



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

1. APPLICANT NAME

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2. PERMIT DATE:

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a. Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

3. DRIVEWAY STREET ADDRESS:

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4. TOWN OF: \_\_\_\_\_ CR #: \_\_\_\_\_ TAX MAP #: \_\_\_\_\_

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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:

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DATE:

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**DRIVEWAY PERMIT NUMBER:**

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1. APPLICANT NAME

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2. PERMIT DATE:

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3. DRIVEWAY STREET ADDRESS:

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4. TOWN OF: CR #: TAX MAP #:

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5. CONTRACTOR NAME:

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6. CONTRACTOR INFORMATION:

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a. Phone #: Email:

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b. Address:

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#### **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:

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DATE:

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**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      Evaluated by: \_\_\_\_\_

18.  | UNSATISFACTORY, the following required      Date: \_\_\_\_\_

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**CERTIFICATE OF COMPLETION:**

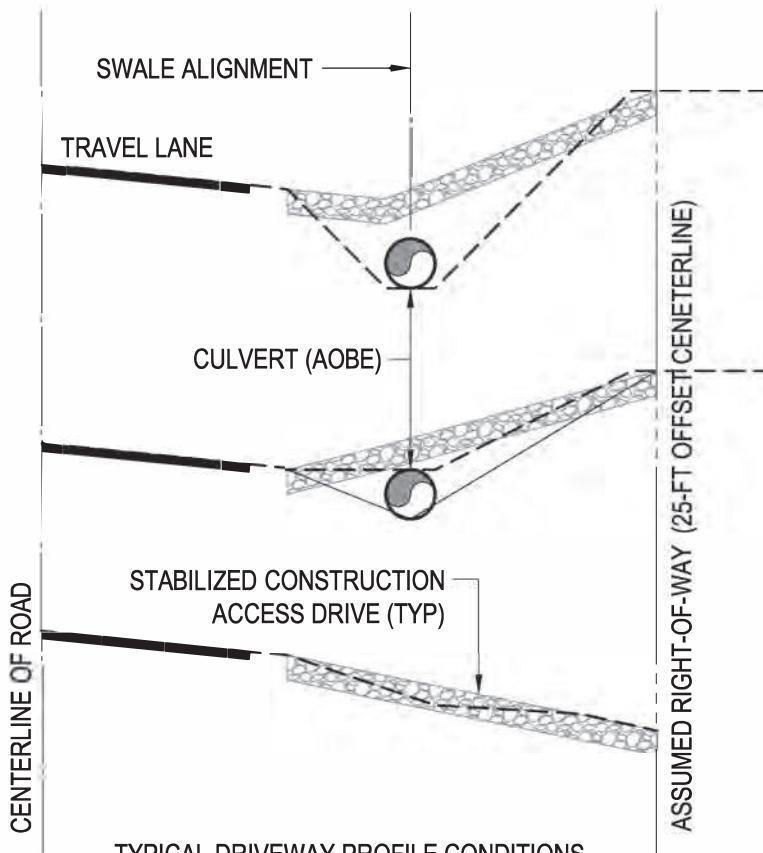
As of the date below, the Tompkins County Highway Department certifies that the driveway work described herein appears to be complete in accordance with the drawings and specifications included in this permit and repairs or modifications are not required.

Highway Director (or designee): \_\_\_\_\_

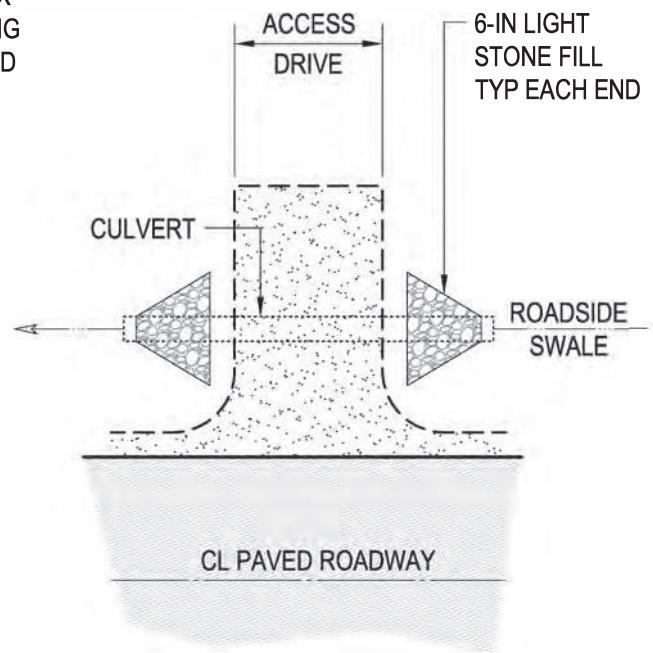
Date: \_\_\_\_\_

*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.*

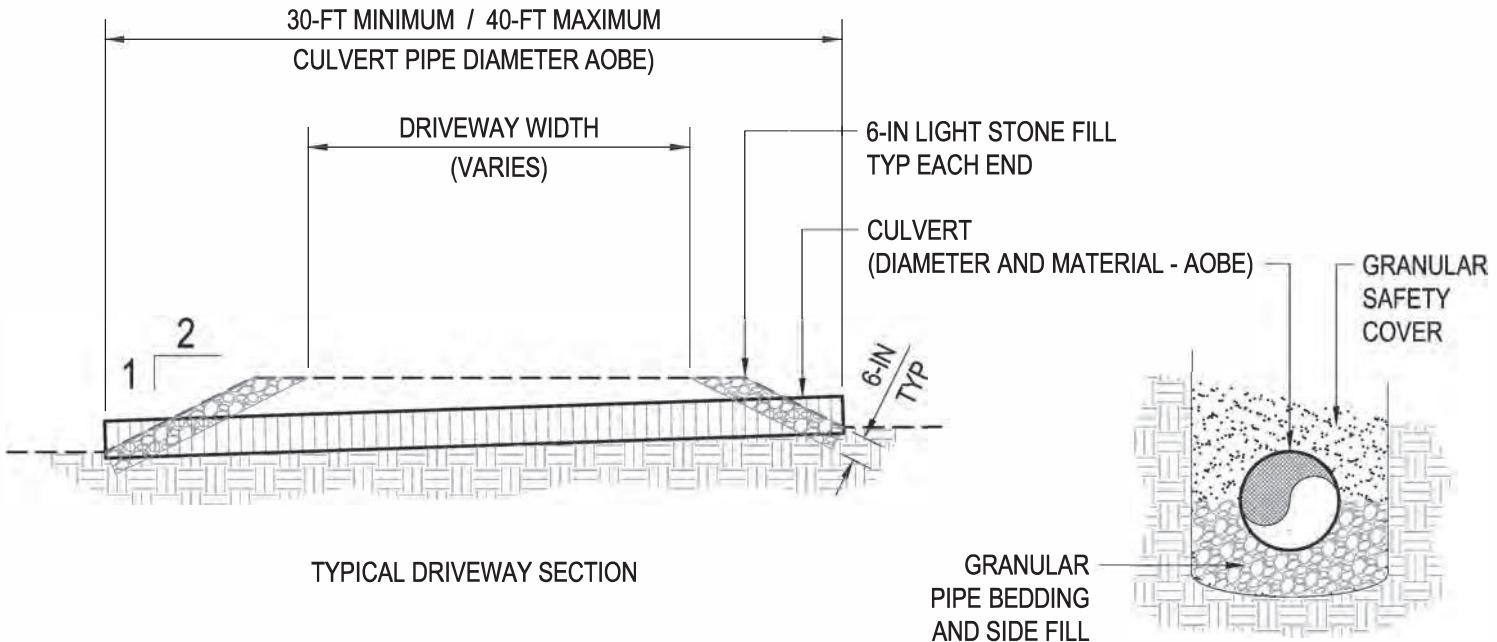
**DRIVEWAY PERMIT NUMBER:**



TYPICAL DRIVEWAY PROFILE CONDITIONS



TYPICAL DRIVEWAY PLAN



TYPICAL DRIVEWAY SECTION

NOTE:

1. MAINTAIN GRADE OF ROADSIDE SWALE FOR FULL WIDTH OF PROPERTY
2. SITE DISCHARGE SHALL NOT BE ALLOWED TO DISCAHRGE 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

TYPICAL TRENCH SECTION

GRANULAR  
PIPE BEDDING  
AND SIDE FILL

DRAWING NO:  
**DWY.001**

TOMPKINS COUNTY HIGHWAY DEPARTMENT

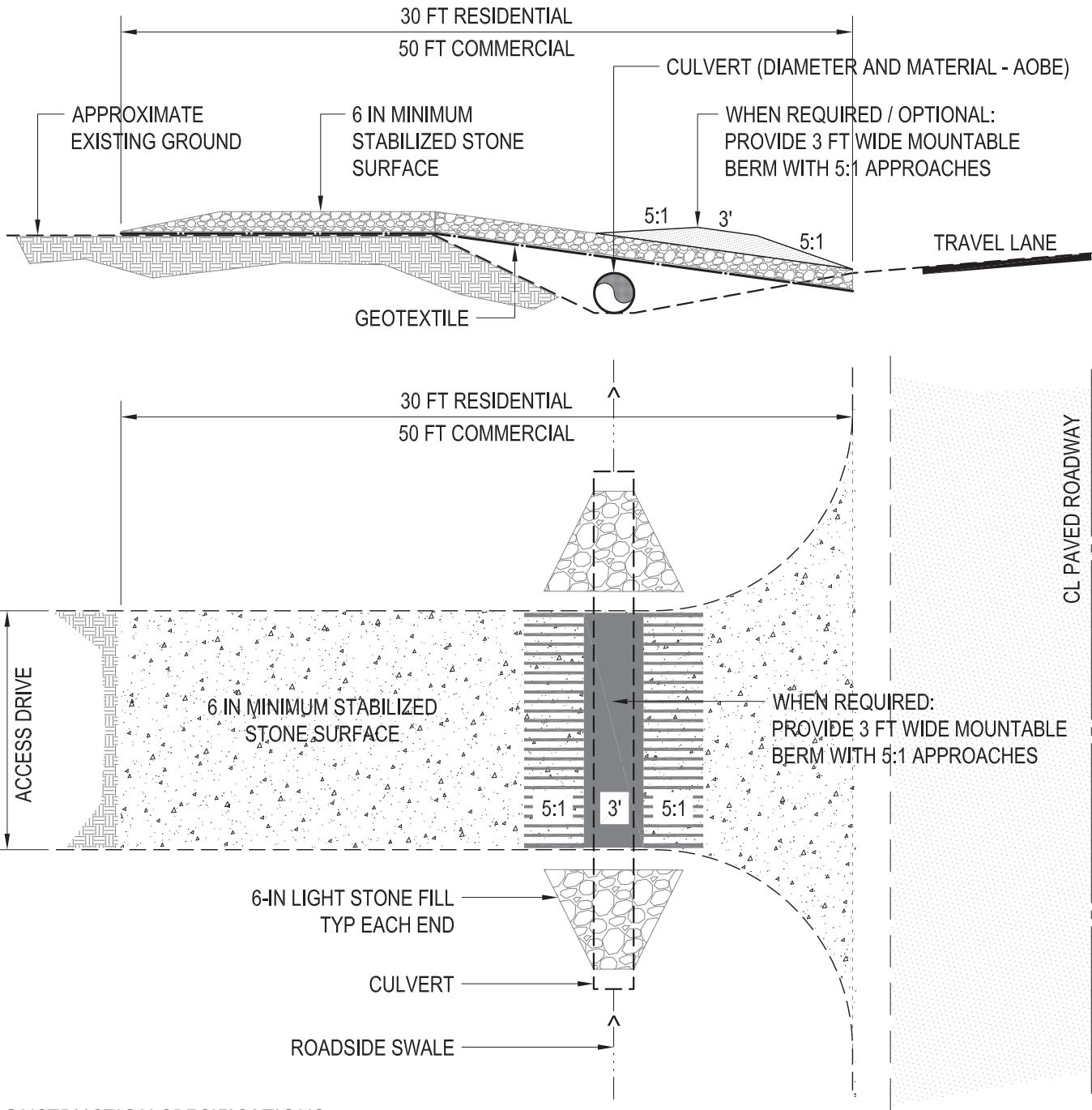
GENERAL DETAILS

SHEET NO: 1 OF ...

STANDARD DETAILS  
STABILIZED CONSTRUCTION ACCESS

NOT TO SCALE

PROJECT: .....



### 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 Aobe  
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: <b>SCA.002</b>	TOMPKINS COUNTY HIGHWAY DEPARTMENT	GENERAL DETAILS	
SHEET NO: 1 OF ...	STANDARD DETAILS STABILIZED CONSTRUCTION ACCESS	NOT TO SCALE	
PROJECT: .....			



### 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.

