



MONTGOMERY
COUNTY NY

Made of Something Stronger

Montgomery County
Department of Public Works

POLICY & STANDARDS
FOR
ENTRANCES/EXITS

POLICY & STANDARDS

DRIVEWAYS

Article 6, Section 136 of the Highway Law of the State of New York, prohibits the construction or improvement, within the County road right-of-way, of an entrance or connection to such County road, except in accordance with the terms and conditions of a work permit issued by the Commission of Public Works or his duly designated agent.

In accordance with the exercise of these duties, the Department of Public Works has established definite standards and procedures governing the construction of entrances to County highways. The purpose of these standards and procedures is to provide maximum protection to the public through the safe and orderly movement of traffic onto and from the highway, and to assure uniform practices throughout the County in design and construction of entrances and exits.

The policy, standards and procedures as set forth herein shall represent the official policy of the Department of Public Works governing entrances and exits to County

APPLICATION FOR PERMIT

Any person, institution or corporation desiring access to a County highway may do so only through a permit for an entrance and/or exit issued by the Montgomery County Department of Public Works.

Written application for such permit must be made to the Commissioner of Public Works, and if required, shall be accompanied by plans, drawings or a sketch indicating the proposed work, and the applicable design dimensions required. Applications for driveway permits will be accepted only from property owners or their authorized agents. Certification of legal ownership or owner's authorization may be required. Upon approval of the application by the Department, a permit will be issued, stipulating the conditions under which the installation is to be performed.

If a property owner, lessee or agent fails to comply with the terms of a permit, or fails to obtain a permit; the Department may halt the activity for which a permit is required, until adequate corrections have been made. Cost incurred by the Department in correcting failure to comply with the terms and conditions of a permit, failure to obtain a permit, or defective workmanship or materials shall be borne by the permittee undertaking the activity. The provisions herein described do not apply to entrances already in existence, but will apply to any new or improvements to existing driveway connections with the County right-of-way. Improvement is defined as resurfacing or a change in width, grade or location of an existing driveway. Whenever a County highway is reconstructed or resurfaced, existing entrances to the highway will be altered by the Department, at its expense, to conform to the spirit and intent of the policy and standards put forth by this Department.

DEFINITION OF TERMS

Driveway - Every entrance or exit used by vehicular traffic to or from lands or buildings abutting a County highway.

Commercial Driveway - A driveway serving a commercial establishment, industry, governmental or educational institution, private utility, hospital, church, apartment building, or any other comparable traffic generator.

Residential Driveway - A driveway serving a private home or an apartment building containing no more than four family units.

Field Entrance - A driveway serving a farmyard, cultivated or uncultivated field, timberland or undeveloped land not used for industrial, commercial or residential purposes.

Right-of-Way Line - The boundary between private property and County highway lands.

Frontage - The distance along the highway pavement in front of the owner's property, determined by projecting a perpendicular or radial line from the center of the roadway to the corner points of property.

Department - The Montgomery County Department of Public Works.

MAINTENANCE RESPONSIBILITY

The property owners having access to a County highway are full responsible for the maintenance of their driveway, including the portion from the highway right-of-way line to the outside edge of the highway shoulder or curb-line. This maintenance responsibility includes keeping the portion within the highway right-of-way in a safe condition for the general public.

The property owner is also responsible for the maintenance of ditches, pipes, catch basins, grates, and other drainage structures constructed in connection with providing access to his property.

DRIVEWAY LOCATION

A driveway or a driveway system shall be so located as to provide:

1. The most favorable vision, grade and alignment conditions for motorists using the proposed driveway and highway.
2. No undue interference with the free and safe movement of the highway traffic.

In the interest of public safety and convenience, the Department may restrict the placement of a driveway to a particular location along the owner's frontage, or require shifting of an existing driveway.

Normally, only one driveway shall be permitted for each residential property. An additional driveway may be permitted if sufficient frontage exists. The minimum distance between the inside edges of two driveways to the same residential property, as measured along the highway pavement edge, shall be 30 feet. Normally, no more than two driveways will be allowed to a property in the commercial category. Where the need for more than two can be substantiated operationally, and adequate frontage exists, the Department may grant permission for an additional driveway.

DRIVEWAY INSTALLATION

Driveway Profile

In rural areas, the recommended maximum grade within the highway right-of-way is 10% for commercial driveway, and 12% for residential driveways. In urban areas, the recommended maximum grades are 6% and 8% respectively.

All driveways are to be constructed to slope away from the edge of pavement at the same slope as the highway shoulder, or not less than 1/2" per foot. This slope is to be continued the full width of the shoulder or longer, so as not to cause a bump or depression in the shoulder area.

Whenever a change in the driveway grade occurs, the profile shall be rounded by connecting the two different grades by a smooth vertical curve. If possible, the low point of the driveway should be at or close to the ditch line of the highway ditch.

Drainage

A driveway must be constructed so that it does not adversely affect the highway drainage or drainage of the adjacent property. The drainage and the stability of the highway subgrade should not be impaired by driveway construction. In no case may the construction of a driveway cause water to flow across the highway pavement or to pond on the shoulders or in the ditch.

Drainage collected by ditches, gutters or pipes on private property shall not be discharged into highway drainage systems unless expressly approved by the Department.

Where the construction of a driveway necessitates crossing a highway ditch, a culvert pipe shall be installed in the ditch, and the low point of the driveway profile shall be at or close to the ditch line. Under no circumstances will existing ditches or gutters be filled without adequate provisions for alternate drainage.

Culvert pipe shall be of a size adequate to carry the anticipated flow in the ditch, as determined by the Department, and shall not be smaller than 12 inches inside diameter.

The structural material and gauge of the driveway pipe should be adequate to withstand the loads from the anticipated vehicular traffic across the driveway. The length of the culvert may be determined as the sum of the width of the driveway at the ditch line and the length needed to accommodate a side slope of one vertical to two horizontal from the driveway to the ditch.

CONDITIONS AND LIMITATIONS OF DRIVEWAY PERMITS

A driveway permit is subject to the following conditions and limitations.

Work must start with the time period specified in the permit. Notification shall be given to the Department when work is started, and when it is completed on or before the specified completion date. An extension of time may be granted if valid reasons exist for the delay.

All work done, and all material used within the right-of-way shall meet the requirements of the Department, and the terms and stipulations of the permit. The Department must expressly approve any alterations for additions.

A permittee shall not hold the Department liable for any claim for damages arising from his negligence, or his contractor's negligence in operations covered by the permit.

The entire cost of the work specified shall be borne by the permittee, his grantees, successors and assignments.

The permittee shall have a copy of the permit available at the site during construction.

The Department reserves the right of inspection of any driveway construction or reconstruction within the highway right-of-way, by its authorized representative.

The permittee shall take necessary precautions to prevent injury to persons or damage to property from operations covered by the permit, and if necessary shall use warning signs and safety devices which are in accordance with this Department and the NYS Manual of Uniform Traffic Control Devices.

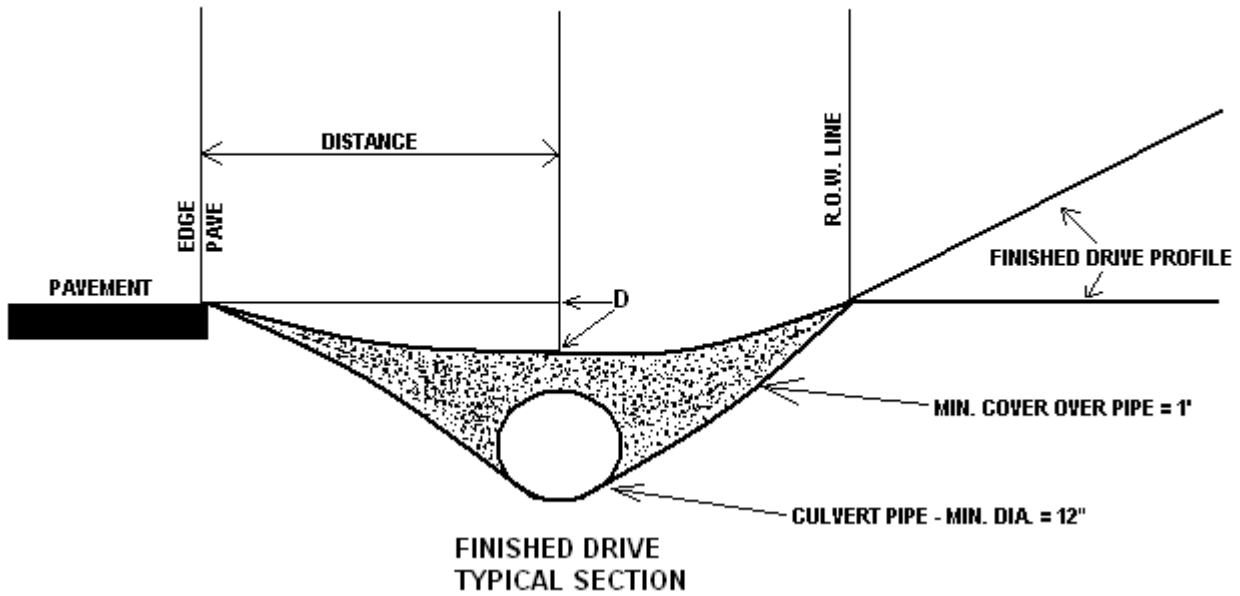
Pipe or channeled natural drainage shall not be permitted to flow onto a highway right-of-way unless the Department approves special provisions.

The permittee shall removal all surplus materials to an area outside the right-of-way, unless the permit provides for disposal at locations within the right-of-way.

SCHEDULE OF FEES - DRIVEWAYS

Residential Driveway	\$50.00
Field Driveway	\$25.00
Commercial Driveway.....	\$100.00
Temporary Driveway	\$25.00

"D" (inches) = $\frac{3}{4}$ " x DIST. IN FEET (MIN) "D" = 6"



LENGTH OF PIPE (FEET) "L"					
	10	20	30	40	50
1	6	16			
2	2	12			
3	-	8			
4	-	4			
5	-	0			
6	-	-			
7	-	-			
8	-	-			