**Town of Sweden Highway Department**

Driveway & Right of Way Permit and Annual Fee Worksheet

Submit with Permit 149 Application

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

<table>
<thead>
<tr>
<th>Road / Driveway Work</th>
<th>Check</th>
<th>ACCESS PERMIT FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>BASE FEE (Refundable)</td>
</tr>
<tr>
<td>Residential Driveway or Curb Cut with Culvert</td>
<td></td>
<td>$250</td>
</tr>
<tr>
<td>Commercial Entrance</td>
<td></td>
<td>$500</td>
</tr>
<tr>
<td>Temporary Access Road or Street</td>
<td></td>
<td>$250</td>
</tr>
<tr>
<td>Road Improvements</td>
<td></td>
<td>$500</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Utility Installation</th>
<th>Check</th>
<th>CONSTRUCTION PERMIT FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>BASE FEE (Non-Refundable)</td>
</tr>
<tr>
<td>Installation of New Watermain, Sanitary Sewer and Storm Sewer Conduits</td>
<td></td>
<td>$50 Minimum ($1.00 per Lin. Ft.) Or $1,000 Annual</td>
</tr>
<tr>
<td>New Water, Sewer or Other Lateral Service Connections</td>
<td></td>
<td>$50</td>
</tr>
<tr>
<td>Erecting New Poles for Wire or Cable</td>
<td></td>
<td>$25/EA.</td>
</tr>
<tr>
<td>Communications Tower or Pole for Wireless Communications</td>
<td></td>
<td>$1,000</td>
</tr>
<tr>
<td>Underground or Aerial Cable, Wire Conduit or Pipe Ducts Parallel with R.O.W.</td>
<td></td>
<td>$50 Minimum ($1.00 per Lin. Ft.) Or $1,000 Annual</td>
</tr>
<tr>
<td>Tunneling, Boring, Etc. Under and Across Public R.O.W.'s for Mains or Services (Fee Per Crossing)</td>
<td></td>
<td>$250 Main $50 Service</td>
</tr>
<tr>
<td>Open Road Cut</td>
<td></td>
<td>$500 or $1,000 Yearly</td>
</tr>
</tbody>
</table>

ANNUAL MAINTENANCE FOR ALL R.O.W. USERS IS A MINIMUM OF $1,200 UNLESS FRANCHISE OR LICENSE AGREEMENTS STATE DIFFERENTLY. FEE DOES NOT INCLUDE OPEN CUTTING OF ROAD. THE SWEDEN HIGHWAY DEPARTMENT MUST BE NOTIFIED EACH TIME WORK IS TO BE PERFORMED.

MAXIMUM CONSTRUCTION PERMIT FEE FOR ANY YEAR IS $1,000. PERMIT MAY BE WAIVED IF UNDERGROUND INSTALLATION RESULTS IN REMOVAL OF POLES AND WIRES FROM R.O.W. OR PUBLIC WORKS.

<table>
<thead>
<tr>
<th>Remarks:</th>
<th></th>
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</table>

**TOTAL FEES**

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*For open road cuts, a maintenance guarantee of $2000 will be paid to the Town of Sweden. Upon satisfactory completion of the job within the approved time frames, and in conforming with the approved plans, one half (1/2) of the monies will be returned to the permittee. The remaining one half (1/2) of the monies will be returned to the permittee following an approval of the work by the Town of Sweden 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 guarantee.*

Construction permit fees are based on typical costs of administration, inspection and overhead. If, in the accounts kept by the Town of Sweden Highway Department, costs of services rendered are found to be in excess of 50% above the permit fee collected, the department reserves the right to bill the permittee for actual expenses incurred by the supervision and inspection of the permittee's project.

**Payment Rec'd by:**

______________________________

Cash _____ Check _____ M O

Checks & Money Orders Payable to Town of Sweden

Refundable Fee _____ (amount) returned on ____________ (date) by ____________ (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: ________________________________

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 a 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 Sweden, 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

The issuance of this permit and the consent of the Town Board thereto was duly authorized by the Town Board of the Town of Sweden.

____________________

Town Clerk Date

Sweden 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.

4. Proper notification will be given to all affected property owners before work commences.

5. Sweden 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.

8. Sweden 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 the driveway.

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 driveway 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 stakeout a minimum of two (2) full days prior to digging. The phone number for Dig Safe 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 Sweden Land Use Development and Subdivision Regulations. That publication is available for purchase at the Sweden Town Hall, 18 State Street, Brockport, NY 14420.

Specific Conditions - Driveways:
The Town of Sweden 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. New driveway culvert installation shall be the responsibility of the developer/landowner following the receipt of a permit.

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 Sweden 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.
NOTES:

1. THE PROPOSED DRIVEWAY SHALL NOT EXCEED 20 FEET IN WIDTH. DRIVEWAY FRONTING ON TOWN ROADS SHALL BE PAVED TO THE RIGHT-OF-WAY LINE. THE DRIVEWAY GRADE SHALL FALL AWAY FROM THE OUTSIDE EDGE OF THE SHOULDER AT A MINIMUM OF 1/2 INCH PER FOOT.

2. THE APPLICANT SHALL NOTIFY THE HIGHWAY DEPARTMENT (585) 637-3369 AT LEAST 48 HOURS PRIOR TO PERFORMING THE WORK TO SCHEDULE FIELD INSPECTION.

DRIVEWAY STANDARD

N.T.S.
NOTES:

1. EXISTING PAVEMENT SHALL BE SAWCUT PRIOR TO CUTTER REPLACEMENT. ALL PAVEMENT JOINTS SHALL BE TACK COATED AND SEALED WITH BITUMINOUS SEALER.

2. THE CONTRACTOR SHALL PROVIDE MAINTENANCE AND PROTECTION OF TRAFFIC. TWO-WAY TRAFFIC SHALL BE PROVIDED DURING WORKING HOURS. EXCAVATIONS IN DRIVING LANES AND PAVED SHOULDERS SHALL BE BACKFILLED, PATCHED OR PLATED OVERNIGHT. EXCAVATIONS OUTSIDE THE DRIVING LANES AND PAVED SHOULDERS MUST BE FENCED AND BARRICADED. WARNING LIGHTS, SIGNS AND FLAGMEN ARE REQUIRED AS DIRECTED BY THE N.Y.S. MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES. THE CONTRACTOR IS TO NOTIFY THE HIGHWAY DEPARTMENT AT LEAST 48 HOURS PRIOR TO INSTALLATION.

PHONE: (585) 637-3369

NOTE: UNDERDRAIN SHALL BE 3'-0" MIN. DEPTH

DRIVEWAY APRON WITH CURB DETAIL

N.T.S.
NOTES:

1. EXISTING PAVEMENT SHALL BE SAWCUT PRIOR TO CUTTER REPLACEMENT. ALL PAVEMENT JOINTS SHALL BE TACK COATED AND SEALED WITH BITUMINOUS SEALER.

2. THE CONTRACTOR SHALL PROVIDE MAINTENANCE AND PROTECTION OF TRAFFIC. TWO-WAY TRAFFIC SHALL BE PROVIDED DURING WORKING HOURS. EXCAVATIONS IN DRIVING LANES AND PAVED SHOULDERS SHALL BE BACKFILLED, PATCHED OR PLATED OVERNIGHT. EXCAVATIONS OUTSIDE THE DRIVING LANES AND PAVED SHOULDERS MUST BE FENCED AND BARRICADED. WARNING LIGHTS, SIGNS AND FLAGMEN ARE REQUIRED AS DIRECTED BY THE N.Y.S. MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES. THE CONTRACTOR IS TO NOTIFY THE HIGHWAY DEPARTMENT AT LEAST 48 HOURS PRIOR TO INSTALLATION.

PHONE: (585) 637-3369

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**DRIVEWAY APRON WITH CONC. GUTTER DETAIL**

**PLAN**

- R.O.W.
- APRON
- EXIST. OR NEW GUTTER
- EXIST. PAV'T.
- WIDTH OF DRIVE MIN. 10'-0"
- WIDTH OF DRIVE MAX. RESIDENTIAL (30'-0"
- Varies (30'-0"
- COMM. (30'-0"
- VARIES (20'-0"
- RES.
- (10'-0"
- MIN.)

**SECTION A-A**

- 1 1/2" ASPHALT CONCRETE BINDER
- 1" ASPHALT CONCRETE TOP
- 6" STONE BASE
- CONCRETE GUTTER
- EXISTING ROAD SURFACE
- EXISTING SUBBASE
THE OWNERS SHALL FURNISH AND INSTALL SMOOTH INTERIOR CORRUGATED POLYETHYLENE PIPE (SICPP), MINIMUM LENGTH TO EXTEND AT LEAST FIVE (5) FEET BEYOND THE OUTER EDGES OF THE NEW PROPOSED DRIVEWAY AT THE DITCH LINE. SIZE OF PIPE WILL BE DETERMINED BY TOWN OF SWEDEN. THE NEW PROPOSED DRIVEWAY CULVERT SHALL BE PLACED AT A LINE, GRADE AND OFFSET DETERMINED BY THE EXISTING DITCH LINE, GRADE AND OFFSET OF THE ADJACENT PROPERTIES ON EITHER SIDE OF THE NEW PROPOSED DRIVEWAY TO FLOW PROPERLY IN A MANNER SATISFACTORYLY TO THE SUPERINTENDENT OF HIGHWAYS. ALSO, THE OWNERS OR THEIR AGENTS SHALL INSTALL GALVANIZED STEEL END SECTIONS TO EACH END OF THE NEW PROPOSED DRIVEWAY CULVERT.

NOTE: THE OWNERS OR THEIR AGENTS ARE TO CLEAN OUT AND GRADE THE EXISTING DRAINAGE DITCH ALONG THEIR PROPERTY LINES ON THIS SUBDIVISION LOT, AND DURING AND AT THE TIME OF COMPLETION THE DRAINAGE IN FRONT OF THIS SAID SUBDIVISION LOT SHALL CONTAIN NO TREES, WEEDS, SHRUBS OR DEBRIS WITHIN THE CONFINES OF THIS SUBDIVISION FRONTAGE. ALSO, THE OWNERS OR THEIR AGENTS SHALL INSURE THAT THERE WILL BE AT LEAST ONE FOOT OF COVER OVER THE PROPOSED NEW DRIVEWAY CULVERT AT ALL TIMES. RESIDENTIAL DRIVEWAYS SHALL NOT BE ANY WIDER THAN 20 FEET. DRIVEWAY FRONTING ON TOWN ROADS SHALL BE PAVED TO THE RIGHT-OF-WAY LINE. THE DRIVEWAY GRADE SHALL FALL AWAY FROM THE OUTSIDE EDGE OF THE SHOULDER AT A MINIMUM OF 1/2 INCH PER FOOT TO THE CENTERLINE OF DRAINAGE DITCH OR SWALE. COMMERCIAL DRIVEWAY WIDTHS SHALL BE DETERMINED BY TOWN, COUNTY, OR STATE (DEPENDING ON ROAD OWNERSHIP).

THE APPLICANT SHALL NOTIFY THE HIGHWAY DEPARTMENT (585) 637-3369 AT LEAST 48 HOURS PRIOR TO PERFORMING THE WORK TO SCHEDULE FIELD INSPECTION.

THIS PERMIT IS GRANTED WITH THE STIPULATION THAT ALL OF THE ABOVE SPECIAL CONDITIONS ARE MET.

SECTIONAL VIEW

TYPICAL DRIVEWAY CULVERT STANDARD
N.T.S.
RECOMMENDED CONSTRUCTION OF MAILBOX AND SUPPORT

The roadside face of the mailbox should be installed approximately 42" from the edge of the road. The approximate height should be between 42" and 48". Use all Pressure Treated 2x4's and 4x4 post. Galvanized nails are recommended with Pressure Treated wood. The post must be able to break or bend upon impact. The Town of Sweden assumes no responsibility for the construction or replacement of mailboxes or supports.

NOTE:
1. ALTERNATE MATERIALS FOR CONSTRUCTION OF SUPPORT MEMBERS MAY BE USED AS LONG AS THE DIMENSIONS ARE MAINTAINED.

2. DIMENSIONS MAY VARY DEPENDING ON ROAD CONDITIONS AS APPROVED BY HIGHWAY SUPERINTENDENT.

MAILBOX AND SUPPORT DETAIL
N.T.S.
TOWN OF SWEDEN

COLLECTOR ROAD

1 1/2" TYPE 6F TOP COURSE  
(NYS DOT ITEM 403.178902)

4" TYPE 3 BINDER  
(NYS DOT ITEM NO. 403.13)

(3) 6" LIFTS CRUSHER RUN STONE  
(NYS DOT SPEC. 304-2.02, TYPE 2)

GEOTEXTILE FABRIC AS REQUIRED

COMPACTED SUBSOIL

LIFT NO. 2 & NO. 3 CRUSHED STONE EQUALLY MIXED TO BE PLACED IF SUBSOIL CONDITIONS ARE UNSTABLE AS DETERMINED BY THE SUPERINTENDENT OF HIGHWAYS. DEPTH WILL VARY ACCORDING TO GROUND CONDITION. GEOTEXTILE FABRIC TO BE PLACED OVER STONE.

RESIDENTIAL ROAD

1 1/2" TYPE 6F TOP COURSE  
(NYS DOT ITEM 403.178902)

3" TYPE 3 BINDER  
(NYS DOT ITEM NO. 403.13)

(2) 6" LIFTS CRUSHER RUN STONE  
(NYS DOT SPEC. 304-2.02, TYPE 2)

GEOTEXTILE FABRIC AS REQUIRED

COMPACTED SUBSOIL

LIFT NO. 2 & NO. 3 CRUSHED STONE EQUALLY MIXED TO BE PLACED IF SUBSOIL CONDITIONS ARE UNSTABLE AS DETERMINED BY THE SUPERINTENDENT OF HIGHWAYS. DEPTH WILL VARY ACCORDING TO GROUND CONDITION. GEOTEXTILE FABRIC TO BE PLACED OVER STONE.

NOTE: ALL DEPTHS ARE COMPACTED THICKNESSES

PAVEMENT CROSS SECTION (TYP.)  
(N.T.S.)
TOWN OF SWEDEN

INDUSTRIAL ROAD

1 1/2" TYPE 6F TOP COURSE
(NYS DOT ITEM 403.178902)

4" TYPE 3 BINDER
(NYS DOT ITEM NO. 403.13)

6" TYPE 1 BASE COURSE
(NYS DOT ITEM NO. 403.118902)
(2-3" LIFTS)

(3) 6" LIFTS CRUSHER RUN STONE
(NYS DOT ITEM NO. 304.12)

GEOTEXTILE FABRIC AS REQUIRED
COMPACTED SUBSOIL

NO. 2 & NO.3 CRUSHED STONE EQUALLY
MIXED TO BE PLACED IF SUBSOIL CONDITIONS ARE
UNSTABLE AS DETERMINED BY THE SUPERINTENDENT
OF HIGHWAYS. DEPTH WILL VARY ACCORDING TO
GROUND CONDITION. GEOTEXTILE FABRIC TO BE PLACED
OVER STONE.

COMMERCIAL ROAD

1 1/2" TYPE 6F TOP COURSE
(NYS DOT ITEM 403.178902)

4" TYPE 3 BINDER
(NYS DOT ITEM NO. 403.13)

4" TYPE 1 BASE COURSE
(NYS DOT ITEM NO. 403.118902)

(3) 6" LIFTS CRUSHER RUN STONE
(NYS DOT ITEM NO. 304.12)

GEOTEXTILE FABRIC AS REQUIRED
COMPACTED SUBSOIL

NO. 2 & NO.3 CRUSHED STONE EQUALLY
MIXED TO BE PLACED IF SUBSOIL CONDITIONS ARE
UNSTABLE AS DETERMINED BY THE SUPERINTENDENT
OF HIGHWAYS. DEPTH WILL VARY ACCORDING TO
GROUND CONDITION. GEOTEXTILE FABRIC TO BE PLACED
OVER STONE.

NOTE: ALL DEPTHS ARE COMPACTED THICKNESSES

PAVEMENT CROSS SECTION (TYP.)
(N.T.S.)