

**Town of Rosendale Highway Department**  
**Located at: 518 LeFever Falls Rd Rosendale, NY 12472**  
**Mailing address: 1915 Lucas Avenue Cottekill, NY 12419**  
E-Mail: [highwayclerk@townofrosendale.com](mailto:highwayclerk@townofrosendale.com) Phone: 845-658-9851 Fax: 845-658-3406

## **RESIDENTAL DRIVEWAY PERMIT REQUIREMENTS**

### **I) Driveway Definition:**

**Is a travel-way that is used by a single family unit.**

### **II) Driveway Permit plans:**

- 1) Two sets of plans, with location map North arrow, detail sheets Deed Reference, page number, tax map number, scale and stake out location of driveway.**
- 2) Plans need to show name of existing County Road, Town Road or Private Road (If you live on a County Road you must contact the Ulster County Department of Highway and obtain a driveway permit application from them.)**
- 3) Existing center line of the present roads to be shown in relation to all angle points, points of curvature and points of tangent of the property line, with distance and ties.**
- 4) Highway Superintendent must be notified 10 days in advance of any excavation prior to the issuance of driveway permit. *A second visit will be required prior to halfway through completion of driveway.* When you have completed your halfway mark you will need to call and make an appointment for the second visit. When you have completed your driveway you will need to call for a final site visit.**

### **III) Driveway Requirements:**

- 1) Maximum width of intersection driveway shall be twenty (20) feet.**
- 2) Proposed driveway profile to show a negative two percent(-2%) grade from the edge of the existing pavement for a minimum distance determined by the Town Highway. Station ditchline 0 + 00 of profile to be indicated as the edge of the pavement of the existing Town Road.**

- 3) **Proposed driveway shall intersect Town Road at ninety (90) degrees and Maintain that distance for a minimum distance determined by the Town Highway.**
- 4) **Minimum distance between existing driveways and the proposed shall be Fifteen (15) feet. Minimum distance between proposed driveway and nearest intersecting roadway shall be three-hundred (300) feet.**
- 5) **Sight distance at the driveway shall be determined in the field at the time of sight inspection. Vegetation removal may be required to satisfy the sight distance.**
- 6) **Drainage consideration will be determined at the time of sight inspection. If a culvert or other drainage structures are required, it will be purchased and installed by the applicant. Unless expressly approved by the Town Highway, no drainage shall be discharged into the Highway drainage system.**
- 8) **The Highway Superintendent or his representative reserves the right to change any of the requirements and also reserves the right to inspect all materials and methods of construction with in the Town right of way. Any variance to the aforementioned requirements shall be submitted to the Highway Superintendent in a written request for a change approval.**

**Signature of applicant that you have read and understand these driveway requirements: \_\_\_\_\_ Date: \_\_\_\_\_**

**Site inspection by: \_\_\_\_\_  
Town of Rosendale Highway Department  
Robert Gallagher Highway Supt.**

**First inspection: \_\_\_\_\_**

**Second inspection: \_\_\_\_\_**

**Final inspection: \_\_\_\_\_**

