



TOWN OF GREENFIELD  
 HIGHWAY DEPARTMENT  
 409 Bockes Road  
 Porter Corners, New York 12859  
 (518)893-7604

TO: Superintendent of Highways

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

Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Location:

Town Road Name: \_\_\_\_\_

Side of Road: \_\_\_\_\_ Miles From: \_\_\_\_\_

Owners of Abutting Property: \_\_\_\_\_

Number of Driveways Requested: \_\_\_\_\_ Width of Each: \_\_\_\_\_

Use: (Residential) (Farm) (Commercial), If Commercial describe below:

\_\_\_\_\_

**GENERAL REQUIRMENTS**

1. The construction shall be in accordance with requirements as determined by the Town Superintendent of Highways on a planned "standard driveway ditch crossing" which shall be attached to the application for a driveway construction permit.
2. The applicant shall furnish all materials and bear all cost of construction within the Town Highway right-of-way and all work done and materials used shall meet the requirements of the Town of Greenfield Highway Department.
3. No alteration or addition shall be made to any driveway by any person without securing a new permit from the Town of Greenfield. Such permit applications are also available from the Town Building Inspector.
4. The centerline grade of the driveway within the right-of-way shall not exceed 10%
5. The maximum width of a single/combined entrance and exit shall not be more than 50' nor less than 30' for a commercial use, not less than 30' for a residential use.
6. No driveway shall be permitted within 50' of a highway intersection.
7. No new driveway will be permitted at a location where the lack of sight distance in either direction along the highway is a hazard.
8. A full plan of the proposed driveway shall be attached to each application. Plan should include dimensions of driveway, position and size of culvert, if required, and any other relevant information.
9. A Certificate of Occupancy will not be issued until driveway is inspected and approved by the Town of Greenfield Highway Superintendent or his designated representative.

Application Approved

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

(Superintendent of Highways)

Application Disapproved

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

(Superintendent of Highways)

Building Permit Issued

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

(Building Inspector)

Final Approval of Driveway

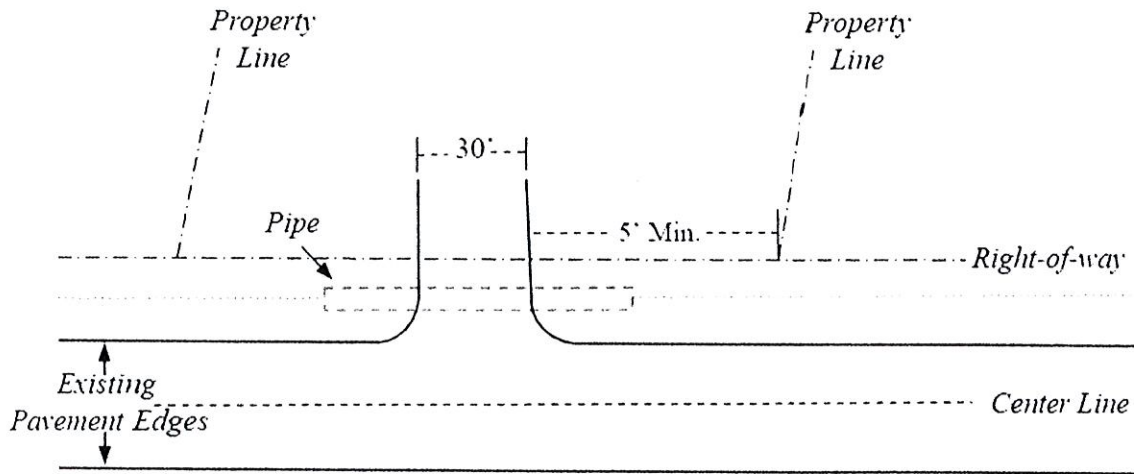
Date: \_\_\_\_\_ Signed: \_\_\_\_\_

(Superintendent of Highways)

Reason for disapproval are set forth as follows:

\_\_\_\_\_

## Typical Residential Driveway



### Note:

1. Size of pipe (minimum of 12") will be determined by Highway Superintendent.
2. Residential driveway entrance minimum of 30 feet wide.
3. Minimum of 5 feet between property line and starting radius of driveway.
4. A sketch of the proposed driveway shall be submitted with each permit application.
5. See standard driveway ditch crossing diagram below.

## Standard Driveway Ditch Crossing

### *Cross Section View*

