

**TOWN OF OTISCO  
HIGHWAY DEPARTMENT  
4283 EAST CANTY HILL ROAD  
TULLY (OTISCO), NEW YORK 13159  
PHONE: 315-696-8753  
EMAIL: [OTISCOHIGHWAY@AOL.COM](mailto:OTISCOHIGHWAY@AOL.COM)**

## **Driveway Permit Application**

Where a driveway, road, or parking area is proposed to provide for ingress or egress from a property directly onto a Town road, a Driveway Permit issued by the Town of Otisco is required.

If a proposed driveway, road, or parking area will provide for ingress or egress from a County road, the Onondaga County Department of Transportation ("DOT") must approve an Application for a Driveway Permit. For a Driveway Permit application from the County, the County DOT may be contacted at: Onondaga County Department of Transportation, John H. Mulroy Civic Center, 11th Floor, 421 Montgomery Street, Syracuse, New York 13202. Ph: (315) 435-3205 or (315) 435-3176. Fax: (315) 435-5744.

For a proposed driveway, road, or parking area that will provide access to, or from a State highway, please contact the NYS DOT at (315) 458-1910.

*If an Applicant is unsure of whether a proposed driveway, road, or parking area will provide access to, or from a Town, County or State road or highway, please contact the Town of Otisco Highway Superintendent (Town of Otisco Highway Department, 4283 E. Canty Hill Rd., Tully, NY 13159. Ph. (315) 696-8753) who can assist with this determination.*

**PLEASE READ THE FOLLOWING REQUIREMENTS CAREFULLY AS THEY WILL APPLY DURING THE TOWN OF OTISCO'S REVIEW OF YOUR DRIVEWAY PERMIT APPLICATION THAT APPEARS AT THE END OF THIS DOCUMENT.**

**IMPORTANT NOTICES: No work of any kind by the Applicant (defined below) is authorized prior to the issuance of a Driveway Permit and in no event within any Town Road or drainage system in the Town's Highway Right-of-Way (defined below), as any such work within the Town's Right-of-Way must be approved by a separate Town Highway Department approval.**

**The issuance of a Driveway Permit is not a permit in lieu of any other applicable Municipal Building Permits or Licenses.**

### **DRIVEWAY DESIGN REGULATIONS**

#### **DEFINITIONS**

For purposes of this Application, the following terms shall have the meanings ascribed to them as follows:

1. **American Association of State Highway and Transportation Officials ("AASHTO")** - a standards setting body which publishes specifications, test protocols, and guidelines that are used in highway design and construction throughout the United States.
2. **Applicant** - The person, persons or firm requesting a permit, or the Applicant's duly authorized representative.
3. **Application** - A completely filled out and signed Application as provided below as well as other necessary and required supplemental information, such as maps and plans, attached thereto, including the County tax map number of the property upon which the proposed Driveway is to be located, and any other documentation required by the Highway Superintendent.

4. **Drainage System** - Any natural or unnatural waterways, including, but not limited to creeks, streams, tributaries, ditches, culverts, storm drains, drainage pipes or other drainage facilities.
5. **Driveway** - Any means of ingress or egress for vehicular traffic to, or from the property specified in the Application to, or from a Town road, including, but not limited to a driveway, parking area or parking lot, private road or path.
7. **Modification** - An addition to, or alteration of an existing, or approved but not yet constructed Driveway.
8. **Permittee** - The Applicant, if and when an Application is approved and a Driveway Permit is issued.
9. **Return Radius** - The radius of the curve between a Driveway edge where it meets the Road and the pavement edge. See additional information and illustrations below.
10. **Right-of-Way**- The Town of Otisco's Highway Right-of-Way for Town roads is a total of 49 1/2 feet in width, extending 24.75 feet from the center line of each Town road in each direction toward the sides of the road.
11. **Road** - Any street, road or highway so designated on the latest map of the Town of Otisco as a Town street, road or highway as well as any other Town street, road or highway not so indicated, both existing and proposed.
12. **Site Distance** - visibility requirements pertaining to the location of a proposed Driveway and the distance and time necessary to ensure vehicles can enter and exit from the proposed Driveway with minimum hazard and disruption of traffic along the Road. Site distances shall be determined by the Highway Superintendent taking into account published engineering studies, posted speed limits, Road configurations, intersections, property conditions, grading and other relevant criteria.

#### **SECTION A– RESIDENTIAL DRIVEWAYS (for 1 and 2 family dwellings)**

1. The maximum number of Driveway entrances onto a Town road shall be one (1) per building lot having 150 feet of Road Frontage, or less. Where frontages are greater than 150 feet, the Highway Superintendent may allow more than one Driveway entrance, in the Highway Superintendent's discretion.
2. No Driveway shall be constructed within 80 feet of any road intersection measured from the nearest road intersection of the Right-of-Way lines.
3. No Driveway shall be constructed where the Sight Distance is less than required by The American Association of State Highway Traffic Officials.
4. The angle of all Driveways with Town Roads shall be as close to 90 degrees as is practicable.
5. The minimum Driveway width shall be 20 feet and the maximum width of Driveways shall be 40 feet, unless otherwise approved in the Permit.
6. The minimum Return Radius at the intersection of Driveways and a Town Road surface shall be 10 feet and in no case shall the Return Radius extend beyond the intersection of the pavement edge and the side property line as projected.<sup>1</sup>
7. Driveway ends that about the Road shall slope down from the Road surface to a Road drainage facility or, if none, to unpaved areas, at grades of ¾ inch per foot or existing shoulder pitch, whichever is greater.

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<sup>1</sup> Each driveway should accommodate the effective turning radius of the appropriate vehicle which will typically use the Driveway. The appropriate vehicle for 1-2 family residential Driveways will generally be the passenger car unless the Driveway will routinely be expected to handle more than four larger vehicles per hour. Examples of facilities for which a larger vehicle would normally be expected include truck terminals and connections that serve loading docks on commercial or industrial use properties. The figures appearing at the end of these regulations illustrate the effects of the radius on the right-turn entry and exit maneuver for passenger vehicles for a residential Driveway.

8. The sizes and slope of Driveway storm drains and culverts within the Town's Right-of-Way shall be as specified by the Highway Superintendent. The Permittee shall bear all costs for culvert pipe, and for all grading, paving, etc., required within such Right-of-Way.
9. Driveway storm drains and culverts may be installed by the Highway Department, *at its convenience*, unless the Permittee requests under separate permit to install such drains and culverts within the Town Road or is directed to do so by the Highway Superintendent.
10. The property owner shall at all times trim brush and maintain the owner's property in such a manner as to provide optimal Sight Distance and shall be responsible to maintain culvert and drainage pipes free of debris or obstructions, at the owner's expense.

**SECTION B—INTENSE USE DRIVEWAYS**  
**(for multiple dwellings, and for commercial, industrial and other uses)**

1. The maximum number of Driveway entrances onto a Town Road shall be two (2) per building lot having 250 feet of frontage, or less. Where frontages are greater than 250 feet, the Highway Superintendent may allow more than two driveway entrances, in the Highway Superintendent's discretion.
2. No driveway will be constructed closer than 75 feet from a road intersection as measured from the nearest edge of a proposed Driveway to the intersection of the Right-of-Way lines. In the Highway Superintendent's sole discretion, this minimum distance may be reduced to 60 feet.
3. Driveways and parking areas shall be designed with appropriate signs indicating that no parking, loading, or servicing of vehicles will take place within the Town's Right-of-Way and no vehicles will be permitted to back onto a Town Road to gain ingress or egress to the subject property.
4. The maximum angle of all Driveways with Town Roads shall be 45 degrees.
5. The minimum width of Driveways shall be 20 feet and the maximum width of Driveways shall be 40 feet, unless otherwise approved in the Permit.
6. The maximum Return Radius at the intersection of Driveways and the Road surface shall be 50 feet, the minimum Return Radius shall be 20 feet, and in no case shall the Return Radius extend beyond the intersection of the pavement edge and the side property line as projected.
7. Island areas may be required to define the location of multiple Driveways or Driveways that exceed 20 feet in width to create a median strip between the Town Road or Right-of-Way surface and facilities on adjacent properties. Required island areas shall have a minimum length of 20 feet and shall extend from the Right-of-Way line.  
All island areas shall be defined by 6-inch curbing, or other suitable materials, and shall have grass or blacktop surfaces.
8. Driveway ends that abut the Road shall slope down from the Road surface to the drainage facilities, or, if none, to unpaved areas, at grades of  $\frac{3}{4}$  inch per foot or existing shoulder pitch, whichever is greater.
9. The sizes and slope of Driveway storm drains and culverts within the Town's Right-of-Way shall be as specified by the Highway Superintendent. The property owner shall bear all costs for culvert and drainage pipe, grading, paving, etc., required within such Right-of-Way. The construction of all such improvements within the Town's Right-of-Way shall only be undertaken by the owner under separate Highway Department permit.
10. There shall be a minimum distance of 15 feet between the Town's Right-of-Way and any service facilities such as pump islands and building entrances.
11. No Driveway shall be constructed where the Sight Distance is less than the standards of The American Association of State Highway Traffic Officials. The property owner shall at all times trim brush and maintain the owner's property in such a manner as to maintain optimal Sight Distance and be responsible to maintain culvert and drainage pipes free of debris or obstructions, at the owner's expense.

**SECTION C—DRAINAGE REGULATIONS**  
**(Applicable to all uses)**

1. All existing and proposed drainage conditions shall be indicated on the plans submitted by the Applicant.

2. Facilities to carry water thru and/or off the owners' property shall be designed and constructed so that no damage will occur to existing and proposed buildings, Driveways, adjacent properties, drainage facilities, Roads, and public improvements.
3. In no case shall a Driveway be constructed so as to convey water onto Town Road surfaces.
4. Roadside ditches shall be excavated to the width and depths and filled as specified by the Highway Superintendent.
5. Driveway pipe shall be of diameters specified by the Highway Superintendent and be smooth interior corrugated polyethylene pipe (SICPP) only.
6. Backfill around Driveway pipes shall consist of gravel or crushed stone containing no stone greater than 4 inches in diameter and shall extend at least 12 inches above the drainage pipe. The backfill shall be thoroughly compacted with particular attention given to the proper placing and compaction of the backfill under the pipe haunches<sup>2</sup>.
7. No headwalls<sup>3</sup> may be built on ends of Driveway pipes. Flared end sections may be required.
8. Catch basins may be required in the Highway Superintendent's discretion.
9. Driveway surfaces within the Right-of-Way shall be compacted in such a manner so to prevent loose material from being scattered onto the Town Road surface.

### SECTION D—MODIFICATION OF EXISTING DRIVEWAYS

1. An addition to, or alteration of an existing, or approved but not yet constructed Driveway shall require a Driveway Permit or modification and approval of an existing Permit and shall be subject to the requirements stated above.

#### APPLICATION FOR PERMIT

**For the Construction or Modification of Driveways or other means of access to any proposed Town Road.**

(Please Print)

TO: The Town of Otisco Highway Superintendent

Application is hereby made by the undersigned \_\_\_\_\_, whose principal address is at \_\_\_\_\_.

Residence Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

To install or modify a driveway at driveway address \_\_\_\_\_ in accordance with the *map* and *plan* hereto attached and pursuant to the requirements stated above.

Name of Road on which project is located: \_\_\_\_\_

House or Lot #: \_\_\_\_\_

Tax Map. No. \_\_\_\_\_

Side of Road where Driveway is to be located: (circle one): North South East West

Nearest road or highway intersecting the Town Road where the Driveway will be located: \_\_\_\_\_

Proposed Driveway width: \_\_\_\_\_ Proposed Driveway length: \_\_\_\_\_

Driveway surface material (e.g. asphalt, concrete, brick pavers, stone, gravel): \_\_\_\_\_

Existing and proposed drainage conditions:

Additional comments (if any):

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<sup>2</sup> Haunching refers to the portion of the material placed in an excavation on either side of, and under a pipe from the top of the bedding up to the horizontal centerline of the pipe. This backfill layer extends from sidewall to sidewall of the trench. This is the most critical area in providing support for a drainage or culvert pipe.

<sup>3</sup> A headwall is a retaining wall that is placed at the entrance or outlet of a storm water drainage pipe or culvert pipe to keep the water from flowing back into it.

**FOR OFFICIAL USE ONLY:**

Driveway Width \_\_\_\_\_ Sight Distance Left = \_\_\_\_\_ feet Sight Distance Right = \_\_\_\_\_ feet Speed Limit = \_\_\_\_\_ MPH

Pipe: Type: \_\_\_\_\_ Diameter: \_\_\_\_\_ Length: \_\_\_\_\_ Band: \_\_\_\_\_ End Section: \_\_\_\_\_

Other Comments:

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**Special Conditions Required (if any):**

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**To the above Permittee:**

Approval is hereby granted to proceed as set forth above and represented in the attachments and pursuant to the above regulations and conditions.

Approved: \_\_\_\_\_  
Highway Superintendent

Dated: \_\_\_\_\_, 20\_\_\_\_.

In consideration of the granting of the within Permit, the undersigned hereby accepts the same subject to the regulations specified above and all conditions described in this Permit.

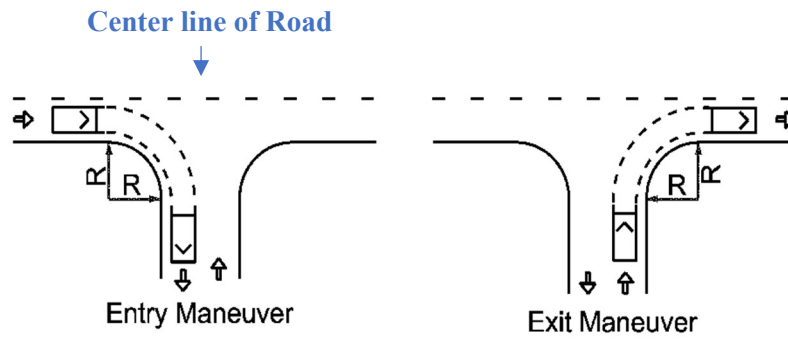
Dated: \_\_\_\_\_, 20\_\_\_\_.

Signature of Applicant: \_\_\_\_\_

By: \_\_\_\_\_  
Title, if signed by representative

# RETURN RADIUS ILLUSTRATION

## Appropriate Return Radius



## Inappropriate Return Radius

