

**Town of Groveland Highway Department**  
**4955 Aten Rd**  
**Groveland, NY 14462**  
**Phone (585) 243-2970**  
**Fax (585) 243-3810**

**Driveway Regulations & Conditions**  
(Connections to Town Roads)

1. The following are regulations and conditions set forth by the Town of Groveland Highway Superintendent, under which a driveway shall be located and constructed to a Town Road.

2. Permit required

Any party desiring to construct a new (or extend an existing) driveway connecting to any Town Road must first obtain a driveway permit from the Town Superintendent of Highways. There will be no fee for this permit. The Town Superintendent or his representative will investigate the marked location, determine the driveway location including sufficient sight distance), and determine the size of the driveway pipe necessary to accommodate proper drainage. **The applicant is required to mark the desired driveway location by stakes driven in the ditch line.**

Driveway construction shall not commence until an approved permit is received by applicant. The Highway Superintendent shall be notified Twenty four (24) hours in advance of construction to allow for inspection of the work.

Any driveway construction in violation of the conditions of the permit is subject to removal by the Town at the expense of the applicant.

3. Specifications

- The driveway pipe shall be a material acceptable to the Highway Superintendent. All pipes shall be new and properly banded together. The minimum diameter will be twelve (12) inches and the minimum length will be Thirty (30) feet for residential, and Forty (40) feet for farm driveways.
- The driveway pipe shall be set so that the inlet end is not so high as to block water flow in the ditch. The outlet end shall not be lower than the ditch beyond the driveway. The Town will determine the need for ditch work prior to installation.
- If the driveway must rise above the road, there shall be a low point in the driveway at the ditch line.
- Applicant/ Owner are responsible for maintaining proper drainage along the driveway to prevent water from running onto the Town Roadway or Shoulder.
- Applicant/ Owner are responsible for keeping both ends of the pipe free of obstructions and blockages.

4. Construction by Town Forces

The applicant must purchase the driveway pipe. It cannot be purchased from the Town. Under present policy, the Town will set the pipe at no charge. This policy is subject to change. Any necessary cleaning or modification of the road ditch will be done at this time.

If the applicant elects to have the Town do this work, it will be scheduled as soon as the workload allows. The Town may not be able to meet all construction schedules of the applicants.

# Application for Driveway Permit

Date: \_\_\_\_\_

Applicants Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

## Driveway Location Information:

Township: \_\_\_\_\_ Road Name: \_\_\_\_\_

Side of Highway (Circle) N S E W

Driveway is located (Circle) N S E W of nearest road

Name of nearest road: \_\_\_\_\_

Number of nearest utility pole: \_\_\_\_\_

Have you placed stakes to mark the exact location? \_\_\_\_\_

Do you want the Town of Groveland to install the pipe? \_\_\_\_\_

If Yes, the date driveway is needed: \_\_\_\_\_

If No, name of the Contractor: \_\_\_\_\_

Issuance of this permit does not hold the Town of Groveland responsible, or liable for accidents, or incidents.

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

## OFFICE USE ONLY

\_\_\_ Application is approved

\_\_\_ Application disapproved (see explanation below)

\_\_\_ A pipe is not required

\_\_\_ A pipe is required diameter \_\_\_\_\_ x \_\_\_\_\_

\_\_\_ Pipe must be: NYSDOT approved smooth interior plastic (High- Q)

\_\_\_ Sight distance in both directions is sufficient

\_\_\_ Applicant is advised that there is insufficient/ marginal safe sight distance from the driveway looking (Circle) N S E W