



Submit documents and fee to:
Tompkins County Highway Department
170 Bostwick Road,
Ithaca, NY 14850
Email: HighwayPermits@tompkins-co.org

1. APPLICANT NAME _____

2. PERMIT DATE: _____

a. Phone #: _____

Email: _____

3. DRIVEWAY STREET ADDRESS: _____

4. TOWN OF: _____

CR #: _____

TAX MAP #: _____

CULVERT: Pipe length (30' min – 40' max), diameter and material determined / approved by TCHD

GRADING: Driveway surface shall not be higher than roadway surface and shall drain into property

DRAINAGE: Surface water shall not flow onto the roadway

PAVING: When performed in conjunction with driveway construction, or within 90 days of issuance, separate paving permit fee will be waived.

PAVEMENT: 2 inches (minimum) or equal to existing depth of shoulder pavement

By signing below, the property owner acknowledges their responsibility for future maintenance of the subject installation, and recognizes the Tompkins County Highway Division retains right-of-way to perform maintenance of the driveway as it deems necessary in the interests of the public. The County may clean, replace, or upgrade the culvert(s) or ground surface(s) placed in this installation at its own expense during reconstruction or rehabilitation of the highway.

The property owner and contractor assume all responsibility to repair or modify the driveway installation if not conforming to highway department specifications. A certificate of completion will be issued to indicate satisfactory conformance regarding its effect upon the County infrastructure. Except as noted, the County does not certify quality or workmanship.

PERMIT FEE: NEW DRIVEWAY = \$100.00

(Checks and money orders are to be made payable to: Tompkins County.)

PAVING EXISTING DRIVEWAY = \$25.00

FEE RECEIVED BY: _____

By endorsing this application, the Applicant and their Contractor certify their understanding and responsibilities required when working within the County right-of-way, has been reviewed and fully understood. Driveway construction shall be by TCHD certified Contractors only.

APPLICANT SIGNATURE: _____

DATE: _____

DRIVEWAY PERMIT NUMBER: _____



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3. DRIVEWAY STREET ADDRESS:

4. TOWN OF:

CR #:

TAX MAP #:

5. CONTRACTOR NAME:

6. CONTRACTOR INFORMATION:

a. Phone #:

Email:

b. Address:

DRIVEWAY CONSTRUCTION INSPECTION / EVALUATION:

Notification must be given to the county highway 48 hours prior to commencement of work. Final inspections are generally scheduled by County Highway within 48 hours after notification by contractor of work completion. Inspections will be performed as soon as practical and only during County work hours.

CERTIFICATION OF CONSTRUCTION:

As the Contractor, we hereby certify by signature below, that we can and will obtain proof of the insurance coverage and performance bond required by Tompkins County for this permit. We shall perform this work without interruption and in accordance with attached driveway construction drawings and specifications, and in conformance with attached terms & conditions and all other applicable requirements.

By signing below, the Applicant certifies that the (Responsibility of Permittee Working within the County Highway Right-of-Way) guidelines and requirements have been reviewed, fully understood, and agreed upon, and all work performed under this permit will be governed by the requirements, guidelines, and recommendations of Part 6 of the Federal Manual of Uniform Traffic Control Devices (MUTCD), and New York State supplements

CONTRACTOR SIGNATURE:

DATE:

DRIVEWAY PERMIT NUMBER:



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1. APPLICANT NAME: _____

2. DRIVEWAY ADDRESS: _____

INITIAL SITE EVALUATION DATA:

Section completed by TCHD

3. VISIBILITY

- a. Satisfactory, meets sight distance requirement for prevailing speed
- b. Unsatisfactory, requires the following action:
 - i. Clear obstruct for required sight distance.
 - ii. Relocate driveway entrance
 - iii. Warning sign required

4. Driveway Culvert

- | | |
|---------------------------------|-------------------------------------------|
| a. Culvert diameter upstream | _____ inches I.D. [CMP] [PLASTIC] [STEEL] |
| b. Culvert diameter downstream: | _____ inches I.D. [CMP] [PLASTIC] [STEEL] |
| c. Driveway culvert required: | _____ inches I.D. [CMP] [PLASTIC] [STEEL] |

Note:

Remove sod from roadside ditch a minimum of 5-ft beyond pipe ends. Undercut ditch at culvert as necessary to provide 3-inch minimum stone bedding (see detail) Invert of driveway culvert may sump, 3-inch max, to provide for future ditch maintenance.

Comments: _____

5. Backfill

- a. Crushed limestone, type 2 crushed gravel or type 4 sub-base course material
- b. Place 6-inch surge stone (light stone fill) at 2:1 slope on both the inlet and outlet in place of end Sections. **End sections are not permitted without written approval.**

Comments: _____

Reviewed: _____

DRIVEWAY PERMIT NUMBER: _____



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6. APPLICANT NAME: _____
7. DRIVEWAY ADDRESS: _____
8. CONTRACTOR NAME: _____
9. CONTRACTOR CONTACT: _____

DRIVEWAY CONSTRUCTION INSPECTION / EVALUATION:

Section completed by TCHD

10. Notification must be given to the county highway 48 hours prior to commencement of work.
11. Final inspections are generally scheduled by County Highway within 48 hours after notification by contractor of work completion. Inspections will be performed as soon as practical and only during County work hours.

X = Satisfactory, no repair required

N = Unsatisfactory, Repair required

12. ☐ Damage to pavement
13. ☐ Driveway slopes away from road
14. ☐ Driveway pipe (if any)
- a. ☐ correct size
- b. ☐ correct slope
- c. ☐ correct alignment
15. ☐ Light Stone Fill (6-inch minus surge stone) placed at 2:1 slope at inlet and outlet
16. ☐ Roadside drainage system
- d. ☐ correct in accordance with permit conditions
- e. ☐ clear and unobstructed

GENERAL RECOMMENDATIONS:

17. ☐ SATISFACTORY, no improvement required
18. ☐ UNSATISFACTORY, the following required
- Evaluated by: _____
- Date: _____

CERTIFICATE OF COMPLETION:

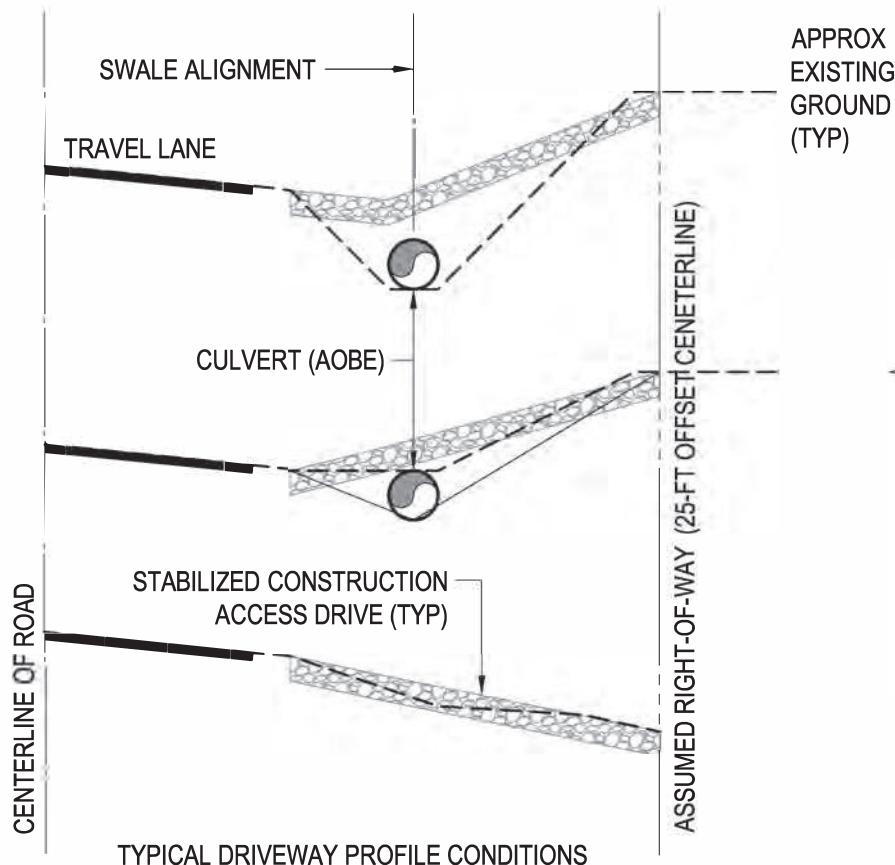
As of the date below, the Tompkins County Highway Department certifies that the driveway work described herein appears to be complete in accordance with the drawings and specifications included in this permit and repairs or modifications are not required.

Highway Director (or designee): _____

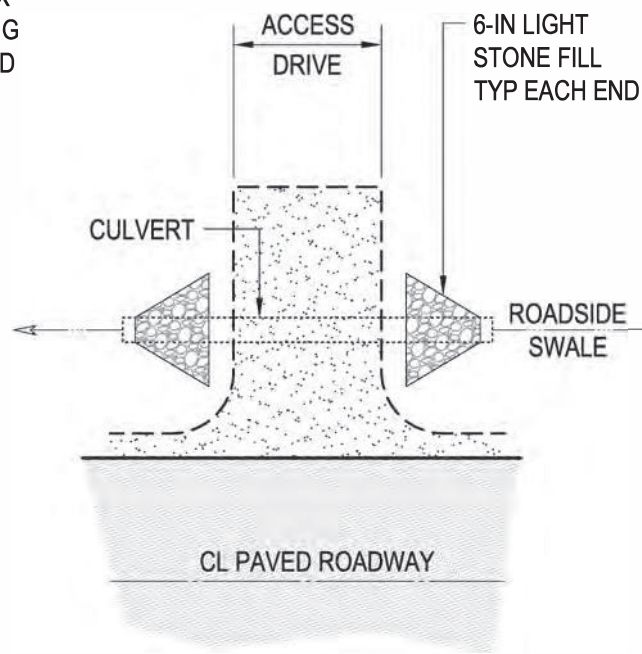
Date: _____

The referenced evaluation is limited to the effect of driveway installation on the existing road and drainage infrastructure and except as noted, and shall not be inferred as an evaluation of workmanship, which is the sole responsibility of the Owner / Applicant.

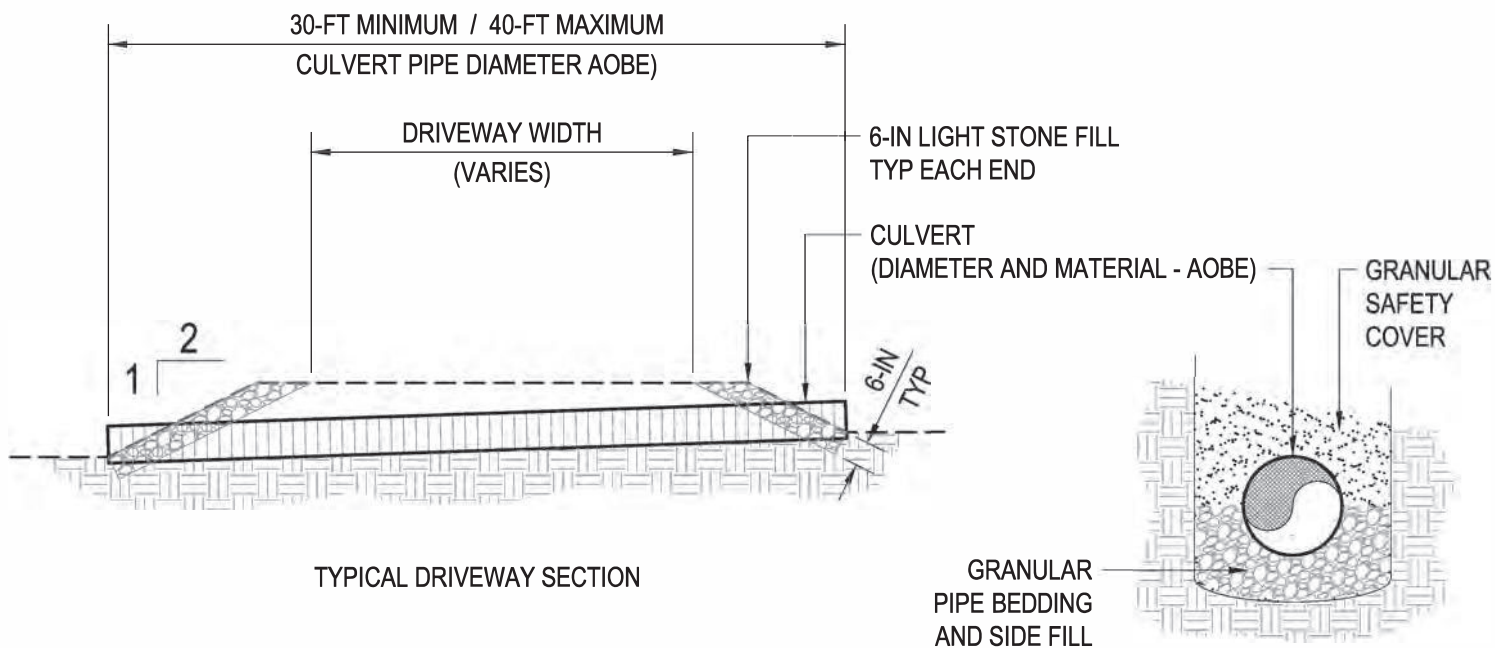
DRIVEWAY PERMIT NUMBER: _____



TYPICAL DRIVEWAY PROFILE CONDITIONS



TYPICAL DRIVEWAY PLAN



TYPICAL DRIVEWAY SECTION

TYPICAL TRENCH SECTION

NOTE:

1. MAINTAIN GRADE OF ROADSIDE SWALE FOR FULL WIDTH OF PROPERTY
2. SITE DISCHARGE SHALL NOT BE ALLOWED TO DISCHARGE INTO ROAD
3. GRADE ADJACENT AREAS TO DRAIN INTO ROADSIDE SWALE
4. PROVIDE 6-IN LIGHT STONE FILL (SURGE STONE) PLACED AT 2:1 SLOPE ON BOTH INLET AND OUTLET OF CULVERT IN LIEU OF END SECTIONS

DRAWING NO:
DWY.001

SHEET NO: **1** OF ...

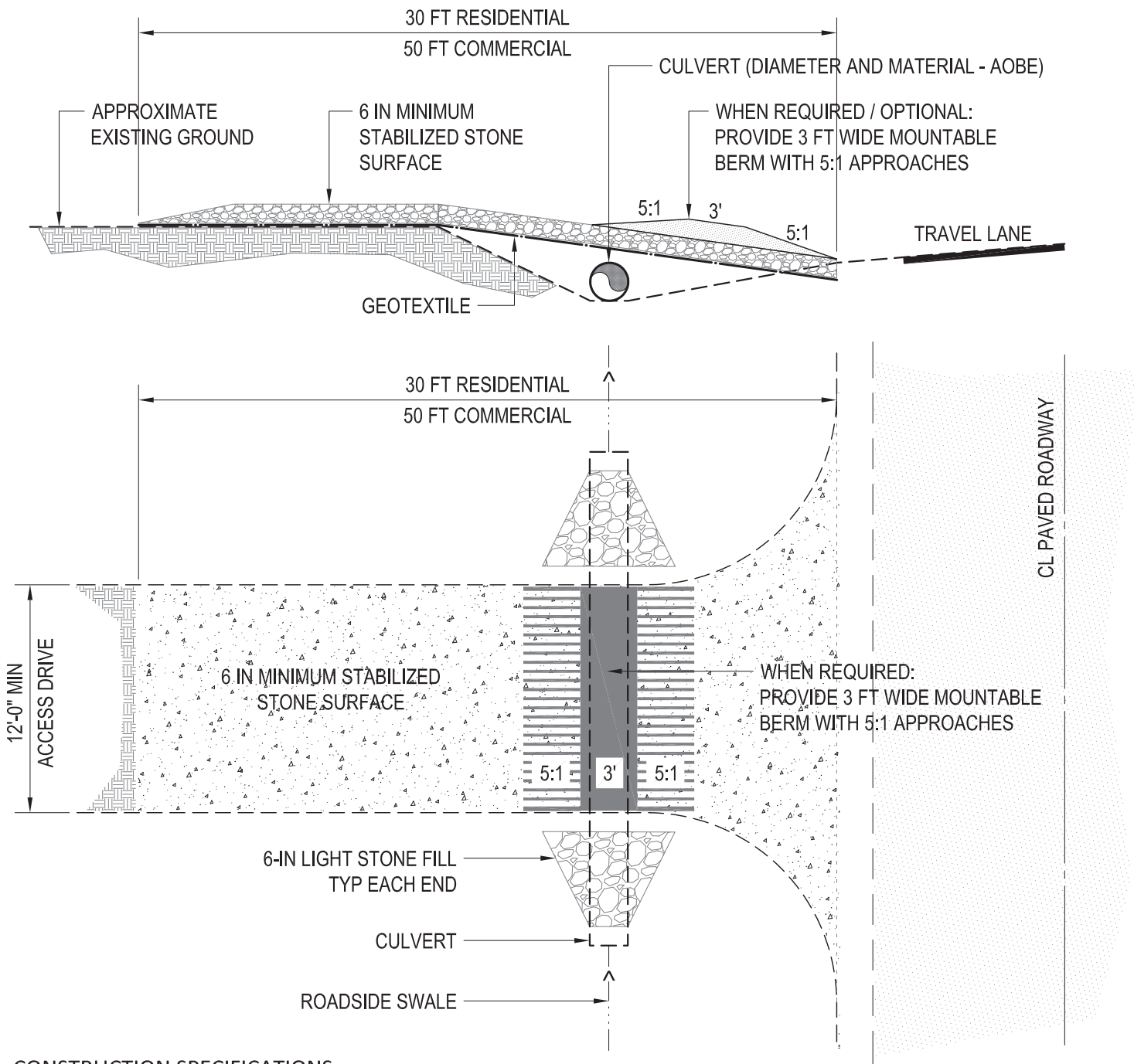
PROJECT:

TOMPKINS COUNTY HIGHWAY DEPARTMENT

STANDARD DETAILS
STABILIZED CONSTRUCTION ACCESS

GENERAL DETAILS

NOT TO SCALE



CONSTRUCTION SPECIFICATIONS

1. GEOTEXTILE PLACED OVER ENTIRE AREA PRIOR TO STONE
2. STONE SIZE BLEND 1 INCH to 4 INCH STONE OR EQUIVALENT
3. LENGTH RESIDENTIAL = 30 FEET
COMMERCIAL = 50 FEET
4. THICKNESS 6 INCH MINIMUM
5. WIDTH 12 FEET MINIMUM
NOT LESS THAN POINT OF ACCESS
6. SURFACE WATER DIRECT / DIVERT RUNOFF TOWARDS CONSTRUCTION
PROVIDE DRIVEWAY CULVERT AOE
WHERE CULVERT IS NOT FEASIBLE, PROVIDE 5:1 BERM
7. MAINTENANCE PREVENT TRACKING OF SEDIMENTS FROM SITE TO ROADWAY
REMOVE SEDIMENTS WASHED OR TRACKED ONTO PUBLIC ROADS IMMEDIATELY
8. INSPECTION PERIODIC MAINTENANCE WITH SPECIFIC REVIEW AFTER RAIN
9. WASHING ONLY IN APPROVED AREAS PROVIDED WITH SEDIMENT TRAPPING DEVICES

reference:

ADAPTED FROM USDA-NRCS, NYS.DOT, NYS.DEC, NYS.S&WC
AOBE = AS ORDERED BY ENGINEER

DRAWING NO:

SCA.002

SHEET NO: 1 OF ...

PROJECT:

TOMPKINS COUNTY HIGHWAY DEPARTMENT

STANDARD DETAILS

STABILIZED CONSTRUCTION ACCESS

GENERAL DETAILS

NOT TO SCALE



Why does Tompkins County Highway only permits light stone fill on culvert ends?

Driveway Notes:

Driveway Installation requirements
 Use angular interlocking stones shapes
 Use Light Stone Filling at each end
 Place stone at 2H:1V slope at each end
 Stone diameter of 6" - 8"



TCHWY driveway standards and permits, exclude the use of all rigid culvert end treatments, using only light stone fill ramped at a 2:1 slope (see pictures) which facilitates maintenance of roadway swales and preserves the integrity of the driveway culvert in heavy storm events.

The sloped stone end treatment also increases vehicle safety in the event of an unintended lane departure in lieu of striking a stone, masonry, or wood wall. Therefore, be advised all existing end treatments of these types shall not be replaced in kind when a driveway culvert is replaced.

TCHWY thanks you for your understanding and appreciates your compliance with our driveway culvert requirements.

