

Town of LeRay

Tax Parcel #: _____

DRIVEWAY PERMIT APPLICATION

All applications for a Driveway Permit must be accompanied by a drawing, **provided by the property owner**, showing the shape, size, dimensions, and location of the driveway at the proposed intersection with the Town Road as well as the dimensions and location of all existing or proposed berms, curbing, drainage structures and grades of both the driveway and the Town road at the proposed driveway.

*** Improperly installed driveways and driveways that are constructed without permits may subject the owner to removal and/or relocation of the driveway.**

OFFICE USE ONLY

\$25 Application Fee Cash Check Check #: _____ Receipt #: _____

Zoning District Classification:

AR R-1 MU CC PD MED MHO Well Head Protection Zone

Date submitted: _____ Received by: _____

Approved Denied Denial Reason: _____

If approved, how would you like to receive your permit?

Mail Pick up at office E-Mail copy & Mail original

Contact Information

Applicant Name: _____ Title: Mr. Mrs. Ms. Miss.

Company Name (if applicable): _____

Email: _____ Phone: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

You are the: Owner Tenant Contractor Other, explain: _____

Property Owner Name (if different from applicant): _____

Mr. Mrs. Ms. Miss. Business Name (if applicable): _____

Email: _____ Phone: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Project Information

This appeal concerns property at the following address:

Parcel Address: _____ Tax Parcel #: _____

City: _____ State: _____ Zip: _____

Town Road intersected by driveway (give directions to location):

(OFFICE USE ONLY) Special Requirements per the Superintendent of Highways: _____

Procedure:

- The driveway location must be marked on the property so the Superintendent of Highways can locate and access the proposed construction. You must notify the Superintendent of Highways at **(315) 629-4401** when work commences and when work to be performed is completed so that the necessary inspections can be made.
- Work may commence on the date of issuance of the permit. This permit will expire ninety (90) days from the date of issuance unless extended by the Superintendent of Highways.
- The permit may be revoked if special requirements and permit conditions are not in compliance as stated herein.

Requirements:

- Driveway Permits are required for the construction of a driveway or construction within a town right-of-way.
- Improvements which require a Driveway Permit include but are not limited to the following: Construction of a new Driveway, Expansion of width of a driveway, Repaving of a driveway. Additional stone to an existing stone driveway, coating or sealing an existing paved driveway do not require permits.
- All trees and shrubs will not be permitted within the town right-of-way (ROW). The town ROW is measured from the center of the road to a distance of 25 feet, unless otherwise noted in the special requirements section above.

Driveway Requirements: Section 2.3 (H) Driveway Access of Local Highway Design Standards

- One driveway for each residential property is allowed. However, if sufficient road frontage exists, more than one driveway may be allowed. Driveways to the same property must be 30 feet apart.
- Residential driveways should not be less than 10 feet in width.
- The maximum grade for residential driveways is 12%.
- Two driveways are allowed for each commercial property, no less than 100 feet apart, if 500 feet of road frontage exists.
- The maximum grade for commercial driveways is 10%.
- The driveway shall not cause water to pond in the ditch nor flow across the pavement or shoulders.
- Drainages collected by ditches, gutters, or pipes on private property shall not be discharged into the highway drainage system unless expressly approved by the Superintendent.
- If a driveway crosses a highway ditch, a sufficiently sized culvert pipe (minimum 12” inside diameter) shall be installed in the ditch by the permittee.

I, the undersigned, do hereby agree to all the requirements and conditions contained herein.

Property Owner Signature:

Print Name

Date:

Superintendent of Highways Signature

Print Name

Date:

Attach Drawing of Proposed Driveway: Drawing must include width and length of driveway, maximum grade, and type of surface.

Please use this area to sketch the proposed driveway.

PLOT

