

**TOWN OF WAWAYANDA HIGHWAY DEPARTMENT**

74 Ridgebury Hill Road  
Slate Hill, New York 10973  
Thomas J. DeBlock, Highway Superintendent

**DRIVEWAY ENTRANCE APPLICATION**

Driveway Bond Fee: \_\_\_\_\_

Date: \_\_\_\_\_

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

Applicant's Name, Address and Phone Number:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, the above named applicant, placed a bond with The Town of Wawayanda for a driveway located on \_\_\_\_\_ . I understand that the required work must be completed by the issuance of a certificate of occupancy. Upon completion and approval from the Highway Superintendent, said bond will be refunded.

\_\_\_\_\_  
Applicant's Signature

Tax Map#    Section    \_\_\_\_\_    Block    \_\_\_\_\_    Lot    \_\_\_\_\_    Zone    \_\_\_\_\_

Permit #: \_\_\_\_\_

Subdivision Name & Date: \_\_\_\_\_

\_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**STAKE OUT ENTRANCE**

Based on an inspection of the above mentioned premises, entrance approval on the town road is hereby:

Granted: \_\_\_\_\_ Denied: \_\_\_\_\_

Please be advised: entrance approval must be received before a permit is issued. Final inspection and approval must be obtained before a Certificate of Occupancy is issued.

\_\_\_\_\_  
Thomas J. DeBlock  
Superintendent of Highways

\_\_\_\_\_  
Date

**Site Plan: Attach Drawing of Proposed Driveway: Drawing must include Width of Driveway, Length of Driveway, Maximum Grade and Type of Surface.**

**Procedure:**

- Driveway location must be marked on the property so the Superintendent of Highways can locate and access the proposed construction. You must notify the Superintendent of Highways at **(845) 355-5700 ext.6** when work commences and when work to be performed is completed so that the necessary inspections can be made
- Work may commence on the date of issuance of the permit. This permit will expire ninety (90) days from the date of issuance unless extended by the Superintendent of Highways.
- **The permit may be revoked if special requirements and permit conditions are not in compliance as stated herein.**

**Requirements:**

- Driveway Permits are required for the construction of a driveway or construction within a town right-of-way.
- Improvements which require a Driveway Permit include, but are not limited to the following: Construction of a new Driveway, Expansion of width of a driveway, Repaving of a driveway. Additional stone to an existing stone driveway, coating or sealing an existing paved driveway do not require permits.
- All trees and shrubs will not be permitted within the town right-of-way (ROW). The town ROW is measured from the center of the road to a distance of 25 feet, unless otherwise noted in the special requirements section above.

**Driveway Requirements: Driveway Access of Local Highway Design Standards**

- ❖ The developer shall design, lay out and construct all driveways, both within and without the limits of the right-of-way, with sufficient sight distance. The minimum width of the driveway pavement at the curb or street pavement line shall be 15 feet, tapering to a minimum of 10 feet at the right-of-way line. The elevation of the driveway at the right-of-way line shall be the same as the street center line elevation. All driveways shall have a six-inch run-of-bank gravel foundation course from the curb to the right-of-way line and no less than a four-inch asphaltic cement wearing course from the curb or street pavement line to the right-of-way line which shall be applied during or after the laying of the street pavement.
- ❖ All driveways shall be graded to the satisfaction of the Town Superintendent of Highways and/or the Town Engineer prior to the issuance of a certificate of occupancy. Only driveway points are to be used for contractor access to each building lot.
- ❖ The Maximum grade for residential driveways is 12%.
- ❖ Two driveways are allowed for each commercial property, no less than 100 feet apart, if 500 feet of road frontage exists.
- ❖ The maximum grade for commercial driveways is 10%.
- ❖ Drainages collected by ditches, gutters, or pipes on private property shall not be discharged into the highway drainage system unless expressly approved by the Superintendent.
- ❖ Commercial driveways shall be designed in accordance with anticipated heavy traffic usage, as determined by the Town Supervisor of Highways and the Town Engineer.

**Improperly installed driveways and driveways that are constructed without permits may subject the owner to removal and/or relocation of the driveway.**

I, the undersigned, do hereby agree to all the requirements and conditions contained herein.

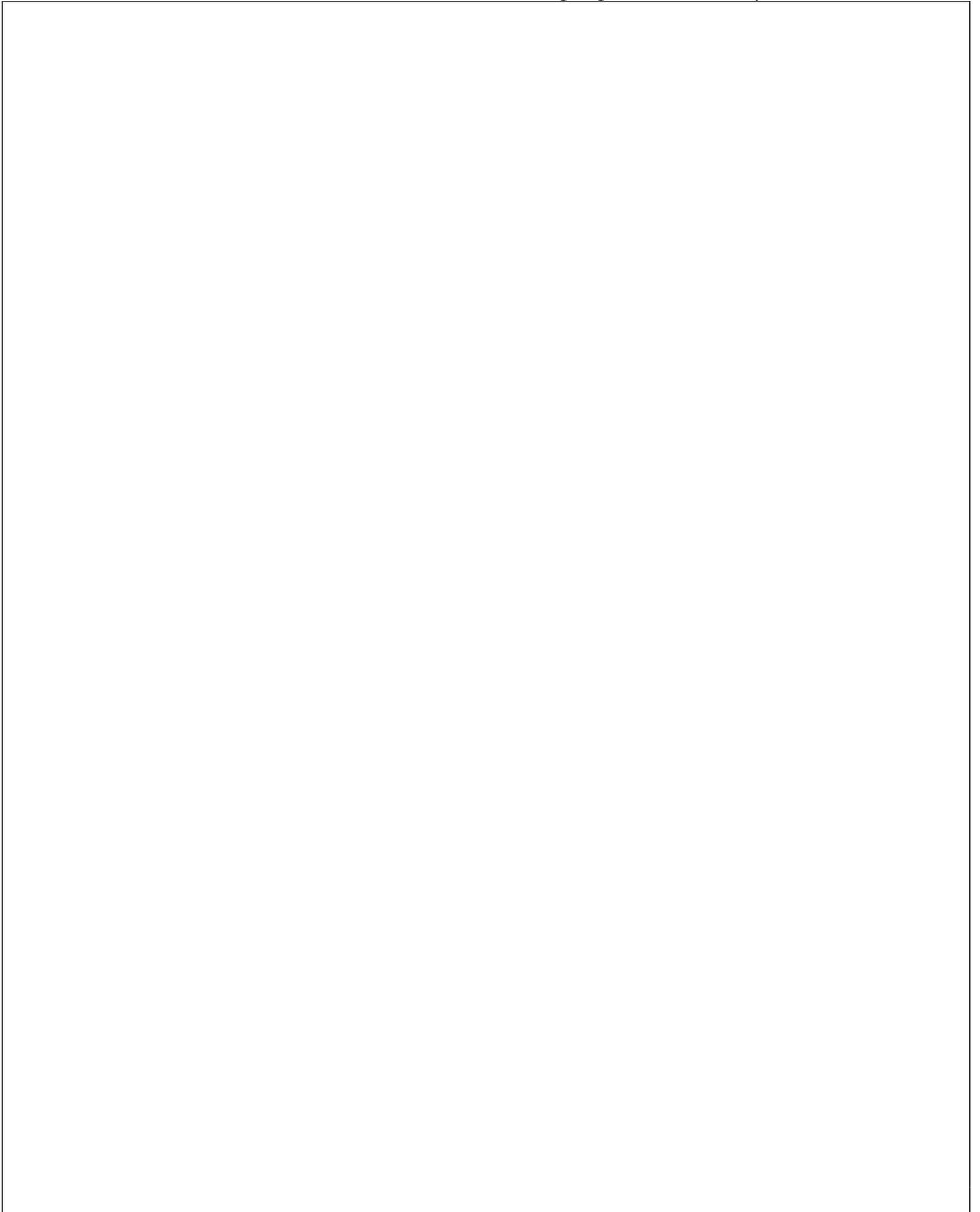
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Applicant's Signature

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Date

Please use this area to sketch the proposed driveway.



DIAGRAM