Town of Rhinebeck Highway Department

119 Rhinecliff Road, Rhinebeck, NY 12572
845-876-6263
town.highway@rhinebeck-ny.gov

Kathy Kinsella, Superintendent — Bob Wyant, Foreman

Application for Driveway Access to Town Roads

A $100, non-refundable fee must accompany this application as a check or money order made payable to: Town of Rhinebeck. No cash will be accepted.

Permit #

Street address and tax grid # for which permit is requested:

_____

Name of applicant: _____

Mailing address of applicant: _____

Phone numbers: (day)_____(alt.)_____

Applicant is the owner of the property in question: _____yes _____no

If no, name of owner: _____

Applicant's relationship to owner: _____

Application for a permanent, residential driveway: _____yes _____no

If no, access is to be used as: (e.g. temporary, shared access, or commercial)

_____

Size and specifications of driveway or access: _____

Type of surface: _____

Attached is a sketch of the proposed work, showing dimensions and including a depiction of existing utilities: ___yes ___no

Does this construction require: zoning board approval? ___yes ___no
planning board approval? ___yes ___no

What is the speed limit of the road to which access is requested? _____mph

Date work is to begin: _____

Conditions: Applicant agrees to perform all work in strict compliance with any conditions set forth as a part of the permit, and in accordance with all provisions of the laws, statutes, and ordinances of the Town of Rhinebeck and any other applicable laws and regulations, and with the rules, regulations, and guidelines of the Town of Rhinebeck Highway Department. I have read the Highway Department's "Guidelines for Driveways" and signed acknowledgement thereof.

_____ _____
Applicant's signature Date

This Side For Rhinebeck Highway Dept. Use Only

Inspection and Permission for Driveway Access
to Town Roads, Streets and Highways

Application accepted: _____yes _____no (if no, see below)

Application requires more information as described: _____

_____

Denied (state reason): _____

_____

Signed: _____ Date: _____

Permission to Commence Work

Site inspection: Inspected by: _____ Date: _____

Conditions satisfactory: _____yes _____no

If no, explain: _____

Permission to commence work: _____approved _____denied Date: _____

Special conditions: _____

_____

Permission to work expires on: _____

Signed: _____

Driveway Access Approval

Applicant reports work completed: _____yes _____ no Date: _____

Site inspection by: _____ Date: _____

Conditions Satisfactory: _____yes _____no (if no, explain)

_____

_____Permit denied _____Permit approved Date: _____

Permit #

Form revised 09/14

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Guidelines for Driveways

Applicants must sign that they have read and agree to these guidelines and return this form with their driveway permit application.

Any person, firm, corporation, or other entity desiring to gain access to a Town road or perform work within or along a Town road must obtain a permit from the Town of Rhinebeck Highway Department. Written application for a driveway permit must be submitted on the Department's application and submitted to the Highway Department at least 21 days prior to the applied for date to begin construction. Required fees and a detailed site plan (showing the full dimensions of the proposed driveway) and any other data required by the Highway Department must accompany the signed application. All applications must list the property owner as the permittee. Proof of ownership may be required at the time of the application. A work performance security deposit to guarantee that the work described within the permit will be completed as specified may be required at the discretion of the Highway Superintendent or the Superintendent's representative. A certificate of insurance may be required as a part of the permit application.

It is the Town of Rhinebeck Highway Department's policy that each residential tax parcel may have only one driveway access to a Town road. The Highway Superintendent or the Superintendent's representative may consider more than one driveway per parcel on review of unusual site-specific conditions. The Highway Superintendent or Superintendent's representative may limit the placement of new driveways to a specific location along the property frontage.

If an applicant fails to comply with the terms of the permit, the Highway Department may order the applicant to stop work until corrections have been made. If corrective actions are not made as ordered, the Department may use the applicant's security deposit to pay for/perform corrective work.

Driveway work permits will not be issued until all applicable environmental reviews, if any, have been completed. A copy of the review must accompany the driveway permit application.

It is the responsibility of the applicant or applicant's representative to call "Dig Safely New York" at 1-800-962-7962 before excavation or demolition work.

Sight distances are measured from a point 12 feet back from the edge of the road and 44 inches above the surface of the proposed driveway. Sightlines should be clear for 275 feet in both directions on roads where the speed limit is 40 miles per hour or less and 350 feet on roads with a speed limit above 40 miles per hour to a maximum of 45 miles per hour, and 450 feet on any road with a speed limit above 45 miles per hour, unless otherwise specifically approved by the Highway Superintendent or Superintendent's representative.

Driveways must provide for adequate drainage and protect the Town road from storm water run-off. The Superintendent or the Superintendent's representative may specify driveway elevation grades and pitches and will become a condition of approval. If culvert pipe is used to direct drainage, it should be made of reinforced concrete or a smooth interior corrugated metal or plastic pipe with a diameter to be determined by the Highway Superintendent or the Superintendent's representative and a 1.5% pitch. Any connection to a Town drainage system (including pipes, ditches, swales, etc.) must have written authorization from the Town Highway Department.

Work must be conducted in a manner that minimizes adverse impact to traffic on the Town road. Equipment and materials may not be stored on the Town road or in the Town's right of way.

The Town road must be kept free from debris, including tools, equipment, earth, storm water, vehicles, and construction materials at all times. The road must be clean and passable to traffic at all times.

Driveways must be designed to allow access for fire department and other emergency responders. No turn may be of such a degree as to prevent access by emergency apparatus.

The Highway Superintendent reserves the right to restrict hours that work may take place due to traffic, safety, weather or any other condition.

The responsibility for permanent maintenance of all aspects of the entrance to the Town road is borne by the property owner. This includes maintenance of the driveway surface, drainage pipe, if any, warning signs, guide rail, and sight lines. When ownership of the property changes, the responsibility for the maintenance transfers to the new owner.

The permit is non-transferable. Work being done must be available for inspection by the Highway Department during normal business hours and at any time with 24 hours notice to the permittee.

Permission to commence work is granted for a period of one year from the date of approval.

The Highway Superintendent or the Superintendent's representative reserves the right to halt work, revoke, or cancel a permit at any time. If a permit is revoked, no lawful access to the Town road is granted.

The permittee must notify the Highway Superintendent or Superintendent's representative when construction of the driveway is complete so that a final inspection may occur.

I acknowledge that I have read and understand the above guidelines and agree to conduct all work in accordance with the guidelines and any other conditions that may be imposed by the Highway Superintendent or the Superintendent's representative.

Signature of applicant	*Printed name of applicant*	*Location of work*