

# TOWN OF JAY

## Office of the Highway Superintendent

Chris Sorrell  
Deputy Highway Superintendent  
deputyhwysuperintendent@townofjayny.gov

Mailing Address:  
P.O. Box 730  
Au Sable Forks, NY 12912

Jessie McDonald  
Clerk to the Highway Superintendent  
hwyclerk@townofjayny.gov  
Telephone: (518) 647-2204 Ext 125

Physical Address:  
168 Valley Road  
Jay, NY 12941  
Fax: (518) 946-1259

### Driveway Permit

Are there other utilities involved:  Water  Sewer  Telephone, Electric or Cable

**Notices:**

1. Driveway construction may not begin until the review and application process has been completed.
2. Applicant MUST contact DIG SAFE at 811 before you dig.
3. Construction and final inspection approval must occur within ONE year of approval.
4. If project is not completed within one year, a new application will be required.

Owner(s) of Property:	Applicant's Name (if different):
Contact Number:	Contact Number:
Mailing Address:	Mailing Address:
Email Address:	Email Address:
Parcel/Tax Map ID #:	Town Road Name:

**Proposed use of curb cut (check as many as apply):**

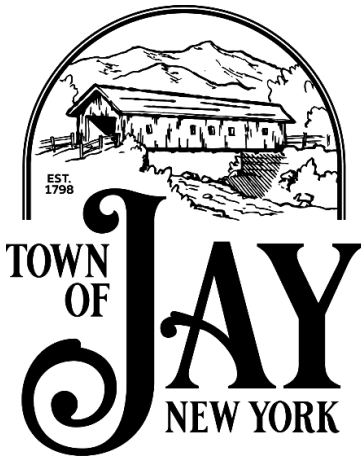
- Residential  Commercial  Agricultural  Development Road  Alteration  
 Relocation  Change of Use  Other \_\_\_\_\_

Will this driveway serve more than one dwelling? \_\_\_\_\_  
 If yes, how many residences will it serve? \_\_\_\_\_

Will this driveway serve a multi-unit dwelling? \_\_\_\_\_ If yes, how many units will it serve? \_\_\_\_\_

Has a building permit been obtained? \_\_\_ Yes \_\_\_ No -- If yes, please attach a copy.

Date applicant would like to begin construction: \_\_\_\_\_



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### Minimum Requirements

There shall be a minimum 20' approach area to the edge of the shoulder with a maximum grade of -3% in order to keep the driveway entrance area lower than the edge of the shoulder and traveled way.

Visibility standards based on the posted speed limit of the adjacent roadways must be met.

Posted Speed Limit	Minimum Sight Distance
30 mph	335 ft.
35 mph	445 ft.
40 mph	445 ft.
45 mph	500 ft.

Note: Advanced warning signs may be required at the applicant's expense.

**No work shall begin on the access and no construction shall begin on the site until the Driveway Permit has been approved by the DPW Superintendent.**

The permit holder is liable for any damages, repairs, maintenance and correction of problems resulting from construction of this driveway, and for keeping any associated culverts clear or debris for a period of one (1) year from date of final inspection approval by the DPW Superintendent.

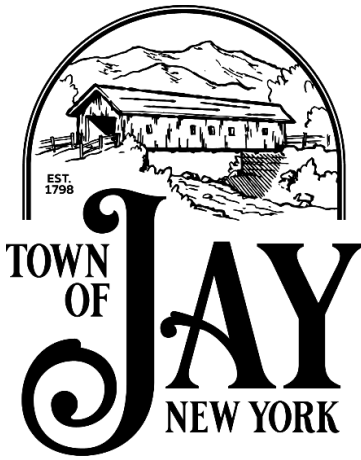
Driveway guidelines, as recommended by the Town of Jay, include:

1. Driveways serving 1-3 homes should have a minimum 12' roadway and 2' shoulders; driveways serving 4 or more homes should have a minimum 16' roadway with 2' shoulders.
2. Maximum allowable slope is 15%.
3. Minimum radius of all corners is 48' to center line of roadway.
4. Vertical clearance of 13'6" across full driveway width.
5. Driveway should extend to within 50' of the building.

### Sketch and Satellite Map

Notes: Applicants must stake out proposed driveway for inspection by the DPW Superintendent.

1. Please prepare a sketch of the parcel and road frontage indicating the location of the proposed driveway access, other existing accesses, the Town highway drainage/ditches, trees, buildings, etc. Sketch area provided on last page.
2. Attach a copy of a Google Map or other satellite map of the area.



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By signing below, the applicant represents that the information contained in this application is true and correct and that he or she is authorized to file this application.

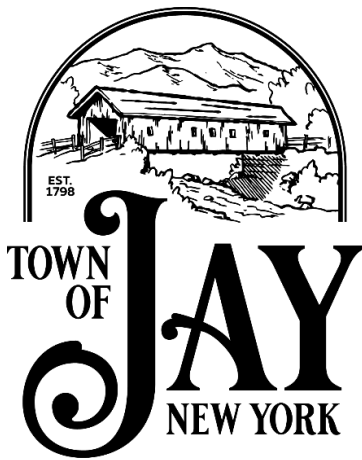
Property Owner(s) Signature(s)	Printed Name(s)	Date

Applicant(s) Signature(s)	Printed Name(s)	Date

**CONDITIONS FOR APPROVAL** Under Section 136 of New York State Highway Law, any entity, whether public or private, desiring to work in the Town Road right-of-way must secure a permit. This permit shall be issued based upon the approval of the Superintendent of Highways prior to commencing the project.

1. **General Conditions:**
  - a. All work done in the Town Road right-of-way shall be performed in a manner that is satisfactory to the Town of Jay Highway Superintendent.
  - b. The location of the new or replaced installation is to be approved by the Superintendent prior to construction.
  - c. The applicant is to contact the Underground Facilities Protective Organization (UFPO) at 1-800-962-7962, before commencing work, as mandated by New York State Law Code Rule 753. Advance notice of two full working days is required for this service.
2. **Hold Harmless Clause:** The applicant is to keep in good repair all pipes, hydrants and all other appurtenances which may be placed within the bounds of the highway under terms of this permit. They shall also indemnify and hold harmless the Town of Jay from all damages which may accrue due to their installation and location in the highway. Upon notice of the Town Superintendent, he/she agrees to make any repairs required for the protection and preservation of the highway, and further consents that, upon the failure of the applicant to make such repairs, they may be made by the Town Superintendent at the expense of the applicant. Such expense shall be a prior lien upon land benefited by the use of the highway for such pipes, hydrants or appurtenances.
3. **Traffic:** While working in the Town Road right-of-way, at least one lane of traffic is to remain open at all times, unless an exception is made by the Highway Superintendent ahead of time.



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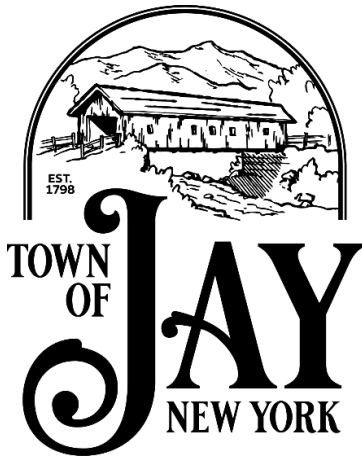
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4. Proper use of flagmen, cones, barricades and construction zone signs, etc. must be maintained at all times while working in the right-of-way.
5. **Driveway Entrances:** The installation of new driveway entrances will be evaluated by the Town of Jay Highway DPW Superintendent prior to commencing work, for adequate sizing, proper grade and location and to determine if a culvert is necessary. Although providing access to a property map may be obligatory, there might be restrictions placed on the entrance due to unusual circumstances. If it is determined that a culvert is not warranted, the applicant is to backfill the driveway with a minimum of 6" of suitable compacted item #4 gravel. Paving of the driveway apron may be necessary as conditions dictate. The Highway Staff will determine if this is necessary.
6. **Installation by Boring:** When feasible that applicant shall install the new facility by the use of boring machine and pushing the structure under the roadway.
7. **Installation by Trenching:** When boring is not possible and with approval of the Highway Superintendent, trenching in the Town Road will be allowed. Proper minimum depths are to be achieved.
8. **Depth of Installation:** Proper depth of installation of new wires, pipes, etc. is critical for the future highway work. Unless specified elsewhere in this permit, the following minimum depths are to be achieved.
  - a. Telephone and electric cables- 24"; sewer pipes and services- 36"; water pipes and services- 60".
9. **Site Restoration:** Upon completion of the installation, the work area is to be left in at least the same condition as prior to the work being done. If the Town of Jay has to repair the site, the property owner will be charged for all costs associated with the restoration work.
10. **Insurance:** The applicant is to carry a general liability insurance policy in the event that an injury or damage to the property results from the installation covered by this permit. Contractors hired to do the work shall have a minimum of \$1,000,000.00 coverage per occurrence. \$2,000,000.00 containing a minimum of \$250,00.00 for general liability insurance. If such a policy does not currently exist, coverage for the construction must be secured. In either case, one should check with their insurance agent on this matter.
11. **Violations; Penalties:** Any violations of the terms of this permit and/or Highway Law 136, the applicant shall be liable for a fine of not less than \$25,000 nor more than \$1,000 for each day of the violation. Such penalties shall be recovered by the Town Roads in accordance with the provisions of the Highway Law.



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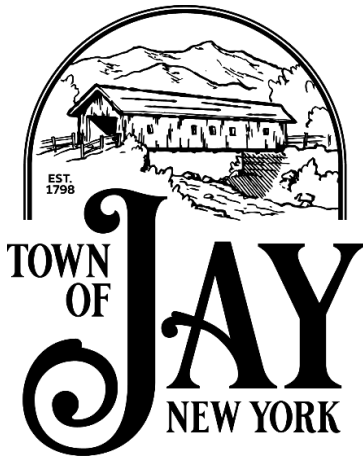
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**Sketch Area:**

**For Office Use Only:**

Date Property Reviewed:

Additional Comments/Dept. Communications:



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Approved  Denied – Reason:

\_\_\_\_\_  
DPW Superintendent

\_\_\_\_\_  
Date