

Town of Caroline Highway Department
852 Valley Road
Brooktondale, New York 14817
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DRIVEWAY CULVERT PIPE – PERMIT

- 15”
- 18”
- ____” DIAMETER CULVERT PIPE

Location of driveway: House # _____ Road _____

Name: _____

Property Owner: _____

Mailing Address: _____

Telephone Number: Home _____ Work _____ Cell _____

Contractor/Contact Person _____

Applicant Signature _____

Pipe Material: If plastic pipe is used it must be doubled-wall smooth interior and have at least (1) foot of cover.

The owner/contractor will notify the highway department when the pipe installation and driveway entrance is planned for installation and then ready for inspection by the highway superintendent.

Driveway must be inspected and approved before a Certificate of Occupancy will be issued.

Permit Date: _____ Issued By: _____
Highway Superintendent/Designee

By: _____

Inspection Date: _____ Inspected By: _____

Remarks _____

Effective as of: January 1, 2020

Town of Caroline Highway Department

Culvert Driveway Policy

A. New Culverts (New Homes & Lots) & Culvert Replacements at Property Owners Request

1. The Highway Department is required to examine each new lot to determine the size of culvert to be installed. Minimum length will be 30' maximum length will be 40' and 15' in diameter.
2. Culverts will be installed by a contractor who is on Tompkins County Highway Department approved list.
3. The pipe to be used will be corrugated metal, heavy steel or smooth interior corrugated polyethylene.
4. Culvert pipes to be provided and installed by an approved contractor.
5. Plastic pipe will have a minimum of 12" of gravel cover. Back fill for pipe will be gravel or crusher run approved by the Highway Superintendent or designee. If 12" of cover is not possible, heavy steel culvert pipe of required diameter and ¼ minimum thickness must be used for the installation.
6. Culvert pipe ends must be armored with Angular Gabion Stone 6" diameter
7. Driveways entering from upper side of hill areas may not slope to road in a manner that will change shoulder profile.
8. Driveway shall enter the road no closer than 75' to an intersection or other obstacle that reduces sight distance.
9. The Highway Department will give a written permit to homeowner or contractor with a copy kept on file and a copy given to building inspector (building inspector must have a copy of permit before giving building permit).
10. Homeowner or their agent must inform Highway Department or designee's of date and time the culvert will be installed for approval before paving, oiling and stone or placing gravel within the right of way.

B. Culvert Maintenance

1. The Highway Department will clean existing pipes as needed when cleaning ditches.
2. At all times homeowners should prevent sticks and other debris from blocking culvert pipes.

Exception: The Highway Department may remove old culvert pipes, install replacement pipes, and cover with gravel, during ditching or road construction.

C. Replacing Existing Driveway Culverts

1. Culverts to be minimum 15" x 30' maximum length 40' longer culverts will require highway dept approval
2. Homeowners to furnish pipe.
3. If the Highway Department finds a problem with an existing driveway culvert (collapsing, rusted, severely plugged the property owner will be given notice that culvert needs to be replaced within thirty days.

D. Replacing Culvert Pipes and Road Work

1. The Highway Department will clean existing pipes, as needed, when cleaning ditches.

2. Homeowners should prevent sticks and other debris from blocking culvert pipes.
3. The Highway Department will remove old culvert pipes, place replacement pipes, and cover with gravel.

E. Responsibilities For New Culvert Installation

Town

- Reviews and approves site of pipe installation
- Specifies the site (diameter and length) and type (plastic or steel with a minimum of ¼ thickness) of pipe needed
- Maintains a list of vendors that are known to supply the pipes and provides list to property owners
- Maintains a list of eligible contractors and provides list to property owners
- Provides driveway warning signs when needed
- Makes on site visits during pipe installation as needed
- Performs final inspection and provides property owner with Certificate of Completion

Property Owner

- Visibly marks preferred location of the new pipe with stakes. which shall be brightly colored or have flags, ribbons, or other easy to identify indicators attached
- Contact the Highway Department to discuss the location of new pipe installation
- Completes a permit and files with the Highway Superintendent
- Receives a list of vendors that are known to supply the specifies pipe
- Receives a list of contractors eligible to perform pipe installation
- Is responsible(individually or through arrangements with selected contractor or other individuals) for the purchase and delivery of the pipe on site
- Is responsible to identify contractor of any known drain locations
- Is responsible for all arrangements with and payments to the selected contractor
- Retains a certificate of Completion after work is satisfactorily performed

Contractor

- Adheres to all safety requirements
- Provides required proof of insurance
- Performs the installation during the hours of sunrise plus 30 minutes and sunset minus 30 minutes. Is responsible for contacting the town when work is completed and makes arrangements for a final inspection for the issuance of the Certificate of Completion
- Notifies the Town Highway Department 48 hours prior to work commencing
- Notifies the Highway Department within 48 hours after work is completed in order that a final inspection can be made. The Town Highway will perform all final inspections during regular working hours. No final inspections will be done at night, holidays, weekends and or on weeks when the highway department is shut down for vacation