

Town of West Bloomfield Highway Department

P.O. Box 87, County Road 37, West Bloomfield, NY 14585

DRIVEWAY INSTALLATION & REPLACEMENT PERMIT

Purpose: To establish consistent standard and procedure for the installation and replacement of driveway pipes and driveways that intersect Town roads.

- All requests for new or replacement driveways and driveway pipes shall be made by contacting the Town's Highway Department. Interested parties will be advised when they contact the Town's Highway Department that there will be a non-refundable permit application fee based on the fee schedule listed below. A pre-paid installation fee of \$10.00 per foot of pipe (minimum 20 feet) that will be installed by the Town's Highway Department. Additional pipe lengths must be in ten foot increments.
- All Driveway Permit applications for new driveway pipes or additions to existing driveway pipes shall include a sketch showing the proposed location of the pipe and dimensions to nearby reference points. The completed Driveway Installation & Replacement Permit and non-refundable fee per the Fee Schedule listed below shall be submitted to the Town's Highway Superintendent at 2560 County Road 37, PO Box 87, West Bloomfield NY 14585. Checks should be made payable to "Town of West Bloomfield, New York"
- Upon receipt of an initial driveway installation request and/or completed permit application form, the Town's Highway Superintendent or his/her designee will meet with the owner or contractor to review the existing site conditions, determine the correct diameter and length of pipe required and whether end sections are required.
- No driveway installation work by contractors, owners or others shall proceed prior to receipt of all required fees. All new and add-on driveway pipes and fittings shall be purchased by the owner requesting such installation. The owner shall notify the Town's Highway Department when they have obtained the required pipe and fittings. Upon receipt of all required permit and installation fees, installation work will be scheduled to begin within ten working days.
- All new and replacement pipes shall be ADS or Smooth bore polyethylene or equal as approved by the Town Highway Superintendent or his designee. All 12" to 48" pipes shall meet AASHTO M294-97 Type S requirements.
- **Town Installation:** All new driveway pipes shall be installed by the Town's Highway Department or if required by time constraints and/or hardship to the owner, by a private contractor if approved in advance by the Town Highway Superintendent or his/her designee.
- **Contractor/Owner Installation:** All driveway pipes installed by private contractors or individuals without prior approval and permission of the Town's Highway Department shall be subject to removal and re-installation to the satisfaction of the Town's Highway Superintendent or his/her designee at no cost to the Town's Highway Department. All work done by a private contractor shall be at the expense of the owner. All private contractors must provide an appropriate insurance certificate naming the Town of West Bloomfield, New York as an additional insured party before work begins. All driveway installations by others are subject to a final inspection and acceptance by the Town's Highway Superintendent or his/her designee. Contractors shall request a final inspection while still on-site. All costs incurred to correct and /or re-install the driveway pipe and fill material to the satisfaction of the Town's Highway Superintendent or his/her designee shall be borne by the owner.

- Direct discharge of storm water from the proposed new driveway surface onto any Town road shall not be permitted. Drainage swales or ditches shall be provided along both sides of the proposed driveway and the driveway shall be constructed in a manner that shall provide for positive drainage from the driveway surface into ditches along the driveway and into existing road ditches within the Town's right-of-way.
- All material costs for replacement pipes and/or additions to existing pipes requested by the owner shall be borne by the owner if it is determined upon inspection of the pipe that the pipe has not been damaged by the Town's Highway Department and that the pipe is functioning properly.
- Any additional headwalls, retaining walls, decorative work, driveway pipes, etc. installed at new or existing driveways within the Town's right-of-way, without the prior approval of the Town's Highway Superintendent or his/her designee is prohibited and will be subject to removal by the owner at no cost to the Town's Highway Department.

Please print or type in ink

Owner's full name _____

Owner's mailing address _____

Owner's telephone _____

Legal address of project _____

Type of driveway: Circle One **Class I – Residential** **Class II – Commercial** **Class III – Industrial** **Permit Fee Schedule:**

- Class 1 - \$0**
- Class 11 - \$0**
- Class 111 - \$0**

Note: Additionally, all driveway pipe installation by the Town's Highway Department will require a pre-paid fee of \$10.00 per foot of the pipe (minimum 20' or \$200.00) pipe lengths greater than (20) feet must be in ten (10) foot increments.

Owner's Affidavit for Application: The owner hereby certifies that the information contained is accurate, true and complete to the best of his or her knowledge, and understands that false statements made in the application are subject to the applicable versions of the New York Penal Law. Lastly, the owner has read the entire application and agrees to all provisions such as but not limited to reimbursing the Town for any incurred costs and agreement to indemnify and hold harmless the Town

Owner's Signature _____ **Date** _____

FOR OFFICIAL USE ONLY

Size of Pipe required: _____ **Fees** _____

Date of Installation: _____ **Contractor:** _____

Inspection Date: _____ **Inspected by:** _____