

ULSTER COUNTY DEPARTMENT OF PUBLIC WORKS

PRIVATE DRIVEWAY REQUIREMENTS

I) DEFINITION:

A residential access that is to be used by a single family or duplex dwelling.

II) REQUIRED DOCUMENTATION:

- 1) Two sets of plans with location map North arrow, detail sheets Deed Reference, page number, Tax Map number and map scale. All drawings shall be certified by a New York State Certified Engineer or a Land Surveyor in compliance with New York State and local Codes, and shall be indicated on such plans.
- 2) Plans to show name of the existing county road, route number (if applicable), deed description of county road right-of-way (min. of 25-feet from centerline of county road) and any takings and easements.
- 3) Existing centerline of the road to be shown in relation to all angle points, curvature and points of tangent of the property line, with distance and ties.

III) DRIVEWAY PERMITS PROCEDURE:

- 1) Any person or corporation desiring an access to a County road must do so through a permit process from the County Commissioner under the provisions of Section 136 of the Highway Law.
- 2) Contact Ulster County Department of Public Works, Permit Division at 845-340-3119 and request a permit application package, to be completed and returned with required documentation as indicated above. The owner of the property shall sign the permit application form.
- 3) Upon return of the permit application package, a site inspection will be made to determine the applicable requirements including drainage and safety sight distances, etc.
- 4) Conditions will be stipulated on the permit and a copy forwarded to the applicant.
- 5) Subsequent inspections may be made by the Ulster County Section Supervisor to assure that conditions set forth in the permit are in compliance.

IV) DRIVEWAY REQUIREMENTS:

- 1) Maximum width of intersecting driveway shall be twenty-five (25) feet, or as specified on the permit.

- 2) Proposed driveway profile to show a negative two percent (-2%) grade from the edge of the existing pavement for a minimum of 25 feet, or as specified on the permit. Station ditch line 0 + 00 of profile to be indicated as the edge of the existing county road.
- 3) Proposed driveway shall intersect the county road at ninety (90) degrees and maintain that direction for a minimum of 25 feet.
- 4) The safety sight distance shall be determined using the publication "A Policy On Geometric Design Of Highways And Streets 1984" by AASHTO, and "Policy And Standards For Entrance To State Highways" by NYS Department Of Transportation. Sight distance at the driveway shall be determined at the time of the site inspection. Vegetation removal may be required to satisfy the sight distance.
- 5) Drainage consideration will be determined at the time of the site inspection. If a culvert or other drainage structures are required, it shall be purchased and installed by the applicant. Unless expressly approved by the Department, no drainage collected by the ditches, gutters, or pipes on private property shall discharge into the county drainage systems.
- 6) The Ulster County Commissioner of Public Works 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 within the county road right-of-way. Any variance to the aforementioned requirements shall be submitted to the Commissioner of Public Works in writing for approval.

Commissioner of Public Works

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