

SCHUYLER COUNTY HIGHWAY DEPARTMENT

DRIVEWAY INSTALLATION & REPLACEMENT PERMIT

Purpose: To establish consistent, standard procedures for the installation and replacement of driveway pipes and driveways that intersect Schuyler County roads.

- All requests for new or replacement driveways and driveway pipes shall be made by contacting the Schuyler County Highway Department. Interested parties will be advised when they contact the 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 \$5.00 per foot of pipe (minimum 20 feet) that will be installed by the County 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 Highway Department at 910 South Decatur Street, Watkins Glen, NY 14891. Checks should be made payable to: Schuyler County Treasurer.
- Upon receipt of an initial driveway installation request and/or completed permit application form, a County Highway Department representative will meet with the property owner or contractor to review 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 property owner requesting such installation. The property owner shall notify Schuyler County 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 Hancor smooth bore polyethylene or equal as approved by the Schuyler County Highway Superintendent or his designee. All 12" - 48" pipes shall meet AASHTO M294-97 Type S requirements.
- County Installation: All new driveway pipes shall be installed by the Schuyler County Highway Department or if required by time constraints and/or hardship to the owner, by a private contractor if approved in advance by the Schuyler County Highway Superintendent or his designee.
- Contractor/Owner Installation: All driveway pipes installed by private contractors or individuals without prior approval and permission of the Schuyler County Highway Department shall be subject to removal and re-installation to the satisfaction of the Schuyler County Highway Superintendent or his designee at no cost to the Schuyler County 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 Schuyler County as an additional insured party before work begins. All driveway installations by others are subject to a final inspection and acceptance by the Schuyler County Highway Superintendent or his 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 Schuyler County Highway Superintendent or his designee shall be borne by the owner.
- Direct discharge of storm water from the proposed new driveway surface onto any Schuyler County 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 County right-of-way.
- All material costs for replacement pipes and/or additions to existing pipes requested by the property owner shall be borne by the property owner if it is determined upon inspection of the pipe that the pipe has not been damaged by the Schuyler County Highway Department and that the pipe is functioning properly. (Per Schuyler County Legislature resolution #58-13).
- Any additional headwalls, retaining walls, decorative work, driveway pipes, etc. installed at new or existing driveways, within the County right-of-way, without the prior approval of the Schuyler County Highway Superintendent or his designee is prohibited and will be subject to removal by the owner at no cost to the Schuyler County Highway Department.

Please print or type in ink:

Applicant Name: _____ Tax Parcel ID: _____

Property Address & County Road Number: _____

Home Address: _____

Day Phone Number(s) _____ Evening Phone Number(s) _____

Driveway Types

Class I (Residential)

Class II (Commercial land/buildings and agriculture used for diversified business types including non-retail commerce)

Class III (Industrial Business Use)

Class IV (Temporary Industrial Use)

Permit Fee Schedule

Class I = \$ 50

Class II = \$100 for businesses up to 10,000 SF (building space) plus \$50 for each additional 1,000 SF

Class III = \$250 for businesses up to 10,000 SF (building space) plus \$50 for each additional 1,000 SF

Class IV = \$500

Note: Additionally, all driveway pipe installations by Schuyler County Highway Department will require a pre-paid fee of \$5.00 per foot of pipe (minimum 20 feet). Pipe lengths greater than twenty (20) feet must be in ten (10) foot increments.

Driveway Type Requested: _____

Applicant Signature: **X** _____ Date: _____

Schuyler County Highway Department: _____ Date: _____

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FOR OFFICE USE ONLY:

Size of Pipe Required: _____ Fee(s): _____

Date of Installation: _____ Contractor: _____

Inspection Date: _____ Inspected by: _____