

# **TOWN OF CLARKSON**

  

## **DRIVEWAY & RIGHT-OF-WAY WORK PERMIT APPLICATION PACKAGE** (Updated 2025)

### **C O N T E N T S**

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**TOWN OF CLARKSON HIGHWAY DEPARTMENT**

Driveway & Right of Way Permit and Annual Fee **Worksheet**

(Submit with Permit 149 Application)



Clarkson Permit Number: \_\_\_\_\_

Utility No. \_\_\_\_\_

Applicant Name \_\_\_\_\_

Location \_\_\_\_\_

**PLEASE NOTE: Property or Utility owner is responsible for all applications**

Road / Driveway Work	Check	ACCESS PERMIT FEE	
		BASE FEE	TOTAL PERMIT FEE
COMMERCIAL ENTRANCE		\$500	
TEMPORARY ACCESS ROAD OR STREET		\$250	
ROAD IMPROVEMENTS		\$500	
Utility Installation	Check	CONSTRUCTION PERMIT FEE	
		BASE FEE	TOTAL PERMIT FEE
INSTALLATION OF NEW WATERMAIN, SANITARY SEWER AND STORM SEWER CONDUITS		\$50 Minimum (\$1.00 per Lin. Ft.) Or \$1,000 Maximum	
NEW WATER, SEWER, OR OTHER LATERAL SERVICE CONNECTIONS		\$50	
ERECTING NEW POLES FOR WIRE OR CABLE		\$25/EA.	
COMMUNICATIONS TOWER OR POLE FOR WIRELESS COMMUNICATIONS		\$1,000	
UNDERGROUND OR AERIAL CABLE, WIRE CONDUIT OR PIPE DUCTS PARALLEL WITH R.O.W.		\$50 Minimum (\$1.00 per Lin. Ft.) Or \$1,000 Maximum	
TUNNELING, BORING, ETC. UNDER AND ACROSS PUBLIC R.O.W.'S FOR MAINS OR SERVICES (FEE PER CROSSING)		\$250 Main \$100 Service	
OPEN ROAD CUT <b>*SEE NOTE BELOW</b>		\$500	
ANNUAL MAINTENANCE FOR ALL R.O.W. USERS IS A MINIMUM OF \$1200 UNLESS FRANCHISE OR LICENSE AGREEMENTS STATE DIFFERENTLY. FEE DOES NOT INCLUDE OPEN CUTTING OF ROAD. THE CLARKSON HIGHWAY DEPARTMENT MUST BE NOTIFIED EACH TIME WORK IS TO BE PERFORMED		Annual Maint. Fee \$1200 Min.	
PERMIT MAY BE WAIVED IF UNDERGROUND INSTALLATION RESULTS IN REMOVAL OF POLES AND WIRES FROM R.O.W. OR PUBLIC WORKS.			
Remarks:		<div style="display: flex; justify-content: space-between; align-items: center;"> <div><b>TOTAL FEES</b></div> <div>→</div> <div style="border: 1px solid black; width: 100px; height: 40px;"></div> </div>	

\* For **open road cuts**, a maintenance guarantee of \$2000 will be paid to the Town of Clarkson. The deposit will be returned to the permittee following an approval of the work by the Town of Clarkson Highway Department one year after the completion of the job. Failure to make the required repairs to the satisfaction of the Highway Dept. within the one-year period will result in forfeiture of the deposit.

Payment Rec'd by: \_\_\_\_\_

\_\_\_\_\_ Cash \_\_\_\_\_ Check/MO  
Checks & Money Orders Payable to Town of Clarkson

**Open Road Cut Maintenance Guarantee Refundable Deposit** \_\_\_\_\_ returned on \_\_\_\_\_ by \_\_\_\_\_  
(Amount) (Date) (Initials)

**Application** and Permit under Section 149 of the Highway Permit Law

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant Phone # \_\_\_\_\_ Applicant email: \_\_\_\_\_

Description of proposed action: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location of proposed action: on highway described as follows: \_\_\_\_\_

\_\_\_\_\_

**Open Road Cut Maintenance Guarantee**

**Deposit to be returned to:** ☐ Applicant ☐ Other \_\_\_\_\_

The permit is subject to the following conditions:

1. The work authorized by this permit shall be performed in a manner satisfactory to the town highway superintendent.
2. The applicant is to keep in good repair all pipes, hydrants or other facilities and appurtenances which may be placed within the bounds of the highway under terms of this permit and is to save the town harmless from all damages which may accrue by reason of their location in the highway, and upon notice by the town highway superintendent agrees to make any repairs required for the protection and preservation of the highway; and further agrees that upon the failure of the applicant to make such repairs that such repairs may be made by the town highway superintendent at the expense of the applicant and such expense shall be a prior lien upon the land benefited by the use of the highway for such pipes, hydrants or other facilities and appurtenances.
3. If the drainage, sewer or water pipes or appurtenances, which are laid under this permit are placed in a town road they shall be so placed as not to interrupt or interfere with public travel upon the highway; and the earth removed must be replaced, and the highway left in all respects in as good condition as before the work was performed.
4. If the work performed is on a road which has been improved by State aid, such drainage, sewer or water pipes must be placed at least four (4) feet below and in such a manner as in no way to interfere with the macadam, shoulders or drainage ditches of the highway and that portion of the trench which passes under the macadam shall be bored or pipe-driven and in no case shall the macadam be disturbed. Upon the completion of the work the highway shall be left in good condition as before the work was performed and to the satisfaction of the town highway superintendent. Care must be taken not to interfere with drainage ditches or structures.
5. **Please note you MUST notify utility companies before starting work.**
6. It is agreed by the applicant that any injury or disturbances of the macadam portion of the highway, its shoulders or drainage ditches which may occur hereafter by reason of the laying of said drainage, sewer, water pipes or other facilities and their appurtenances shall be repaired by and at the expense of the applicant to the satisfaction of the town superintendent of highways.
7. The said town superintendent of highways may, upon the failure of the applicant to comply with any of the conditions contained herein, revoke this permit and remove any pipes, hydrants or other facilities and appurtenances which may have been placed in the highway under this permit.
8. See attached drawings for driveway entrances and mailbox specifications.

Applicant is hereby applying for a permit under Section 149 of Highway Permit Law and agrees to conform to the conditions as specified.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

The Superintendent of Highways of the Town of Clarkson, County of Monroe, does hereby grant this permit under Section 149 of the Highway Permit Law to the above listed applicant for the proposed action as described above.

Additional conditions of permit: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Superintendent of Highways	Date
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The issuance of this permit and the consent of the Town Board thereto was duly authorized by the Town Board of the Town of Clarkson.

Town Clerk	Date
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Clarkson Permit No.: \_\_\_\_\_  
(Same as on top right corner of worksheet)

Location: \_\_\_\_\_

**General Conditions – Driveways and Right-of-Way Improvements:**

1. A copy of the permit with this correspondence will be with the construction contractor at all times.
2. The contractor will utilize proper safety procedures, i.e., OSHA standards.
3. The contractor will utilize proper traffic procedures, i.e., safety cones, lit barricades, work signs, safety vests and traffic control personnel.
4. Proper notification will be given to all affected property owners before work commences.
5. Clarkson Highway Department shall be notified (48) hours before the actual work begins.
6. All boring pits for conduit under Town roads must be at least four (4) feet minimum from road surface or shoulder.
7. All restoration must be accomplished as soon as possible and seeding as soon as weather permits. Roadside ditches must be graded to allow for proper drainage and water flow.
8. Clarkson Highway Department shall be notified if any field problems arise at 637-3369.
9. The applicant is responsible for damages to the roadway resulting from the construction of any driveway or work within the right-of-way.
10. It is the responsibility of the owner/applicant to keep the roadway clear of all mud, stone, or debris. This may require sweeping, scraping, or washing as needed on a daily basis. The owner/applicant is liable for all damages to any vehicles that are damaged by debris that has been placed on the road surface as a result of the driveway's installation.
11. A copy of the approved site plan or subdivision shall be submitted with the permit. If none is available, a sketch should be provided to the Superintendent of Highways.
12. In addition to the driveway improvements required within the R.O.W., crusher run stone or equal is required to be placed an additional 75 ft. onto the property. This stone is to be in place prior to any vehicular traffic entering the parcel. This stone may have to be replaced/renewed as needed if contaminated by construction equipment or other vehicles.
13. A temporary asphalt apron shall be placed before construction begins. This should be asphalt binder only to prevent construction equipment and/or vehicles from damaging the edge of pavement. If an alternative is proposed in lieu of a paved apron, this must be approved by the Highway Superintendent prior to construction.
14. Erosion control barriers to be installed immediately after installation of a driveway or other work performed within the right-of-way as directed by the Superintendent of Highways or as shown on plans approved by Town Planning Board.
15. All road cuts must meet, and be repaired to conform with existing road structure, which would require a minimum of 12" stone, 3" binder, and 1 ½" top.
16. The contractor is to provide proof of insurance in the minimum amount of \$1,000,000 liability, property damage, and personal injury.

17. The contractor is required to call for a stakeout a minimum of two (2) full days prior to digging. The phone number for UDig New York is 1-800-962-7962.

**General Conditions – Driveways and Right-of-Way Improvements (Continued):**

18. All utility installations of sewer, storm sewer, water main and appurtenances shall be in conformance to the latest Town of Clarkson Land Use Development and Subdivision Regulations. That publication is available for purchase at the Clarkson Town Hall, 18 State Street, Brockport, NY 14420.

**Specific Conditions - Driveways:**

The Town of Clarkson Land Use Development and Subdivision Regulations Sections reads as follows, and all driveways constructed must meet these regulations:

**A177-31 Driveways**

- A. Driveway curb cuts shall be limited to one per parcel. Combined or common driveway curb cuts are encouraged when practical and at the discretion of the Board.
- B. Driveway width for up to two hundred fifty (250) feet from the road shall be a minimum of twelve (12) feet.
- C. Driveway width over two hundred fifty (250) feet from the road shall be a minimum of fourteen (14) feet.
- D. Driveway turnaround areas, when practical, shall be incorporated into all plans.
- E. Common driveways and single driveways over two hundred and fifty feet (250) shall require a pull off area or “bubble” at driveway mid-point.
- F. Driveway slope shall be a maximum of 7% slope.

**A177-40 Road Construction**

**D. Driveway Culverts**

The installation of driveway culverts requires the approval and a permit for culvert location, size and material from the State, County or Town Highway Department having jurisdiction over a given road.

The town reserves the right to remove and/or install driveway or roadway culverts along any existing road to properly transmit surface drainage as determined by the Town Engineer and the Superintendent of Highways.

**Specific Conditions – Right-of-Way Improvements**

The Town of Clarkson Land Use Development and Subdivision Regulations Sections reads as follows, and all driveways constructed must meet these regulations:

**A177-49 Electric, Telephone, Cable TV or Other Buried Cable Utility**

In every development, provision shall be made for service from the private utility supply systems. All utilities and street lighting systems serving residential, commercial and industrial developments (for new subdivisions) shall be underground, rather than on poles, standard or towers. Underground conduit and cables shall be installed per the regulations of the Public Service Commission and a minimum of two (2) feet below any drainage way. Any new subdivisions on existing Town roads that have aboveground utilities shall have all utilities installed underground between the poles and structure. A road crossing height of a minimum of 20 feet shall be required for all road crossings that serve these subdivisions.