



# SARATOGA COUNTY DEPARTMENT OF PUBLIC WORKS

## SARATOGA COUNTY PUBLIC WORKS FACILITY

3654 GALWAY ROAD  
BALLSTON SPA, NEW YORK 12020-2517  
(518) 885-2235 or 885-0087  
FAX (518) 885-8809

**Keith R. Manz, P.E.**  
Commissioner

**Thomas A. Speziale**  
Deputy Commissioner

### PERMIT FOR CONSTRUCTION OF A DRIVEWAY

(Rev. 9/24/12)

**Driveway Permit ID Number:** \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
(For Office Use Only)

Application is hereby made for a permit pursuant to Section 136 of the Highway Law to construct a driveway connection within the Right of Way of a County Highway. Approval of this permit is contingent on the approval of all other agencies involved with this project.

**APPLICANT:** NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE NO.: \_\_\_\_\_  
DATE OF APPLICATION: \_\_\_\_\_

**LOCATION:** COUNTY ROAD NO.: \_\_\_\_\_ ROAD NAME: \_\_\_\_\_  
TOWN: \_\_\_\_\_  
SIDE OF ROAD: (N) (S) (E) (W)  
MAP NO.: \_\_\_\_\_ BLOCK NO.: \_\_\_\_\_ LOT NO.: \_\_\_\_\_  
\_\_\_\_\_ FEET and/or \_\_\_\_\_ MILES (N) (S) (E) (W)  
FROM: \_\_\_\_\_  
NUMBER OF DRIVEWAYS REQUESTED / WIDTH: \_\_\_\_\_ / \_\_\_\_\_

**GENERAL REQUIREMENTS:**

1. The construction shall be in accordance with the requirements listed herein on plan "STANDARD DRIVEWAY DITCH CROSSING" and all special requirements shown on or attached to the "PERMIT".
2. The applicant shall furnish all materials and bear all costs of construction within the County Highway Right of Way and all work done and materials used shall meet the requirements of the Saratoga County Department of Public Works.
3. No alteration or addition shall be made to any driveway without first securing a new permit from the County.
4. The angle of the driveway with respect to the highway pavement edge shall not be less than 60° or more than 120°.
5. No driveway will be permitted within 50 ft. of an intersection.
6. No new driveway will be permitted at a location where the lack of sight distance in either direction along the highway is a hazard.
7. Residential driveway entrance shall be a maximum of 20 feet wide.
8. Commercial driveways shall be a maximum of 50 feet wide for a single combined entrance and exit, or a maximum of 50 feet each when two separate entrances are permitted. No more than two entrances from one highway to a single commercial establishment shall be permitted. Application for a commercial entrance shall include a fully dimensioned plan of the proposed driveway showing drainage.
9. Construction activities that disturb one acre or more of land must be covered under a SPDES permit. For more information visit the New York State Department of Environmental Conservation website:  

<http://www.dec.state.ny.us/website/dow/PhaseII.html>
10. The property owner is encouraged to follow these basic practices related to storm water runoff pollution prevention:
  - a. Use fertilizers sparingly and sweep up driveways, sidewalks and roads
  - b. Never dump anything down storm drains.
  - c. Re-vegetate bare and disturbed areas in your yard.
  - d. Compost yard waste.
  - e. Avoid pesticides; learn about Integrated Pest Management (IPM)
  - f. Direct downspouts away from paved surfaces.
  - g. Take your car to the car wash instead of washing it in the driveway.
  - h. Check car for leaks and recycle motor oil.
  - i. Pick up after your pet.
  - j. Have your septic tank pumped and system inspected regularly.

For additional information related to storm water runoff pollution prevention please visit the following internet websites:

New York State Department of Transportation

<http://www.dec.state.ny.us/website/dow/mainpage.htm>

United States Environmental Protection Agency

[www.EPA.gov/npdes.stormwater](http://www.EPA.gov/npdes.stormwater) or [www.epa.gov/nps](http://www.epa.gov/nps)

Permission is hereby granted to the above applicant to construct a driveway ditch crossing at the location described above in full conformance with the requirements set forth herein and attached hereto (attachments designated).



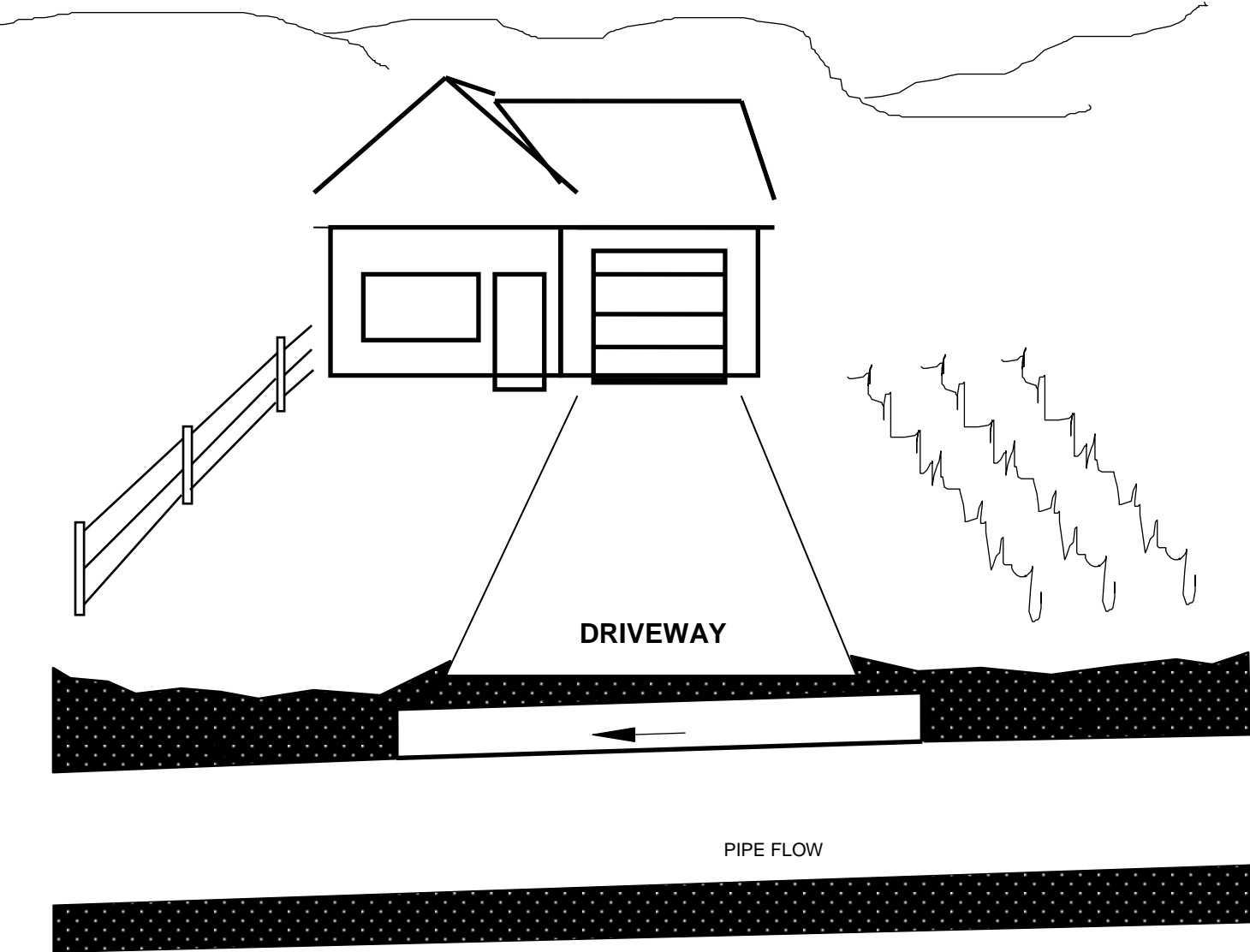
DATE: \_\_\_\_\_

\_\_\_\_\_

**(Signature of approving authority)**

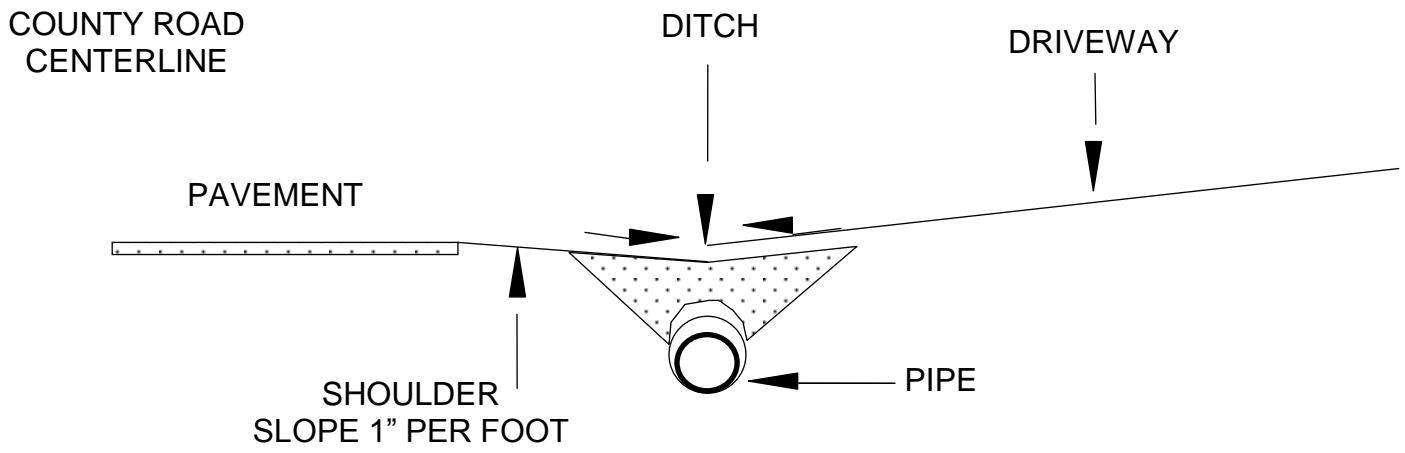
NOTE: A stake with flagging must be placed at the proposed driveway entrance to identify the location for inspection.

**STANDARD DRIVEWAY DITCH CROSSING**

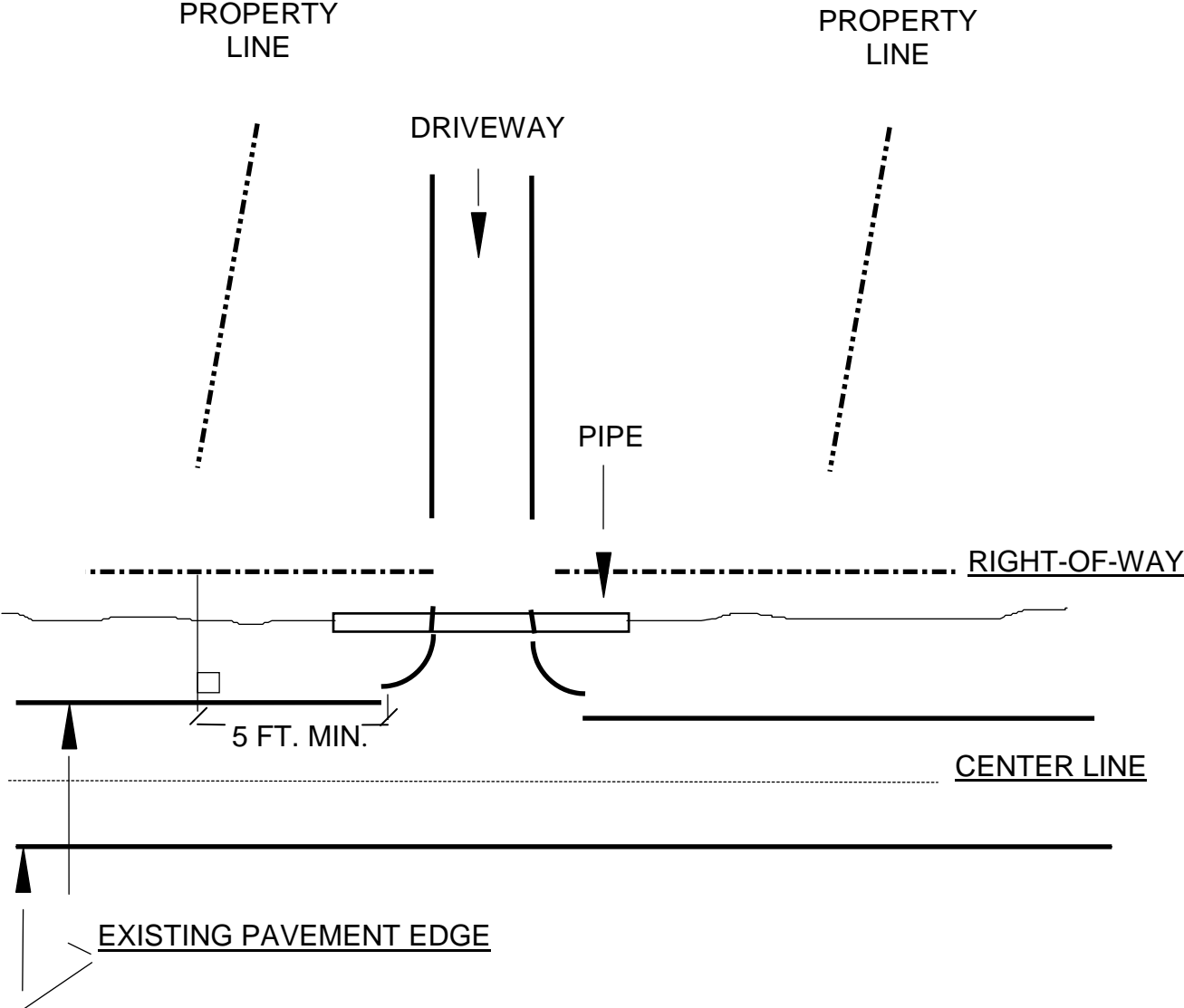


1. Pipe must be not less than 12 inches inside diameter with a minimum length of 20 ft. and be of either reinforced concrete, corrugated metal or high density smooth interior corrugated polyethylene pipe (no substitutes).
2. Pipe shall be placed so that inside flow line of pipe is at bottom of ditch and sloped true to ditch grade, maintaining free and unobstructed flow.
3. Highway shoulder must not be altered.
4. Any rise in driveway shall occur on the back-slope of ditch line so that drainage from driveway will flow into the ditch and not into the highway.

**CROSS SECTION**



**TYPICAL RESIDENTIAL DRIVEWAY**



**NOTE:**

- 1. Residential driveway entrance maximum of 20' wide.
- 2. Minimum of 5 feet between property line and starting radius of driveway.
- 3. A sketch of the proposed driveway shall be submitted with each permit application.
- 4. See Standard Driveway Ditch Crossing Diagram attached.