

PERMIT NOTICE FOR INSTALLATION OF A NEW DRIVEWAY STRUCTURE

Name: _____

Phone: _____

Address: _____

Site Location: _____

THIS IS NOT A PERMIT. A PERMIT WILL BE ISSUED UPON THE RETURN OF THIS PERMIT NOTICE AND ALL APPLICABLE FEES PAID TO THE SLC DEPARTMENT OF HIGHWAYS.

You may install the driveway yourself, hire a contractor, or have the Department of Highways install the driveway within the road Right of Way.

1. If you choose to install the driveway yourself or to hire a private contractor, an additional permit called a Utility Work Permit is required. It's the law in the State of New York to contact Dig Safely New York at 1-800-962-7962 or www.digsafelynewyork.com. The center takes stake out request calls 24 hours a day, 7 days a week. 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). You must call regardless of where the excavation is located. Even if it is on private property, out in the middle of a field, or on a street that has no name. Mark out the area that you plan to excavate with White Paint, Flags, or Stakes. Contact the Highway Department's main office to obtain a permit application and specifications. Furthermore, the installation will be inspected and approved by a St. Lawrence County Department of Highways' employee. Only new, high-grade materials can be used. The applicant shall use the following pipe (corrugated metal, or smooth interior heavy duty HDPE corrugated plastic pipe): **NO pipe is needed, and ditching is NOT required.** Pipe installation **must** be in accordance with the attached detail.
2. If you choose to have the St. Lawrence County Highway Department install the driveway, please submit this Permit Notice and a non-refundable check for the full amount of the permit to the Department of Highways. The Highway Department shall provide the required pipe and/or materials. We will contact you with an estimated installation date. Fee Required: **\$ XXX.XX (payable to St. Lawrence County Treasurer)**

I elect to (check appropriate response):

_____ be responsible for installing the driveway. I will apply for a Utility Work Permit (No Additional Charge).

_____ have the Department of Highways install the driveway to the road Right of Way limit.

Please be certain to sign this Permit Notice and return with the Permit Fee to St. Lawrence County Department of Highway, 44 Park Street, Canton, NY 13617

Date

Property owner's signature