

DRIVEWAY PERMIT PROCESS

Step 1: *APPLICATION FOR PERMIT*

Step 2: *PERMIT NOTICE*

Step 3: *PERMIT FOR INSTALLATION OF DRIVEWAY STRUCTURE*

Please read the Instruction Sheet and return the completed application to the St. Lawrence County (SLC) Department of Highways, 44 Park Street, Canton, NY 13617.

The procedure for obtaining a driveway permit is as follows:

- A. Complete *APPLICATION FOR PERMIT* and submit with a non-refundable check for Fifty Dollars (\$50). Checks should be made payable to SLC Treasurer.
- B. SLC Department of Highways personnel will review the site for pipe size, sight distance, and other issues related to the driveway location and existing highway.
- C. A *PERMIT NOTICE* will be sent to the property owner. The Permit Notice will state the required pipe size and include installation cross sections. The property owner must submit the signed Permit Notice, Utility Permit application (at no additional cost), contractor information and respective insurance certificate.
- D. Following receipt of all above documentation, applicant will receive *PERMIT FOR INSTALLATION OF DRIVEWAY STRUCTURE*.
- E. Applicant will be responsible for obtaining NYSDEC wetlands jurisdictional determination and all other NYSDEC permits as required. The address of the DEC is 317 Washington Street, Watertown, NY 13601, telephone number 315-785-2245.
- F. If the proposed driveway is located within the jurisdiction of the Adirondack Park Agency (APA), applicant shall receive approval of the driveway from the APA. The address of the APA is P.O. Box 99, 1133 NYS Route 86, Ray Brook, NY 12977, telephone number 518-891-4050.
- G. It's the law in the State of New York to submit a UDigNY ticket by calling 811 or online at <https://udignny.org/professionals/exactix-tickets/>. **You must call for a stake-out request at least 2 working days but not more than 10 working days before any excavation starts (Excluding holidays & weekends).**
- H. Once driveway is installed, SLC Department of Highways shall be notified within three business days. The installation will be inspected and approved by a SLC Department of Highways' employee. Improperly installed pipes will be required to be replaced and may be removed by SLC with costs incurred charged to the homeowner. Driveway inspections can be requested Monday – Friday 8:00am – 3:30pm by calling our office at 315-379-1542.