

# Town of Rhinebeck Highway Department

119 Rhinecliff Road, Rhinebeck, NY 12572

845-876-6263

[town.highway@rhinebeckny.gov](mailto:town.highway@rhinebeckny.gov)

Barry Sherrod, Superintendent

Bob Wyant, Foreman

## **Application for Driveway Access to Town Roads**

A \$200, non-refundable fee must accompany this application as a check or money order made payable to: Town of Rhinebeck. No cash will be accepted.

Street address, and tax grid # for which permit is requested:

\_\_\_\_\_

Name of applicant: \_\_\_\_\_

Mailing address of applicant: \_\_\_\_\_

Phone numbers: \_\_\_\_\_ (c) \_\_\_\_\_ (email) \_\_\_\_\_

Applicant is the owner of the property in question: \_\_\_\_\_yes \_\_\_\_\_no

If no, name of owner: \_\_\_\_\_

Applicant's relationship to owner: \_\_\_\_\_

Application for a permanent driveway: \_\_\_\_\_yes \_\_\_\_\_no

If no, access is to be used as: \_\_\_\_\_

Size and specifications of driveway or access: \_\_\_\_\_

\_\_\_\_\_

Type of surface: \_\_\_\_\_

Attached is a sketch of the proposed work, showing dimensions and including a depiction of existing utilities: \_\_\_\_\_yes \_\_\_\_\_no

Does this project require: zoning board approval? \_\_\_\_\_yes \_\_\_\_\_no  
planning board approval? \_\_\_\_\_yes \_\_\_\_\_no

What is the speed limit of the road to which access is requested? \_\_\_\_\_mph

Date work is to begin: \_\_\_\_\_

Conditions: Applicant agrees to perform all work in strict compliance with any conditions set forth as a part of the permit, and in accordance with all provisions of the laws, statues, and ordinances of the Town of Rhinebeck and any other applicable laws and regulations, and with the rules, regulations, and guidelines of the Town of Rhinebeck Highway Department. I have read the Highway Departments "Guidelines for Driveways" and signed acknowledgement thereof.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

Permit #

***This Side For Rhinebeck Highway Dept. Use Only***

Inspection and Permission for Driveway Access  
to Town Roads, Streets and Highways

---

---

Application accepted:  yes  no (if no, see below)

Application requires more information as described: \_\_\_\_\_

\_\_\_\_\_

Denied (state reason): \_\_\_\_\_

\_\_\_\_\_

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

---

---

Permission to Commence Work

Site inspection: Inspected by: \_\_\_\_\_ Date: \_\_\_\_\_

Conditions satisfactory:  yes  no

If no, explain: \_\_\_\_\_

Permission to commence work:  approved  denied Date: \_\_\_\_\_

Special conditions: \_\_\_\_\_

\_\_\_\_\_

Permission to work expires on: \_\_\_\_\_

Signed: \_\_\_\_\_

Permit #

---

---

Driveway Access Approval

Applicant reports work completed:  yes  no Date: \_\_\_\_\_

Site inspection by: \_\_\_\_\_ Date: \_\_\_\_\_

Conditions Satisfactory:  yes  no (if no, explain)

\_\_\_\_\_

Permit denied  Permit approved Date: \_\_\_\_\_

# Town of Rhinebeck Highway Department

119 Rhinecliff Road, Rhinebeck, NY 12572

845-876-6263

rhinebeckroads@hvc.rr.com

---

Barry Sherrod, Superintendent

Bob Wyant, Foreman

## Guidelines for Driveways

Applicants must sign that they have read and agree to these guidelines and return this form with their driveway permit application.

Any person, firm, corporation, or other entity desiring to gain access to a Town road or perform work within or along a Town road must obtain a permit from the Town of Rhinebeck Highway Department. Written application for a driveway permit must be submitted on the Department's application and submitted to the Highway Department at least 21 days prior to the applied for date to begin construction. A \$200 nonrefundable permit fee and a **Planning Board Approved site plan** (showing the full dimensions of the proposed driveway) must accompany the signed application. The Highway Superintendent may request additional site information on a case-by-case basis. All applications must list the property owner as the permittee. Proof of ownership may be required at the time of the application. A work performance security deposit to guarantee that the work described within the permit will be completed as specified may be required at the discretion of the Highway Superintendent, or the Superintendent's representative. A certificate of insurance may be required as a part of the permit application.

It is the Town of Rhinebeck Highway Department's policy that each residential tax parcel may have only one driveway access to a Town road. The Highway Superintendent or the Superintendent's representative may consider more than one driveway per parcel on review of unusual site-specific conditions. The Highway Superintendent or Superintendent's representative may limit the placement of new driveways to a specific location along the property frontage.

If an applicant fails to comply with the terms of the permit, the Highway Department may order the applicant to stop work until corrections have been made. If corrective actions are not made as ordered, the Department may use the applicant's security deposit (if one was required) to pay for/perform corrective work.

Final approvals will not be issued until all applicable environmental reviews, if any, have been completed. A copy of the review must accompany the driveway permit application.

It is the responsibility of the applicant or applicant's representative to call "Dig Safely New York" at 1-800-962-7962 before any excavation work.

Sight distances are measured from a point 12 feet back from the edge of the road and 44 inches above the surface of the proposed driveway. Sightlines should be clear for 275 feet in both directions on roads where the speed limit is 40 miles per hour or less and 350 feet on roads with a speed limit above 40 miles per hour to a maximum of 45 miles per hour, and 450 feet on any road with a speed limit above 45 miles per hour, unless otherwise specifically approved by the Highway Superintendent or Superintendent's representative.

Driveways must provide for adequate drainage and protect the Town road from storm water runoff. The Superintendent or the Superintendent's representative may specify driveway elevation grades and pitches and will become a condition of approval. If culvert pipe is used to direct drainage, it should be made of reinforced concrete or a smooth interior corrugated metal or plastic pipe with a diameter to be determined by the Highway Superintendent or the Superintendent's representative and a 1.5% pitch. Any connection to a Town drainage system (including pipes, ditches, swales, etc.) must have written authorization from the Town Highway Department.

Work must be conducted in a manner that minimizes adverse impact to traffic on the Town road. Equipment and materials may not be stored on the Town road or in the Town's right of way.

The Town road must be kept free from debris, including tools, equipment, earth, storm water, vehicles, and construction materials at all times. The road must be clean and passable to traffic at all times.

Driveways must be designed to allow access for fire department and other emergency responders. No turn may be of such a degree as to prevent access by emergency apparatus.

The Highway Superintendent reserves the right to restrict hours that work may take place due to traffic, safety, weather or any other condition.

The responsibility for permanent maintenance of all aspects of the entrance to the Town road is borne by the property owner. This includes maintenance of the driveway surface, drainage pipe, if any, warning signs, guide rail, and sight lines. When ownership of the property changes, the responsibility for the maintenance transfers to the new owner.

The permit is non-transferable. Work being done must be available for inspection by the Highway Department during normal business hours and at any time with 24 hour's notice to the permittee.

Permission to commence work is granted for a period of one year from the date of approval. The permit may be granted a one-time extension of 1 year from the original expiration date, but only if the written extension request is received by the Highway Superintendent prior to the original permit's expiration.

The Highway Superintendent or the Superintendent's representative reserves the right to halt work, revoke, or cancel a permit at any time. If a permit is revoked, no lawful access to the Town road is granted.

The permittee must notify the Highway Superintendent or Superintendent's representative when construction of the driveway is complete so that a final inspection may occur.

***I acknowledge that I have read and understand the above guidelines and agree to conduct all work in accordance with the guidelines and any other conditions that may be imposed by the Highway Superintendent or the Superintendent's representative.***

---

*Signature of applicant*

*Printed name of applicant*

*Location of work*

