



**TOMPKINS COUNTY HIGHWAY DEPARTMENT**

170 Bostwick Road, Ithaca, NY 14850

PH: 607-274-0300

FX: 607-272-8489

1. **DRIVEWAY PERMIT** NUMBER:

2. PERMIT DATE:

3. APPLICANT NAME:

a. Phone #:

Email:

4. DRIVEWAY STREET ADDRESS:

5. TOWN OF:

CR #:

TAX MAP #:

**CULVERT:** Pipe length (30' min – 40' max), diameter and material determined / approved by TCHWY

**GRADING:** Driveway surface shall not be higher than roadway surface and shall drain into property

**DRAINAGE:** Surface water shall not flow onto the roadway

**PAVING:** When performed in conjunction with driveway construction, or within 90 days of issuance, separate paving permit fee will be waived.

**PAVEMENT:** 2 inches (minimum) or equal to existing depth of shoulder pavement

**EXPIRATION:** 60 calendar days after TCHWY approval / permit date. (30 day extension with written approval)

By signing below, the property owner acknowledges their responsibility for future maintenance of the subject installation, and recognizes the Tompkins County Highway Division retains right-of-way to perform maintenance of the driveway as it deems necessary in the interests of the public. The County may clean, replace, or upgrade the culvert(s) or ground surface(s) placed in this installation at its own expense during reconstruction or rehabilitation of the highway.

The property owner and contractor assume all responsibility to repair or modify the driveway installation if not conforming to highway department specifications. A certificate of completion will be issued to indicate satisfactory conformance regarding its effect upon the County infrastructure. Except as noted, the County does not certify quality or workmanship.

APPLICANT SIGNATURE:

DATE:

PERMIT FEE: NEW DRIVEWAY = \$100.00

PAVING EXISTING DRIVEWAY = \$25.00

*(checks and money orders are to be made payable to: Tompkins County.)*

FEE RECEIVED BY:

By endorsing this application, the Applicant and their Contractor certify their understanding and responsibilities required when working within the County right-of-way, has been reviewed and fully understood. Driveway construction is not required by TCHWY certified Contractors only.

6. CONTRACTOR NAME:

7. CONTRACTOR CONTACT:



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8. **DRIVEWAY PERMIT** NUMBER:

9. PERMIT DATE:

10. OWNER NAME:

11. DRIVEWAY STREET ADDRESS:

12. TOWN OF:

CR #:

TAX MAP #:

13. CONTRACTOR NAME:

14. CONTRACTOR INFORMATION:

a. Phone #:

Email:

b. Address:

15. **\$2,000 SECURITY DEPOSIT** returnable upon final inspection / evaluation

**DRIVEWAY CONSTRUCTION INSPECTION / EVALUATION:**

Notification must be given to the county highway 48 hours prior to commencement of work. Final inspections are generally scheduled by County Highway within 48 hours after notification by contractor of work completion. Inspections will be performed as soon as practical and only during County work hours.

**CERTIFICATION OF CONSTRUCTION:**

As the Contractor, we hereby certify by signature below, that we can and will obtain proof of the insurance coverage and performance bond required by Tompkins County for this permit. We shall perform this work without interruption and in accordance with attached driveway construction drawings and specifications, and in conformance with attached terms & conditions and all other applicable requirements.

By signing below, the Applicant certifies that the (Responsibility of Permittee Working within the County Highway Right-of-Way) guidelines and requirements have been reviewed, fully understood, and agreed upon, and all work performed under this permit will be governed by the requirements, guidelines, and recommendations of Part 6 of the Federal Manual of Uniform Traffic Control Devices (MUTCD), and New York State supplements

CONTRACTOR SIGNATURE:

DATE:

Has read and understands responsibilities of working within the County Highway Right-of-Way  
Has required Liability Insurance



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17. **DRIVEWAY PERMIT** NUMBER: \_\_\_\_\_

18. APPLICANT NAME: \_\_\_\_\_

19. DRIVEWAY ADDRESS: \_\_\_\_\_

**INITIAL SITE EVALUATION DATA:**

*Section completed by TCHD*

20. **Visibility:**

- a. Satisfactory, meets sight distance requirement for prevailing speed.
- b. Unsatisfactory, requires the following action:
  - i. Clear obstruction for required sight distance. \_\_\_\_\_
  - ii. Relocate driveway entrance.
  - iii. Warning sign required.

21. **Driveway Culvert:**

- a. Roadside swale gradient: [ flat ] [ moderate ] [ steep ]
- b. Driveway gradient from edge of shoulder: [ flat ] [ moderate ] [ steep ]

Comments: \_\_\_\_\_

- c. Culvert diameter upstream: inches I.D. [ CMP ] [ PLASTIC ] [ STEEL ]
- d. Culvert diameter downstream: inches I.D. [ CMP ] [ PLASTIC ] [ STEEL ]
- e. Driveway culvert diameter required: inches I.D. [ CMP ] [ PLASTIC ] [ STEEL ]

**Note:**

Remove sod from roadside ditch a minimum of 5-ft beyond pipe ends.

Undercut ditch at culvert as necessary to provide 3-inch minimum stone bedding (see detail)

Invert of driveway culvert may sump, 3-inch max, to provide for future ditch maintenance.

Comments: \_\_\_\_\_

f. **Backfill:**

- i. Crushed Limestone, Type 2 Crushed Gravel or Type 4 Sub-Base Course Material
- ii. Place 6 inch surge stone (light stone fill) at 2:1 slope on both the inlet and outlet in lieu of end sections. End sections are not permitted without written approval.

Comments: \_\_\_\_\_

**Reviewed:** \_\_\_\_\_



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22. **DRIVEWAY PERMIT** NUMBER: \_\_\_\_\_

23. APPLICANT NAME: \_\_\_\_\_

24. DRIVEWAY ADDRESS: \_\_\_\_\_

25. CONTRACTOR NAME: \_\_\_\_\_

26. CONTRACTOR CONTACT: \_\_\_\_\_

**DRIVEWAY CONSTRUCTION INSPECTION / EVALUATION:**

*Section completed by TCHD*

- 27. Notification must be given to the county highway 48 hours prior to commencement of work.
- 28. Final inspection are generally scheduled by County Highway within 48 hours after notification by contractor of work completion. Inspections will be performed as soon as practical and only during County work hours.

**Y = Satisfactory, No repair required**

**N = Unsatisfactory, Repair required**

- 29.  Damage to pavement
- 30.  Driveway slopes away from road
- 31.  Driveway pipe (if any)
  - a.  correct size
  - b.  correct slope
  - c.  correct alignment
- 32.  Light Stone Fill (6-inch minus surge stone) placed at 2:1 slope at inlet and outlet
- 33.  Roadside drainage system
  - a.  correct in accordance with permit conditions
  - b.  clear and unobstructed

**GENERAL RECOMMENDATIONS:**

- 34.  SATISFACTORY, no improvement required
- 35.  UNSATISFACTORY, the following required

Evaluated by: \_\_\_\_\_

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

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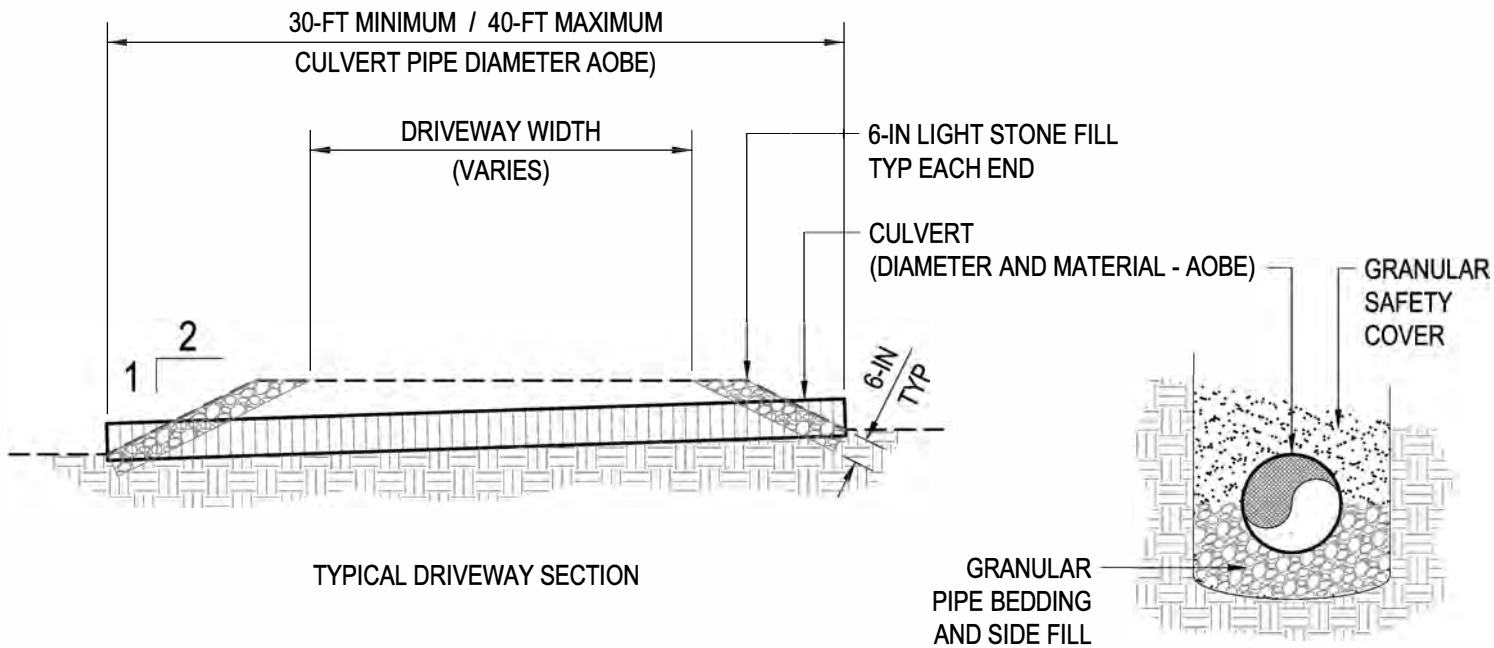
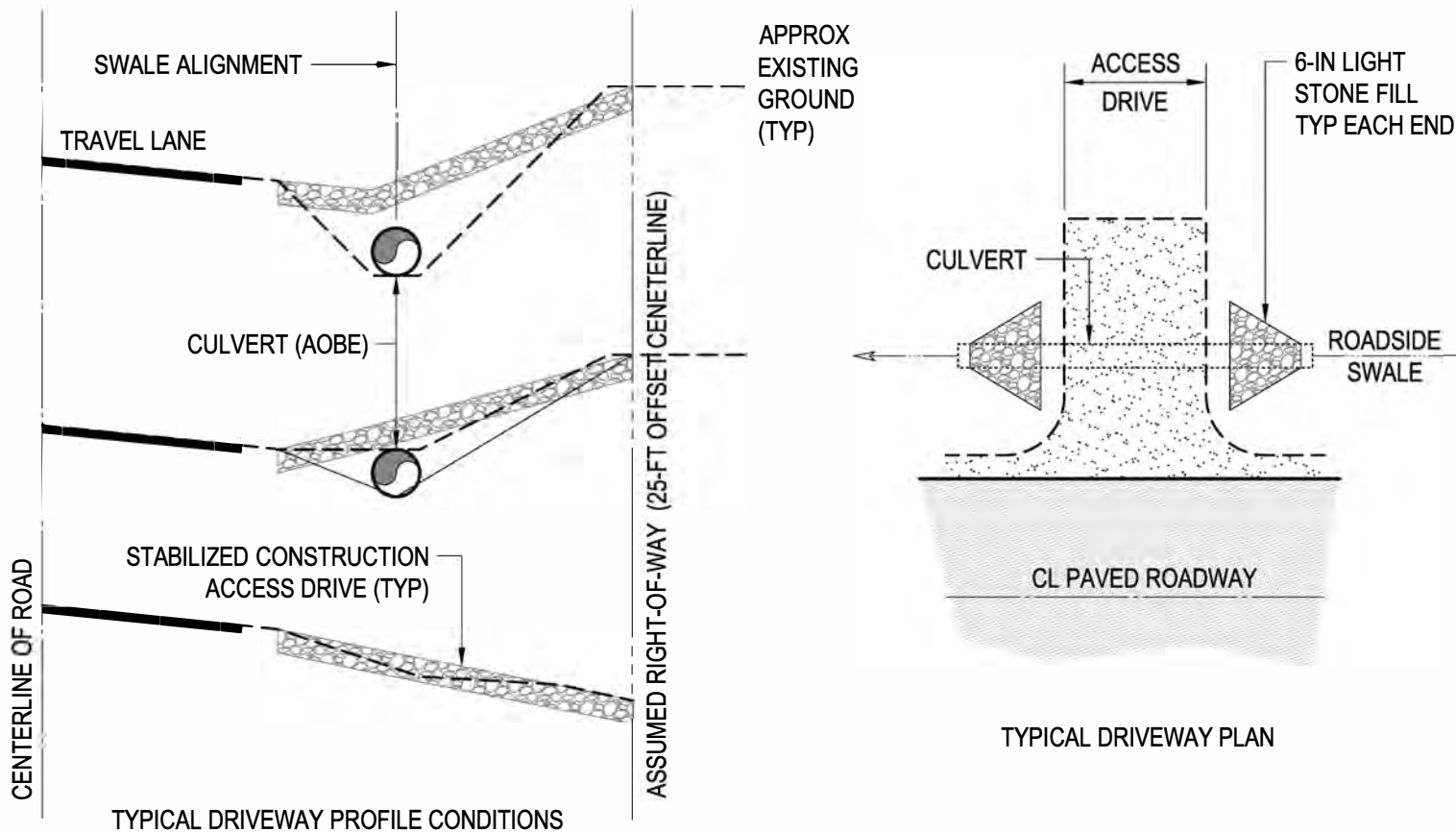
**CERTIFICATE OF COMPLETION:**

As of the date below, the Tompkins County Highway Department certifies that the driveway work described herein appears to be complete in accordance with the drawings and specifications included in this permit and repairs or modifications are not required.

Highway Director (or designee): \_\_\_\_\_

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

*The referenced evaluation is limited to the effect of driveway installation on the existing road and drainage infrastructure and except as noted, and shall not be inferred as an evaluation of workmanship, which is the sole responsibility of the Owner / Applicant.*



NOTE:

1. MAINTAIN GRADE OF ROADSIDE SWALE FOR FULL WIDTH OF PROPERTY
2. SITE DISCHARGE SHALL NOT BE ALLOWED TO DISCHARGE INTO ROAD
3. GRADE ADJACENT AREAS TO DRAIN INTO ROADSIDE SWALE
4. PROVIDE 6-IN LIGHT STONE FILL (SURGE STONE) PLACED AT 2:1 SLOPE ON BOTH INLET AND OUTLET OF CULVERT IN LIEU OF END SECTIONS

DRAWING NO:  
**DWY.001**

SHEET NO: **1** OF ...

PROJECT: .....

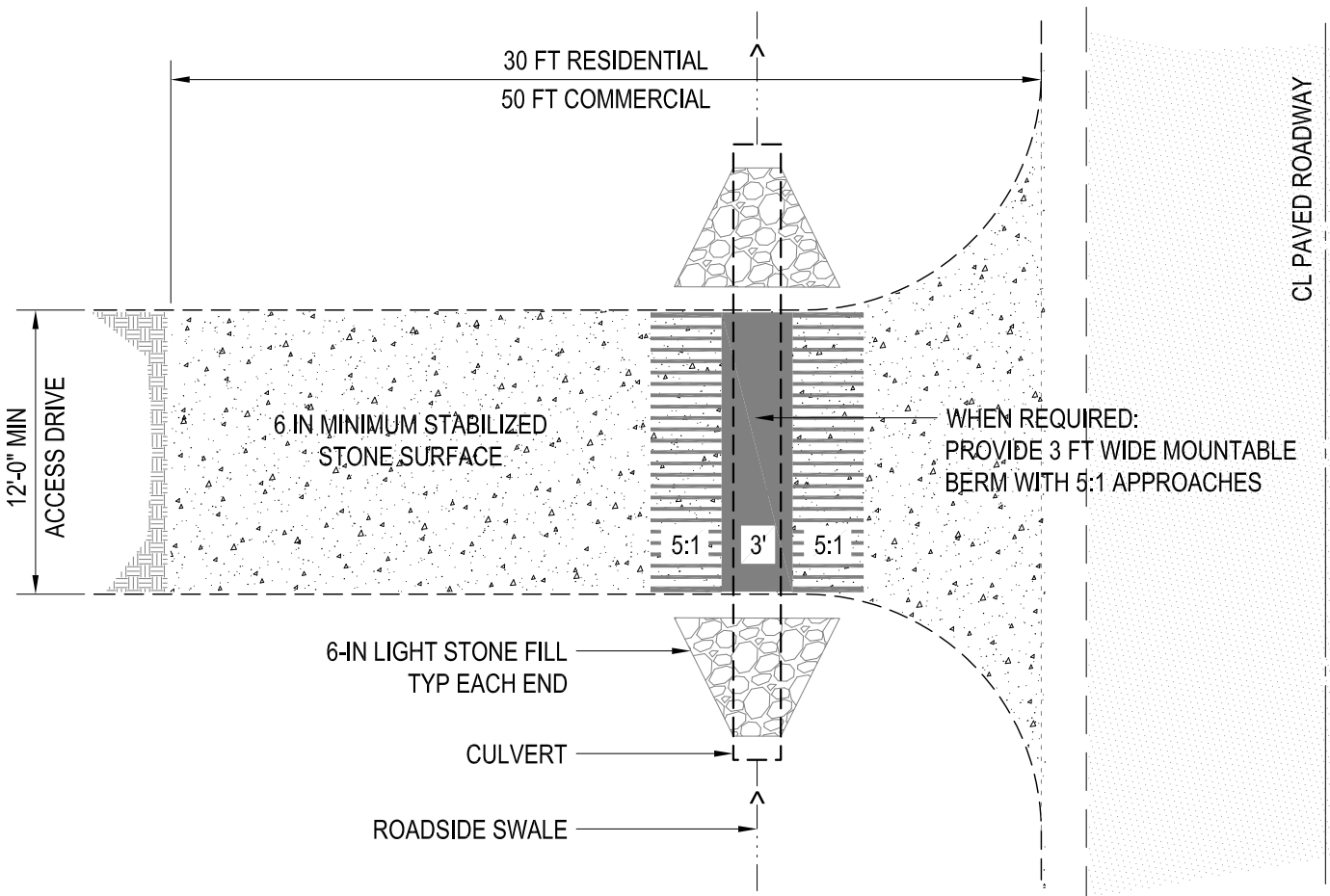
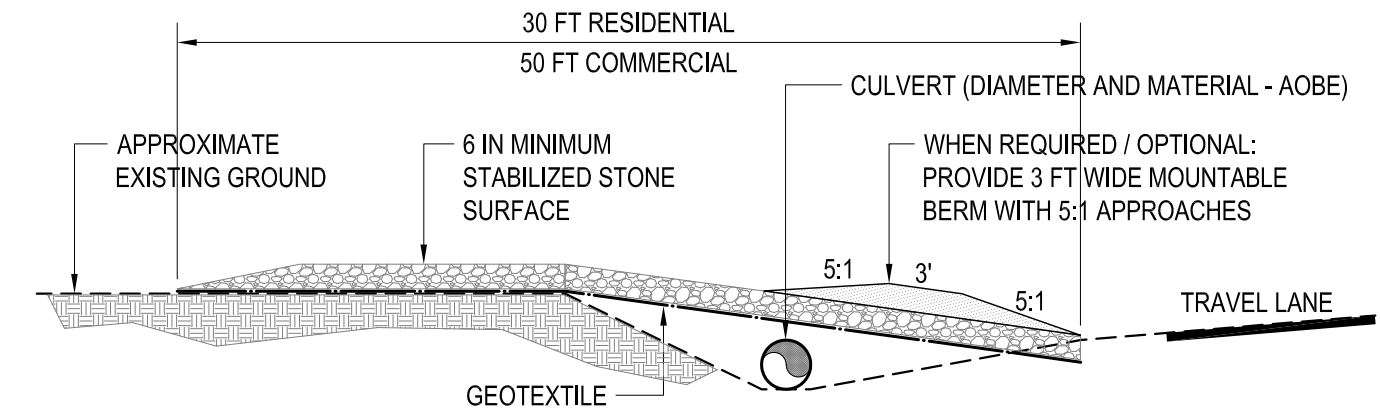
**TOMPKINS COUNTY HIGHWAY DEPARTMENT**

**STANDARD DETAILS**

**STABILIZED CONSTRUCTION ACCESS**

**GENERAL DETAILS**

NOT TO SCALE



**CONSTRUCTION SPECIFICATIONS**

1. GEOTEXTILE PLACED OVER ENTIRE AREA PRIOR TO STONE
2. STONE SIZE BLEND 1 INCH to 4 INCH STONE OR EQUIVALENT
3. LENGTH RESIDENTIAL = 30 FEET  
COMMERCIAL = 50 FEET
4. THICKNESS 6 INCH MINIMUM
5. WIDTH 12 FEET MINIMUM  
NOT LESS THAN POINT OF ACCESS
6. SURFACE WATER DIRECT / DIVERT RUNOFF TOWARDS CONSTRUCTION  
PROVIDE DRIVEWAY CULVERT AOB  
WHERE CULVERT IS NOT FEASIBLE, PROVIDE 5:1 BERM
7. MAINTENANCE PREVENT TRACKING OF SEDIMENTS FROM SITE TO ROADWAY  
REMOVE SEDIMENTS WASHED OR TRACKED ONTO PUBLIC ROADS IMMEDIATELY
8. INSPECTION PERIODIC MAINTENANCE WITH SPECIFIC REVIEW AFTER RAIN
9. WASHING ONLY IN APPROVED AREAS PROVIDED WITH SEDIMENT TRAPPING DEVICES

reference: ADAPTED FROM USDA-NRCS, NYS.DOT, NYS.DEC, NYS.S&WC  
AOBE = AS ORDERED BY ENGINEER

DRAWING NO: <b>SCA.002</b>	TOMPKINS COUNTY HIGHWAY DEPARTMENT	GENERAL DETAILS
	STANDARD DETAILS	
SHEET NO: 1 OF ...	STABILIZED CONSTRUCTION ACCESS	NOT TO SCALE
PROJECT: .....		



**Why does Tompkins County Highway only permits light stone fill on culvert ends?**

*Driveway Notes:*

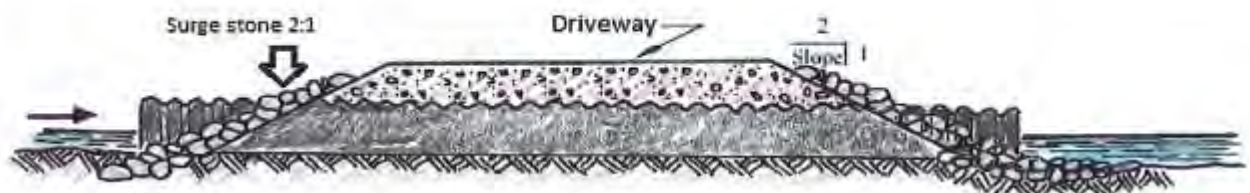
- Driveway Installation requirements
- Use angular interlocking stones shapes
- Use Light Stone Filling at each end
- Place stone at 2H:1V slope at each end
- Stone diameter of 6" - 8"

TCHWY driveway standards and permits, exclude the use of all rigid culvert end treatments, using only light stone fill ramped at a 2:1 slope (see pictures) which facilitates maintenance of roadway swales and preserves the integrity of the driveway culvert in heavy storm events.



The sloped stone end treatment also increases vehicle safety in the event of an unintended lane departure in lieu of striking a stone, masonry, or wood wall. Therefore, be advised all existing end treatments of these types shall not be replaced in kind when a driveway culvert is replaced.

TCHWY thanks you for your understanding and appreciates your compliance with our driveway culvert requirements.



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Rev. 01/11/19

<b>Contractor Name</b>	<b>Company</b>	<b>Address</b>	<b>Phone #</b>
Dustin Jenney / Max Medina / Tim Cornell	Alex Cole Excavating	390 Peruville Road, Freeville, NY 13068	533-9274
Art Nordby / Ray Miller	All Seasons	261 Chipmans Road ,Groton , NY 13073	315-730-1827
Alex Stepanok	Axle Excavating	280 West Dryden Road, Freeville, NY 13068	423-0039
Paul Carpenter Jr.	B-27 Earthworks	7305 Halseyville Rd., Trumansburg , NY 14886	607-227-6641
Stacey R. Becker	Becker Industries	247 Middaugh Road, Brooktondale, NY 14817	539-7292 / 327-2029
Chris Hammond	Bella Faccia Construction, LLC	2024 Lake Rd. Elmira, NY 14903	607-483-1348
Paul J. Maher Jr.	BonsBak, Inc	Rt. 13 Truxton , NY / PO Box 261 13158	607-261-0488
Charles Bruce	Bruce's Excavating, Inc.	747 Comfort Road, Spencer, NY 14883	272-1016 / 351-0565
John Adams / Brian Maraczewski	BSM General Contracting	154 Halsey Valley Rd., Spencer, NY 14883	738-9080
JoAnn Carson / Ken Carson	Carson Excavating	5345 Grove Road, Trumansburg, NY 14886	387-5534
Frank Alo / Ted Campbell / John Carson	Carson Groundworks <i>(Bobby Magee, Roger Rose, Bob Spencer)</i>	2340 Slaterville Road, Ithaca, NY 14850	539-7128
Chad Tibbals / Jack Breed	CMT3	104 Burns Road, Brooktondale, NY 14817	539-3304
Kevin Jacobs / Chris Stout	Collegeview Homes	181 Seven Mile Drive, Ithaca, NY 14850	273-5299
Daryl Cross	Cross Excavation & Auger Service	P.O. Box 94, Harford, NY 13784	844-4269
Bill Siegard / David Thomas	David Thomas Excavating	121 Autumn Ridge Lane, Ithaca, NY 14850	277-0956 / 351-3532
Jake Costello / Flint Brann	DDS Companies	240 Commerce Drive, Rochester, NY 14623	585-359-7540
Mike Shotwell	E. E. Root & Sons	25 Dean Street, Owego, NY 13827	687-3303
Ron Enslow / Will Enslow	Enslow Landscaping	777 Harford Rd. Brooktondale , NY 14817	607-592-1155
Frank Palmer	Frank Palmer Backhoe&Dozer Service	4110 Cold Springs Road, Trumansburg, NY 14886	387-6966
George VanValen / Ian VanValen	George R. VanValen, Inc.	710 Van Dorn Road, Ithaca, NY 14850	273-2706 / 279-2611
Jason Griep / Lacey Griep	Griep Construction Company	451 Smith Road, Groton, NY 13073 / 175 West Groton Road, Groton, NY 13073	227-4648 279-1905 / 898-3826
Bill Zimmer / Harry Zimmer	Harry Zimmer Excavating	125 Bald Hill Road, Brooktondale, NY 14817	272-4966 / 539-6250
Clayton Ingraham	Haynes Backhoe Service	2181 Washington Street, Cortland, NY 13045	835-6653
Patrick Head	Heads Excavating	172 Goodwin Drive, Ithaca, NY 14850	793-0048
J. Scott Hicks	Hicks Septic Excavation	13 Waterwagon Road, Ithaca, NY 14850  * 2 <sup>nd</sup> LC for Permit #2012-46	273-0867
Tim Higgins / Matthew Scott	Higgins Building	204 Carpenter Ave., Groton, NY 13073	423-1926
Gabe Newhart / Jeff Juber	Jeff Juber Trucking and Excavating	11 Rumsey Hill, Ithaca, NY 14850	273-7870 / c-379-0238
John Benson / Jeff Lucas	John Benson / Jeff Lucas Trucking & Excavating	Box 202, Groton, NY 13073 505 Lock Rd., Groton, NY 13073	607-898-3126 607-591-6730
Jon Sindoni	JP Reilly Construction	RR1 Box 1082, Friendsville, PA 18818	570-553-2223
Jay Stanley	J.W. Stanley Paving	200 Hatfield Road, Cortland, NY 13045	753-6659
Bill Kirk	Kirksway Farm	400 Auburn Road, Lansing, NY 14882	533-7866 / 279-0887
Rick Pinney / Joe Potter	LRS Excavating, Inc.	24 Ross Road, Lansing, NY 14882	533-4889



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Robert Munson	Land Maintenance Systems, Inc.	831 Buck Road, Groton, NY 13073	533-7580
Leroy Jenney	Leroy Jenney Excavating	30 Kellogg Corners Road, Newfield, NY 14867	564-3668
Frank & Teresa Ferrara	Mancini-Ferrara & Sons, Inc.	134 Ithaca Beer Drive, Ithaca, NY 14850	272-3600
Mark Anderson	Mark Anderson Trucking	197 Main Street, Freeville, NY 13068	279-0704
D. Mix / Brian Mix	Mix Brothers	364 Johnson Road, Freeville, NY 13068	844-8828
Tom Morgan	Morgan Logging & Excavating	2427 Rt. 228, Odessa, NY 14869	594-2742
Michael Russell	MRX	454 Pleasant Valley Road, Groton, NY 13073	220-9581
Tim Murdock	Murdock's Excavation, Inc.	4127 Fuller Road, Cortland, NY 13045	756-5025
Jim Proctor	P&S Excavating	3225 Agard Road, Trumansburg, NY 14886	387-6826 / 227-1329
Paul Carpenter Sr.	Paul Carpenter Excavating , LLC	1960 Mecklenburg Rd. , Ithaca , NY 14850	607-242-6422
Matthew Millick / Jamie McCabe	Pete's Absolute Asphalt	832 Coddington Road, Ithaca, NY 14850	342-8097
Pete Workman	*with Upstate Paving, LLC		
Ken Pixley / Ken Pixley Jr. / Anthony Reich	Pixley Construction	1305 Salt Rd. Marathon , NY 14867	607-423-5628
Robert Johnson	Preston's Excavation & Masonry	110 Gulf Hill Road, Cortland, NY 13045	838-9967
Nick Bellisario	ProLawn / Bellisario Excavating	41 Oak Brook Drive, Ithaca, NY 14850	277-5296
Brad Robinson	R.B. Robinson Contracting	535 Ithaca Road, Candor, NY 13743	659-5153
Harold Lobdell / Thomas Lobdell	R.W. Lobdell Construction, Inc.	704 West Dryden Road, Freeville, NY 13068 / 691 West Dryden Road, Freeville , NY - Harold	257-2417
Don Barry	Ruston Paving	2616 Thompson Road, Syracuse, NY 13206	315-437-2533
Tom Edwards / David Nickerson	7 Valley Paving	PO Box 54, Locke, NY 13092	315-497-9042 / 315-246-3774 / Dave-279-0704
Scott Morgan	SDM Landscaping	P.O. Box 4925, Ithaca, NY 14852	279-5609
Pete Seely	Seely Excavating	1460 Elmira Rd. , Newfield , NY 14867	607-280-3590
Barney Smith	Spencer Paving Co., Inc.	185 Sabin Road, Spencer , NY 14883	589-4466
Tim Votra	T. Votra Contracting	P.O. Box 64, Marathon, NY 13803	315_849-4100
Shawn Terwilliger	Twig's	155 Harford Rd , Brooktondale , NY 14817	592-6982
Joseph Deemer	Upstate Paving	162 York Street, Auburn, NY 13201	315-252-5005
Ryan Walczak / Mark Rankin	Walczak Excavating	1119 Lake Como Road, Cortland, NY 13045	(585) 721-6316
Nelson Weiler	Weiler Excavation	4218 Rt. 89, Seneca Falls, NY 13148	(315) 730-2687
Karel Westerling	Westerling Construction	344 North Street, Dryden, NY 13053	844-3484

**Driveway Culvert Pipe Installation : Non-inclusive List of known Contractors**  
**The use of Certified Contractors is not required as of January 2021**  
**This non-exhaustive list is provided solely for convenience and does not infer recommendation**