

Peter G. Barber
Town Supervisor

Bob Haver
Highway Superintendent

TOWN OF GUILDERLAND
HIGHWAY DEPARTMENT
6338 FRENCH'S MILL ROAD
ALTAMONT, NY 12009
(518) 861-5108
FAX: (518) 861-5840



DRIVEWAY PERMIT APPLICATION INSTRUCTION SHEET

Commercial or Industrial Driveway Permit Application instructions

1. Permits issued for commercial or industrial driveways must include site plans drawn to scale. These plans should provide additional details such as curb radii, drainage features, sight distance, and other relevant construction elements.

Residential Driveway Permit Application Instructions

1. Flag driveway centerline (for recognition by the Highway Department – stakes with surveying ribbons, paint on the roadway, or similar techniques are acceptable.
2. Complete the information required on the map (map not to scale)
 - Label North (N) on the compass.
 - Label the distance from centerline of the proposed driveway to both property lines.
 - Label the road name.
 - Label the width of the proposed driveway.
 - Label the width of the proposed driveway at the road.
 - Label the approximate sight distance.
 - Indicate proposed type of driveway surface.
 - Label, by use of an arrow, the direction of drainage in the roadside ditch.
 - Indicate the proposed type of headwall material to be used at each end of the culvert.
 - Label the proposed diameter of the culvert to be used.
 - Label the proposed depth of the culvert to be installed.
 - Label the proposed culvert construction: corrugated metal, reinforced concrete or HDPE
 - List any other information which may be of help to the Highway Department.

Driveway Permit Instructions – Town of Guilderland

Once the Driveway Permit Application has been approved by the Superintendent of Highways, a Driveway Permit will be issued. Please follow the steps below:

1. **Call Before You Dig:**
Before any construction begins, it is the owner's responsibility to contact Dig Safely New York to have the area marked for underground utilities. Phone: 1-800-962-7962
2. **Construct the Driveway:**
The applicant may proceed with constructing the driveway in accordance with the approved specifications.
3. **Request Final Inspection:**
Once the driveway has been constructed, contact the Town of Guilderland Highway Department to schedule an inspection for final approval. Note: A Certificate of Occupancy will not be issued without this final approval from the Highway Department.
4. **Submit Your Application and Fee:**
Submit your completed application, along with a \$50.00 non-refundable application fee, to the Town Clerk's Office.

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APPLICATION FOR DRIVEWAY PERMIT

The undersigned applicant agrees that all work performed hereunder will be made pursuant to law and in accordance with all of the attached conditions, regulations and insurance requirements prescribed by the Town of Guilderland Superintendent of Highways.

LANDOWNER INFORMATION

In accordance with the applicable regulations, I hereby apply for permission to construct a driveway entrance as described in this permit application. I acknowledge and accept all terms and conditions outlined herein.

Landowner's Name: _____

Address: _____
Street Address City State Zip

Phone Number: _____ Email Address: _____

Driveway to be used as (check one): Residential Commercial Industrial Other _____

COMPANY INFORMATION

Company's Name: _____ Contact Person: _____

Address: _____
Street Address City State Zip

Phone Number: _____ Email Address: _____

OFFICE USE ONLY

\$50.00 Application Fee (non-refundable) Cash Credit Card Check #: _____ (Checks payable to Town of Guilderland)

Town Clerks Initials: _____

Certificate of Liability Insurance Received: Yes No On File Emailed Applicant On: _____

Curb Cut / Driveway Permit Sketch Received: Yes No N.A. Application Approved: Yes No

Highway Superintendent Signature _____ Date _____

LANDOWNER CONDITIONS

1. The applicant agrees to construct the driveway entrance at the permitted location in full accordance with all applicable statutes of the Town of Guilderland, and in compliance with the provisions and specifications outlined in the Driveway Permit issued by the Town of Guilderland Highway Department.
2. The applicant shall hold harmless the Town of Guilderland, its duly appointed agents, and employees from any and all claims, actions, or damages related to personal injury and/or property damage resulting from the exercise of the rights granted under the Driveway Permit.
3. The applicant shall furnish and install all necessary drainage structures to maintain existing highway drainage patterns and to manage any increased runoff resulting from the development. Under no circumstances shall drainage be directed onto the Town roadway.
4. The applicant agrees to keep the highway right-of-way free from all construction-related debris, including but not limited to stones, earth, and brush, resulting from the driveway installation.
5. The property owner is responsible for maintaining the driveway culvert in good working condition at all times, regardless of its location.
6. Driveway Permits are non-transferable and are valid for a period of one (1) year from the date of approval.
7. If a property owner's agent is submitting the application, they must provide written documentation proving that they are authorized to act on behalf of the property owner.
8. An insurance certificate must be submitted naming the Town of Guilderland as an additional insured. Coverage must meet the minimum amounts specified in the Town's insurance requirements.

Signature of Landowner _____

Date _____

CONDITIONS FOR CONSTRUCTION

1. All newly installed curb cuts (driveways) shall comply with the most current American Association of State Highway and Transportation Officials (AASHTO) standards for minimum sight distance requirements.
2. Typically, only one driveway is permitted per residential property. An additional driveway may be allowed by the Highway Department if adequate frontage exists and extenuating circumstances justify the need for a second driveway.
3. Driveway widths shall range from 9 feet to 24 feet for driveways 50 feet or less in length, and from 9 feet to 12 feet for driveways exceeding 50 feet in length.
4. Where required, driveway culverts shall have a minimum diameter of twelve inches (12") and a minimum length of twenty feet (20'), and must be constructed of corrugated metal, reinforced concrete, or High-Density Polyethylene (HDPE). Culverts made of aluminum are not permitted.
5. Headwalls constructed of stone or similar material shall be installed at both ends of the culverts. All driveway headwalls shall be constructed to the same elevation as the driveway. The width shall be determined by the depth of the culvert.
6. The driveway shall be constructed to slope away from the edge of the paved roadway at a gradient between 2% and 6% (0.25 in/ft to 0.75 in/ft), directing water toward the low point of the driveway, located as close to the center of the ditchline as possible.
7. The maximum grade away from the driveway's low point shall be 8% (1 inch per foot) in urban areas and 12% (1.5 inches per foot) in rural areas.
8. All driveways shall intersect the Town's roadway at a perpendicular angle to the roadway centerline.
9. Any construction performed without a permit or not in compliance with this policy is subject to removal at the owner's expense.

Additional Conditions:

INSURANCE REQUIREMENTS

1. The permittee shall be responsible for any and all damages resulting in bodily injury, including death, and/or property damage arising from the activities of the permittee, its contractors, subcontractors, agents, or employees, in connection with any act or omission under this permit. The permittee expressly agrees to indemnify and hold harmless the Town of Guilderland, the Town Superintendent of Highways, and their representatives and employees from any and all claims, suits, actions, damages, and costs of every kind and description arising out of or resulting from any such act or omission.

2. Before the permittee may begin any work under this permit, the Town Superintendent of Highways shall obtain, on behalf of the permittee, a protective liability insurance policy. This policy shall cover the liability of both the Town of Guilderland and Gregory J. Wier, as Superintendent of Highways of the Town of Guilderland, New York, for all operations conducted under this permit by the permittee or any party acting on behalf of the permittee, including any acts of omission or supervision by the Town Superintendent of Highways.

The policy shall provide minimum coverage as follows:

- \$300,000 for bodily injury or death to any one person in any one accident;
- \$500,000 for bodily injury or death to two or more persons in any one accident; and
- \$50,000 for damage to or destruction of property in any one accident, with a policy period aggregate of at least \$100,000 for property damage.

The permittee must file a Certificate of Insurance, evidencing the required coverage described above, with the Town Clerk.

3. The specification of the type and amount of insurance in this permit does not limit, reduce, or otherwise affect the permittee's legal liability for accidents resulting from their operations under this permit

4. Upon request by the Town Superintendent, the permittee shall provide proof that they have obtained and will maintain workers' compensation insurance, as required by law, for all employees involved in the work described above. If any portion of the work is performed by an independent contractor, the contractor must also provide proof of valid workers' compensation coverage.

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CURB CUT / DRIVEWAY PERMIT SKETCH



Indicate Direction North
By Labeling North Arrow

Draw an Arrow to Indicate
Direction of Drainage

Site Distance in Feet _____

Distance to Property Line _____

C
e
n
t
e
r
o
f
D
r
i
v
e
w
a
y

Proposed Width at Road

Street Name

Edge of Pavement

Owner: _____

Tax Id #: _____

Lot/House #: _____

Headwall Material: _____

Driveway Surface Type: _____

Proposed Length of Culvert: _____

Proposed Depth of Culvert: _____

Proposed Diameter of Culvert: _____

Culvert Construction: _____

Draw an Arrow to Indicate
Direction of Drainage

Site Distance in Feet _____

Distance to Property Line _____

List Additional Information:

Resurfacing only — no modifications to current driveway layout or structure.