to prevent water from the driveway from flowing over the road way. Any culvert used must be adequate to carry the normal flow of water but in no case should the diameter be less than twelve (12) inches.
- Driveway grade should not exceed a grade of 3% for a distance of 25 feet from the point at which the driveway connects to the street. 15% grade thereafter.
- Driveways must be paved in their entirety by asphalt or concrete, unless a waiver is granted by the Planning Board, however within the town right of way it is up to the Highway Superintendent.
- Driveways must have a six (6) inch depth of compacted and well graded Item 4, with two (2) inches of bituminous concrete New York State Top Mix Type 6F or four (4) inches of Class A concrete for residential applications (please see the town code for commercial)
- A minimum of one (1) inch high lip should be provided at the intersection with the Town Road.
- Minimum driveway width is ten (10) feet. Maximum width and maximum curb cut radius shall be as approved by the Highway Superintendent.
- Applicant shall demonstrate that safe stopping sight distance exists at any proposed driveway entrance.
- 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.
- 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 channelized flows.

- Driveway curb cuts shall be a minimum of thirteen (13) feet from a utility structure.
- Driveways shall maintain minimum setbacks from side property lines as required in the Town of Patterson Zoning Regulations (ten (10) for most zones)

Required Inspection and Final Approval

1. At least 48 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 construction of driveway has been inspected and approved by the Highway Superintendent and a Certificate of Completion is submitted to the Building Department.***

Insurance: as per town Code § 135-4.

- A. **Amount.** No permit for an operation under this Article shall be issued by the Superintendent of Highways until the applicant therefor shall have first placed on file with the said Superintendent of Highways, without cost to the town, satisfactory evidence of comprehensive general liability insurance coverage against injury to or death of persons in an amount of not less than two million (\$2,000,000) dollars general aggregate, and of property damage insurance in an amount of not less than one hundred thousand (\$100,000) dollars aggregate, and satisfactory evidence that said insurance has been approved as to form, correctness and adequacy by the Town Attorney, to insure the town against any loss, injury or damage arising out of the granting of the permit or from any negligence of the said applicant, his servants, agents or employees in connection with the said operation or with any and all work related thereto.

Applicant shall deliver a Certificate of Insurance evidencing the foregoing coverages, naming the Town of Patterson, its officers, employees and consultants as additional named insureds, and containing the endorsement and clause provided for in Paragraph B, below.

- B. **Duration.** Such insurance herein above referred to shall remain in force throughout the effective period of the permit and/or any authorized extension or extensions thereof and shall carry an endorsement to the effect that the insurance company will give at least thirty (30) days' prior written notice to the Town of Patterson of any modification or cancellation of any such insurance, and shall contain a clause to the effect that termination of said insurance shall be without prejudice to the right of the Town of Patterson to make claim or claims thereafter for any loss or damage sustained as a result of any act or acts committed or omitted during the term of said insurance

Bond:

- A. Unless covered by an existing cash deposit or performance bond posted for the due performance of the work as a condition of site plan, subdivision or other approval granted by any board or department of the Town of Patterson, before issuance of a permit for any work, the Applicant shall post with the Superintendent of Highways a cash bond or surety bond, in an amount determined by the Superintendent of Highways to be equal to the cost of the work required by the Superintendent of Highways under this article plus 10% of said cost, as security for the due completion of the work in accordance with the permit issued therefor and all applicable laws, rules and regulations, and for the cost of any work necessary to stabilize the site should the Applicant abandon the project and the Town elects to complete necessary improvements or other remediation, including the fees of Town consultants for any design and inspection services related to any remediation at the site. Any surety company bond posted with the Town shall be in form satisfactory to the Town Attorney.