

# TOWN OF CALEDONIA

3109 Main Street, Caledonia, NY 14423  
(p) (585) 538-4927 | (f) (585) 538-6348

## **DRIVEWAY REGULATIONS & CONDITIONS**

(Connections to Town roads)

### 1. **AUTHORITY.**

The Superintendent of Highways is empowered by the Highway Law of New York State, Article 6, Section 136, to prescribe regulations and conditions under which a driveway shall be located and constructed to a Town road.

### 2. **PERMIT REQUIRED.**

Any party desiring to construct a new (or extend an existing) driveway connecting to any Town Road must first obtain a driveway permit from the Superintendent of Highways. A blank application is provided on the back side of this sheet. There is no permit fee. The applicant is required to mark the desired driveway location by stakes driven in the ditch line. The Highway Superintendent or his representative will investigate the marked location, determine the acceptability of the driveway location (including sufficient sight distance), and determine the size of the driveway pipe necessary to accommodate proper drainage.

Driveway construction shall not commence until an approved permit is received by applicant. The superintendent shall be notified 24 hours in advance of construction to allow for inspection of the work.

Any driveway construction in violation of the conditions of the permit is subject to removal by the Town at the expense of the applicant.

### 3. **SPECIFICATIONS**

- a. The driveway pipe shall be a material acceptable to the Superintendent. If the pipe is to be composed more than one piece, they shall be substantially joined together by welding or other acceptable means. In most cases, the minimum diameter will be 12 inches, and the minimum length will be 20 feet with flared ends.
- b. The driveway pipe shall be set so that the inlet end is not so high as to block water flow in the ditch. The outlet end shall not be lower than the ditch beyond the driveway. The Town will determine the need for the ditch work prior to installation.
- c. The driveway shall not be constructed within the shoulder (between pavement and ditch) higher than the shoulder. If the driveway must rise above the road, there shall be a low point in the driveway at the ditch one.
- d. Applicant/Owner is responsible for maintaining proper draining along the driveway to prevent water from running onto the Town's shoulder or roadway.
- e. Applicant/Owner is responsible for keeping both ends of the pipe free of obstructions and blockages.

### 4. **CONSTRUCTION BY TOWN FORCES**

The applicant must purchase the driveway pipe. It cannot be purchased from the Town. Under present policy, the Town will set the pipe at no charge. This policy is subject to change. Any necessary cleaning or modification of the road ditch will be done at this time.

If the applicant elects to have the Town do this work, it will be scheduled as soon as the workload allows. The Town **may not** be able to meet all construction schedules of applicant.

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## DRIVEWAY PERMIT

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

Applicant Name & Phone: \_\_\_\_\_

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

### Driveway Location Information

Road Number/Name: \_\_\_\_\_

Side of Highway (Circle): N S E W of nearest side road

Name of nearest side road: \_\_\_\_\_

What is the number of the nearest utility pole? \_\_\_\_\_

Have you placed stakes to mark the exact location? (Circle) Yes No

\_\_\_\_\_  
Signature of Applicant

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### *FOR OFFICE USE ONLY*

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

Approved: \_\_\_\_\_

Disapproved: \_\_\_\_\_

\_\_\_\_\_  
Superintendent of Highways

Mark Schroeder, Highway Superintendent  
(585) 538-2288