

DUTCHESS COUNTY
DEPARTMENT OF PUBLIC WORKS



POLICY AND STANDARDS
FOR ACCESS AND UTILITY WORK
ON COUNTY HIGHWAYS

Adopted on April 1, 2018, by the County Superintendent of Highways

Robert H. Balkind, P.E., Commissioner of Public Works

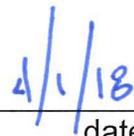
ADOPTION OF THE

'POLICY AND STANDARDS FOR ACCESS AND UTILITY WORK
ON COUNTY HIGHWAYS'

I, Robert H. Balkind, P.E., Commissioner of Public Works, acting in my capacity of the Dutchess County Superintendent of Highways, as authorized by the Dutchess County Charter, Article XIV, Section 14.02 (h) do hereby adopt this 'Policy and Standards for Access and Utility Work on County Highways,' effective April 1, 2018.



Signature



date

PREFACE

This Policy (commonly referred to as the ‘Highway Work Permit Policy’) outlines the Dutchess County Department of Public Work’s technical and procedural requirements for access to and performing work along Dutchess County highways. This Policy covers the planning, design, construction and maintenance of driveways and other access means, including sidewalks, stairways, public streets, and subdivision roads. This Policy also covers the planning, design, construction and maintenance of underground utilities along County roads.

The requirements of this Policy apply to owners or developers of all commercial and industrial establishments, private residences, agricultural enterprises, public agencies, and public or private utilities that currently have access or seek access over, across, under or along the County highway system.

Any person, firm, corporation, or municipality desiring to gain access to a County highway or perform work within or along the County highway shall do so only through a permit that adheres to the standards set forth in the Policy. An application shall be made to secure such a permit from the Traffic/Permits Section of the Dutchess County Department of Public Works Engineering Division as mandated by Article 6, §136 of the New York State Highway Law.

Questions concerning this Highway Work Permit Policy should be directed to the Dutchess County Department of Public Works Engineering Division at the following address or telephone number:

Dutchess County DPW Engineering Division
Traffic/Permits Section
626 Dutchess Turnpike
Poughkeepsie, NY 12603
(845) 486-2925

TABLE OF CONTENTS

PREFACE	i
I. INTRODUCTION	1
II. DEFINITIONS	2
III. GENERAL POLICY FOR THE DESIGN OF DRIVEWAYS	5
A. Department Sponsored Projects	
B. Non-Department Sponsored Projects	
C. General Conditions and Limitations of Highway Work Permits	
IV. DRIVEWAY DESIGN AND CONSTRUCTION REQUIREMENTS	13
A. General Requirements and Guidelines	
B. Residential Driveways and Agricultural/Field Entrances	
C. Minor and Major Commercial Driveways	
D. Subdivision and Local Roads	
V. SIGN DESIGN AND CONSTRUCTION REQUIREMENTS	18
A. Temporary Signs	
B. Permanent Signs	
VI. UTILITY DESIGN AND CONSTRUCTION REQUIREMENTS	20
A. Underground Utilities	
B. Overhead Utilities	
VII. REQUIRED SUBMITTALS FOR HIGHWAY WORK PERMIT REVIEW	23
A. General Requirements	
B. Residential Driveways and Agricultural/Field Entrances	
C. Minor and Major Commercial Driveways	
D. Subdivision and Local Roads	
E. Signs and Traffic Control Devices	
F. Utility and Drainage Work	
G. Temporary Driveways	
VIII. SAMPLE FORMS	29
A. Sample Sight Distance Certification Form	
B. Sample Right-of-way Monument Certification Form	
C. Sample Insurance Forms	
IX. TECHNICAL STANDARDS AND DETAILS	39

I. INTRODUCTION

Article 6, §136 of the NYS Highway Law prohibits entrance onto and work to be performed on a County highway except pursuant to the authority of a Permit and under the rules and regulations prescribed by the County Superintendent of Highways or Commissioner of Public Works. In accordance with these duties, the Dutchess County Department of Public Works has assembled technical and procedural requirements for gaining access to and performing any work along Dutchess County highways. These requirements (commonly referred to as the ‘Highway Work Permit Policy’) protect the public by regulating traffic that enters and leaves the County highway system, preserve the public’s investment in highway capacity and condition, and assures uniform design and construction for all work along County highways.

Regulation of access and utility work is intended to promulgate the safe and efficient movement of people and goods, as well as assuring that the County highway system will provide reasonably convenient access to abutting property owners. Through the Permit review process, Dutchess County Department of Public Works can ensure that access and utility construction work on County highways will be planned, designed, and constructed in a manner that maintains a quality transportation infrastructure while providing for safe and efficient access to County highways.

COMPLETE STREETS

“Complete Streets” is the concept that streets should be planned, designed, operated and maintained to support safe travel by people walking, bicycling, taking transit, and driving, as well as by people of all ages and abilities.

In October 2016, the Dutchess County Legislature adopted a Complete Streets Policy. The policy applies to transportation-related elements of projects involving County property (including roads, parks, and buildings), as well as public and private projects over which the County Department of Public Works has permitting authority. The policy was developed by Dutchess County’s Complete Streets Committee based on national best practices.

At the discretion of the Department, all Highway Work Permits are subject to the requirements of Dutchess County’s Complete Streets Policy. The Department may require Applicants to complete a Complete Streets Checklist and incorporate Complete Streets design elements into a project under review.

The checklist may be found at: www.dutchessny.gov/completestreets

II. DEFINITIONS

AASHTO. American Association of State Highway Transportation Officials.

Agricultural/Field Entrance. A driveway serving a farmyard, cultivated or uncultivated field, timberland, or undeveloped land not used for industrial, commercial or residential purposes.

Applicant. Person or entity applying for a Highway Work Permit. The Applicant must be the property or facility owner.

Annual Maintenance Permit. Annual permit for routine maintenance within the County right-of-way, (ie., landscaping, traffic signal repair, overhead utility work).

Annual Rental Permit. Annual permit for a commercial sign located in the County right-of-way.

Channelization. An at-grade separation or regulation of conflicting traffic movements into defined travel paths by pavement markings, raised islands, or other suitable means to facilitate the safe and orderly movement of vehicles and pedestrians.

Commercial Driveway. A driveway serving a commercial establishment, industry, governmental or educational institution, private utility, hospital, church, apartment building, or other comparable traffic generator.

Common Residential Driveway. A driveway serving two or three residential lots or residences.

County Highway. A public highway under the ownership and jurisdictional control of the County of Dutchess. Also known as a County Road.

County Road. A public road under the ownership and jurisdictional control of the County of Dutchess. Also known as a County Highway.

County Road Right-of-Way. For the purposes of this Policy, means the entire width between the boundary line of all property which has been purchased or appropriated by the county for county road purposes, all property over which the county superintendent or his predecessors has assumed jurisdiction for county road purposes, all property over which the county superintendent has assumed jurisdiction during the period of construction, reconstruction or improvement and all property which has become part of the county road system through dedication or use.

Department. Dutchess County Department of Public Works (abbreviated as DCDPW) or a duly authorized representative thereof.

Driveway. Any entrance or exit used by vehicular traffic to and from lands or buildings abutting a County highway.

Driveway Work Release. A document signed by a property owner permitting the DCDPW to enter and alter a driveway to accommodate the changes of the highway alignment, grade, or cross-section in accordance with Highway Law.

Frontage. The distance along the highway edge of pavement in front of the owner's property, measured between lines perpendicular to the centerline of the roadway from each property corner.

Highway Work Permit. A document specifying the authority and conditions under which an individual or organization may perform work within or adjacent to the County right-of-way.

Local Road. Streets or highways owned by a village, city, or town.

Major Commercial Driveway. Any commercial driveway where the actual or anticipated traffic volume on a typical day is equal to or greater than forty (40) one-way trips.

Minor Commercial Driveway. Any commercial driveway where the actual or anticipated traffic volume on a typical day is less than forty (40) one-way trips. Layout may vary according to the intended use and traffic volumes.

NEPA. National Environmental Policy Act. A federal regulation which requires federal agencies to integrate environmental values into their review of a project to insure that decision making processes consider the environmental impacts of the project and reasonable alternatives to those actions.

NYSDOT. New York State Department of Transportation.

MUTCD. Manual on Uniform Traffic Control Devices, consisting of the national Manual on Uniform Traffic Control Devices for Streets and Highways and New York State Supplement (17 NYCRR Chapter V).

Permanent Easement. A right of use over the property of another. DCDPW typically acquires permanent easements for drainage, sight line maintenance or slope grading purposes.

Permit. Written authorization from DCDPW to conduct work in the County road right-of-way.

Permittee. A municipality, public utility company, public benefit corporation, private corporation, partnership, association, or individual in whose name the Highway Work Permit has been issued.

Permit Engineer. Any Department representative authorized by the County Superintendent of Highways or Commissioner of Public Works to enforce the Highway Work Permit Policy.

SEQRA. State Environmental Quality Review Act: Law and associated regulations governing environmental impact review of proposed actions as detailed in 6 NYCRR Part 617 of the New York Compilation of Codes, Rules and Regulations.

Sidewalk, Walkway. An exterior pathway with a prepared surface intended for pedestrian use. Sidewalks generally parallel a roadway and are usually intended for public use. Other walkways described in this policy are generally approaches to adjoining properties and may be intended for public or private use.

Single Residential Driveway. A driveway serving one residential lot or residence.

Subdivision Road. A road, drive, or street laid out by a contractor, builder, or company responsible for developing the parcel(s). This includes a new road or driveway serving a subdivision containing four or more residences or a building containing four or more apartment units.

Temporary Driveway. A driveway that provides interim access to a property.

Temporary Easement. A temporary right of use over the property of another. DCDPW typically acquires temporary easements in order to accommodate the construction of a project.

Traffic Impact Study. A study of existing traffic conditions, anticipated traffic conditions with and without the development and the traffic impacts of the development. The study should include proposed mitigation of impacts and resulting traffic conditions.

Utility Work. Installation, modification, or repair of public or privately owned underground and overhead electric, telephone, cable television, data/communication, water, wastewater, drainage, gas, oil or other direct-buried and conduit appurtenances along, across, over or adjacent to the County highway.

Work. For the purposes of this Policy, Work is defined as construction, reconstruction, maintenance or improvement activities within the County road right-of-way as authorized by the issuance of a Permit by DCDPW.

III. GENERAL POLICY FOR THE DESIGN OF DRIVEWAYS

A. Department Sponsored Projects

1. Project Types

Dutchess County DPW routinely undertakes highway improvement projects constructed by County workers or County-paid contractors. There are two types of highway improvement projects undertaken by DCDPW: reconstruction projects and resurfacing projects.

Reconstruction projects usually involve a significant alteration or improvement to the County highway. During the course of work on a reconstruction project, DCDPW may alter, at its own expense, existing entrances to the County highway to comply with the intent of this Policy.

Resurfacing projects are aimed at providing preventative maintenance work on a County highway. These projects usually consist of a pavement overlay and minor work along shoulders, drainage systems, or ditches. During the course of work on a resurfacing project, DCDPW may alter, at its own expense, existing entrances to the County highway only where the existing entrance poses a safety or operational problem.

2. Driveway Work Release

In some cases, the work required to improve a driveway may involve portions of the driveway outside of the County right-of-way. If alterations to an existing driveway extend beyond the right-of-way limit, DCDPW will attempt to obtain a Driveway Work Release from the property owner. If the property owner refuses to sign a Driveway Work Release, the highway improvement work will proceed and the driveway will not be reestablished. Any future work to reestablish the driveway will require the property owner to apply for a Permit and pay for all costs associated with the reestablishment of the driveway, including Permit fees and contractor costs.

3. Exceptions

In cases where strict compliance with the Permit Policy would cause severe hardships that cannot be easily mitigated, DCDPW may consider exceptions to allow existing driveway entrances to remain unaltered provided that the existing driveway will not pose a safety or operational problem. The DCDPW Engineering Division shall have final say in consideration of any exceptions to this Permit Policy.

B. Non-Department Sponsored Projects

1. Driveways Access to County Highways

Any person, firm, corporation, or municipality desiring to connect a driveway to a County highway or perform work within or along the County road right-of-way shall do so only after obtaining a Permit from DCDPW. An application shall be made to secure such a Permit from DCDPW. A Permit shall not be issued unless the Applicant signs the Permit and agrees to complete the work as specified and approved within the Permit. To promote safe and efficient highways, **it is DCDPW policy that each residential tax parcel shall have only one driveway.** Properties which have access to a County Road, Local Road or private road will not be granted an additional driveway onto a County Highway.

Written application for a Permit shall be made on the approved Highway Work Permit Application form ('application') and submitted to the Dutchess County Department of Public Works Engineering Division. The Applicant shall be required to provide a security deposit to guarantee that the Work described within the Permit will be completed as specified.

If the Applicant fails to comply with the terms of a Permit, DCDPW may order the Applicant (or its contractor) to stop work until corrections have been made to the work. If corrective actions are not made as ordered, the County may perform the corrective work and use the Applicant's security deposit to pay for such work.

The following list includes typical work that shall require a Permit in accordance with this Permit Policy. This is an illustrative list and is not inclusive of all work requiring a Permit:

- ✓ Resurface and/or reconstruct an existing gravel or paved driveway
- ✓ Replace or repair an existing driveway drainage pipe
- ✓ Alter the use, location, or geometry of an existing driveway
- ✓ Creating a new driveway, subdivision road or agricultural/field entrance
- ✓ Creating a new temporary driveway (for construction, logging, etc.)
- ✓ Installing or modifying overhead or underground utilities
- ✓ Occupying the right-of-way for other purposes

In cases where strict application of this policy to new or existing local roads or driveways would cause severe hardship, DCDPW may consider exceptions to this policy provided the proposed local road or driveway will not pose a safety or operational problem. DCDPW shall have final authority in approval of any Traffic Impact Study and mitigation proposal.

2. Mitigation

Developers of certain subdivisions, commercial driveways and projects may, as a condition of the Permit, be required to mitigate the impacts that the proposed development will have on the County highway system. Mitigation actions are required to provide adequate level of service, safety, operation and maintenance of the County highway and the proposed driveway or road. The impacts and mitigation are identified in a Traffic Impact Study, prepared by the Applicant's engineer. DCDPW must approve the Traffic Impact Study prior to issuance of a Permit. The scope of the Traffic Impact Study will be determined by DCDPW Engineering Division based upon the project's potential to cause adverse impacts to the County highway system. Mitigation techniques may include, but are not limited to, highway signage, traffic signals, addition of turning lanes, off-site improvements to address altered traffic patterns, or frontage roads.

3. SEQRA/NEPA

A Permit will not be issued until all SEQR/NEPA requirements for the proposed project or action have been fulfilled. For larger, more complex projects, SEQRA/NEPA processing is typically handled through a local government SEQRA Lead Agency. When application for a Permit is made to DCDPW, documentation must be provided indicating that SEQRA/NEPA processing has been completed and that all local, state and/or federal SEQRA/NEPA determinations have been made. This is typically done by providing a SEQRA Lead Agency determination resolution.

Certain minor projects may be classified as SEQRA Type II projects in accordance with 6 NYCRR Part 617.5. These projects do not require additional SEQRA processing. Project sponsors may be required to complete a SEQRA Short Form EAF and submit the form with Permit applications.

Issuance of a Permit requires SEQRA review. If the proposed action has not been reviewed by any other agency, the Department may assume the role of SEQRA Lead Agency. While acting in the capacity of Lead Agency, the Department may require a SEQRA short form, SEQRA long form, or the full environmental impact statement to document and assess environmental impacts. Applicants will be required to provide all of the requested documentation in order for the Department to comply with SEQRA regulations.

C. General Conditions and Limitations of Highway Work Permits

1. General Conditions

Permits for entrances to County highways are subject to the following conditions and limitations.

- No Permit work can take place within the County right-of-way between November 15 and March 15 unless specifically approved by DCDPW.
- All workers within the County right-of-way are required to wear safety apparel and shall, at a minimum, wear hard hats and ANSI Class II or III safety vests.
- The Department shall be given forty-eight (48) hour notice prior to the start of work authorized by the Permit.
- All work and materials used within the County right-of-way shall be in accordance with the approved plans and specifications.
- Regulations of Code Rule 53 (Part 753) apply to this work. It is the excavator's responsibility to call 'Dig Safely New York' at 1(800) 962-7962 prior to excavation or demolition work.
- Any damage to the County highway or County facilities shall be repaired or replaced to the satisfaction of DCDPW. Costs for such repair or replacement shall be borne entirely by the Permittee, and/or their agents.
- The Permit cannot be transferred or assigned to another person, firm, corporation, or municipality under any circumstances.
- DCDPW reserves the right to halt the work, revoke or cancel a Permit at any time should the Permittee fail to comply with the terms, conditions, and restrictions of the Permit.
- If the Work that is the subject of the Permit is conducted by the Permittee, the Permittee agrees to defend, indemnify and hold harmless the County of Dutchess and its employees from any and all losses, claims, liens, demands and causes of action, including but not limited to, judgments, penalties, interest and court costs and legal fees incurred by the County of Dutchess in connection with the work that is subject of the Permit.
- If the Work that is the subject of the Permit is conducted by the Contractor, the Contractor agrees to defend, indemnify and hold harmless the County of Dutchess and its employees from any and all losses, claims, liens, demands and causes of action, including but not limited to, judgments, penalties, interest and court costs and legal fees incurred by the County of Dutchess in connection with the work that is subject of the Permit.
- The work shall be available for inspection during DCDPW normal business hours, Monday-Friday, 8:00 am-4:00 pm. The work shall be made available for inspection at any time with twenty-four (24) hour notice.
- The Permittee agrees to pay any cost for testing or inspection of the permitted work as required by DCDPW within thirty (30) days of receipt of an invoice for same. The Permit security deposit will be charged for any outstanding billing prior to being returned.

- If County forces clean or repair the right-of-way due to problems with the permitted work, the Permittee will be billed for the County's workers and equipment. The Permit security deposit will be charged for any outstanding billing prior to being returned.
- If the Permittee fails to comply with the terms of or complete the work authorized by the Permit, DCDPW may order the Permittee or its contractor(s) to stop work until corrections have been made. If corrective actions are not made as ordered by DCDPW, DCDPW may perform the corrections and use the Applicant's security deposit to pay for the necessary work.
- Traffic on the County highway shall be protected and maintained in accordance with the MUTCD.
- Equipment and materials may be stored overnight within the County right-of-way only as approved by DCDPW.
- The County highway must be kept free from debris, equipment, earth storm water, vehicles, and construction materials at all times when work is not actively being performed. The highway must be kept clean, free from dust, and passable to traffic at all times as approved by DCDPW.
- DCDPW reserves the right to restrict hours that work can take place within the County right-of-way due to traffic, weather, safety, or other conditions.

2. Insurance Requirements

At all times during the term of the Permit, the Contractor and his sub-contractors, if any, shall maintain at his own cost the following insurance and shall provide proof thereof to the County, in the form of a Certificate of Insurance, prior to commencing work under the Permit:

Commercial General Liability Insurance coverage including blanket contractual coverage for the operation of the program under the Permit with limits not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate. This insurance shall be written on an occurrence coverage form and include bodily injury and property damage liability. The County must be listed as additional insured. The additional insured endorsement for the Commercial General Liability insurance required above shall not contain any exclusion for bodily injury or property damage arising from completed operations.

Automobile Liability Insurance coverage for all owned, scheduled, hired, and non-owned vehicles with a combined single limit of liability of not less than \$1,000,000. This insurance shall include coverage for bodily injury and property damage. The County must be listed as additional insured.

The Acord form certificate of insurance must contain the following provisions:

The County of Dutchess must be listed as certificate holder and additional insured on the commercial general and automobile liability policies. In addition, the commercial general liability policy must include the additional insured endorsement forms cg 2037 July 2004 edition and the cg 2010 April 2013 edition or their equivalent. The commercial general and automobile policies are primary and noncontributory.

All losses of County property shall be adjusted with and made payable directly to the County.

All Certificates of Insurance shall be approved by the County's Director of Risk Management or designee prior to commencement of any work under the Permit. Please refer to sample form(s) in chapter VIII.

3. Inspection

- The work shall be available for inspection by the Department during DCDPW normal business hours. The work shall also be made available for inspection at any time with twenty-four (24) hour notice to the Permittee.
- If proposed sight distances cannot be verified by the Department during a final inspection of the driveway, the parcel must be improved such that required sight distances can be verified or mitigated. If satisfactory improvements are not made, the Permit may be revoked.
- The Permittee agrees to pay any cost for testing or inspection of the permitted work as required by DCDPW within thirty (30) days of receipt of an invoice for same. The Permit security deposit will be charged for any outstanding billing prior to being returned.
- The Permit fee includes up to three inspections of the work by DCDPW; initial site visit, pre-paving inspection, and final inspection. If additional site inspections are required by DCDPW, a fee of \$75.00 per inspection may be assessed and charged against the Permittee's security deposit at the discretion of the Department. Inspection fees shall be deducted from the security deposit prior to Permit close-out and return of the security deposit.
- On complex projects, the Permittee may be required to hire an engineering consultant licensed to practice in New York State to inspect the work authorized by the Permit. The consultant and the agreement used to employ the consultant, must be approved by the Department. Inspection reports and daily work journals prepared by the inspector shall be provided to DCDPW upon request.

4. Fee and Security Payments

- Permit application fees shall be as established by the Department. Fees shall be paid in the form of a personal or business check, money order, bank check, or certified check payable to ‘Dutchess County Commissioner of Finance.’ **Cash will not be accepted.**
- Permit security deposit amounts shall be as established by the Department. The security deposit must be in the form of certified or bank check or money order made payable to ‘Dutchess County Commissioner of Finance.’

5. Temporary Traffic Control and Work Site Safety

- Work authorized by the Permit shall be undertaken to minimize adverse impacts to traffic on the County highway.
- Traffic on the County highway shall be protected and maintained in accordance with the MUTCD.
- On complex projects, the Permittee may be required to submit Temporary Traffic Control plans for review and approval by the Department.
- Equipment and materials are not to be stored overnight within the County right-of-way unless specific permission is granted by the Department.
- Open trenches must be backfilled to the adjacent grade at the end of each workday. Road plates may be used within the travel lane or paved shoulder only with prior approval of the Department. If road plates are to be used within the travel lane or paved shoulder, the plate must be secured from shifting due to traffic movement.
- The County highway must be kept free from debris, including tools, equipment, earth, storm water, vehicles, and construction materials at all times when work is not actively being performed. The highway must be kept clean and passable to traffic at all times.
- The Department reserves the right to restrict hours that work can take place within the County right-of-way due to traffic, weather, safety or other conditions.

6. Maintenance Responsibility

- If County forces clean or repair the right-of-way due to problems with the permitted work, the Permittee will be billed for the County’s workers and equipment. The Permit security deposit will be charged for any outstanding billing prior to being returned.
- Upon acceptance of the Work authorized by the Permit, responsibility for perpetual maintenance of all permitted improvements within the County road right-of-way beyond the back edge of the road shoulder or road-side ditch shall be borne by the property owner. This includes maintenance of the driveway surface, driveway culvert pipe, sight line cleared areas and other improvements. The property owner is responsible for notifying his or her

successor in interest of his or her responsibility for the maintenance and repair of the permitted Work.

- In certain cases DCDPW may require a Permittee to enter into a maintenance agreement to assign permanent maintenance responsibilities for improvements authorized by the Permit. Such maintenance agreements shall be recorded in the County Clerk's Office and shall be a condition of Permit close-out and return of the Permit security deposit.
- The County shall not be responsible for maintenance of permitted improvements outside of the County road right-of-way.
- Permittee shall provide use and maintenance agreements for common driveways. The agreements shall clearly define the rights and obligations of all parties that are legally entitled to use the driveway. Such agreements shall be reviewed and approved prior to the Department's acceptance of any plans that propose common driveways.

7. Permit Traffic Signals

- Traffic signals shall be planned, designed, constructed and tested in accordance with the NYSDOT's '*Standard Specifications for Construction and Materials.*' DCDPW may include additional requirements for the design or construction of new traffic signals.
- At the discretion of the Department, the Permittee may be required to provide for on-going maintenance, upgrades and repair of the traffic signal.

8. Easements

- When highway drainage is to be altered or added in connection with a Permit, and when such drainage is to be routed over, under or across private property, the Permittee is responsible to obtain permanent easements for such drainage conveyance. The County of Dutchess shall be the grantee of such easements. Upon review of the proposed Permit work, the Department shall identify any easements and the rights needed. The Applicant is responsible to take all actions necessary to convey the required easement(s) and rights. The applicant shall provide easement documents to the Department for review and approval prior to executing and recording the easements. Based on the complexity of the project, the Department will require easements to be recorded in the County Clerk's Office prior to Permit issuance, or the Department will require that easements be recorded prior to return of the Permit security deposit.
- The Department shall determine if the proposed work will require easements to establish or preserve sight lines in order to promote safe access to the County highway. Such sight line easements, including the rights or responsibilities of the parties shall be established by the Department. The Permittee is responsible to take all actions necessary to obtain the required easements and rights. The applicant shall provide easement documents to the

Department for review and approval prior to executing and recording the easements. While the County of Dutchess may be the grantee of sight line easements, the property owner and subsequent property owners may be required to assume permanent responsibility for proper maintenance of sight line easements. The Department will require sight line easements to be recorded in the County Clerk's Office prior to Permit issuance, or the Department will require that sight line easements be recorded prior to return of the Permit security deposit. Sample easements may be obtained from the Department.

IV. DRIVEWAY DESIGN AND CONSTRUCTION REQUIREMENTS

A. General Requirements and Guidelines

1. Construction Standards, Spacing and Location

All driveways on County highways shall be constructed in accordance with this policy and to the satisfaction of the Department. Exceptions or deviations from this policy shall be reviewed and granted on a case-by-case basis at the Department's discretion to promote safety and the intent of the policy. The centerline of adjacent driveways shall not be spaced closer than 40'. The centerline of a proposed driveway shall be located a minimum of 75' from the edge of an intersecting road, and 100' from the edge of an intersecting road controlled by a traffic signal. The proposed driveway shall be located such that all sight lines meet the minimum distances prescribed in this policy, and there will be no adverse impacts to the highway drainage system. The Department may limit the placement of new driveways to a specific location along the property frontage.

2. Sight Distances

Sight Distances for proposed driveways and Local Roads shall be measured in accordance with Figure 1, 'Sight Distance Measurements Detail' and shall meet the minimum distance requirements as provided in Figure 2, 'Sight Distance Requirements.' Sight distance requirements are based on the posted regulatory speed of the County highway, and must be adjusted to account for the grade of the highway in the vicinity of the proposed driveway. The Permittee may elect to base the minimum sight distances on the actual 85th percentile speed of the highway instead of the posted regulatory speed. To use the 85th percentile speed of the highway, a Speed Study must be conducted at the proposed driveway location. Speed studies must be performed by a professional engineer licensed to practice in New York State, and must comply with any specific requirements of the Department. Sight distance requirements determined as a result of a speed study may be increased by 10%. When substantial re-grading of the County right-of-way and/or private lands is necessary to achieve required sight distances, the limit of such work must be clearly indicated on the approved plans. In some instances, easements may be necessary to secure the property owner's future

rights of access to maintain sight lines. Maintaining sight lines for new or modified driveways shall be the responsibility of the property owner unless other provisions are included on the approved plans or filed maps. Tree stumps and rock outcrops must be removed, and cleared lands must be re-seeded and restored to the satisfaction of the Department. All costs to re-grade and restore the County right-of-way shall be borne by the Permittee. A 'Sight Distance Certification Form' may be required to be submitted by the Permittee's engineer or surveyor prior to Permit closeout and acceptance.

3. Driveway Profiles

The profile of proposed driveways shall provide for adequate drainage, protect the County highway from storm water run-off, and provide for safe ingress and egress at the County highway. Minimum and maximum driveway grades shall be as prescribed in this policy. Substantial re-grading of the County right-of-way and/or private lands necessary to achieve the required driveway profile must be clearly indicated on the plans. All costs to re-grade and restore the County right-of-way shall be borne by the Permittee. New driveways shall be graded in accordance with Figure 3, 'Driveway Section with Grade Detail.'

4. Driveway cut and fill slopes

Where driveways or subdivision roads are constructed via earth cuts and fills, the following slope requirements shall apply for the 26' section of the driveway or road directly adjacent to the County highway:

- Fill slopes shall be constructed no steeper than 2 horizontal to 1 vertical (2:1). DCDPW shall evaluate fill slopes to determine if guide rail or other protective means are required.
- Cut slopes shall be constructed no steeper than 2 horizontal to 1 vertical (2:1). DCDPW shall evaluate cut slopes to determine if flatter or steeper slopes are acceptable based on soil conditions.

5. Drainage

The Permittee shall be responsible to provide for or maintain temporary highway drainage during the course of the Work until the Permit is closed, cancelled, or revoked. Design plans must indicate any drainage improvements within and adjacent to the County right-of-way. No connection to the County drainage system (via pipes, ditches, swales, etc.) shall be permitted without authorization of the Department. New driveways, driveway pipes and roadside ditches shall be designed to transmit the 5-yr. storm without overtopping or causing storm water run-off to encroach into the County highway travel lane. Drainage pipes within the County right-of-way must be a minimum of 12" inside diameter. All proposed closed drainage systems (pipes, catch basins, and drop inlets) within the County right-of-way must be designed to accommodate discharge resulting from the 10-yr. storm without overtopping. New culverts that cross under the County highway must be designed to accommodate discharge resulting from the 25-yr. storm without overtopping. Pipe end sections and scour prevention measures shall be required. New major drainage culverts and other drainage structures located

within critical flood-prone areas shall be designed to accommodate discharge resulting from the 50-yr. storm or 100-yr. storm without overtopping. In all cases, the Department shall determine the design storm for new drainage facilities, and shall approve of all proposed drainage improvements prior to issuing a Permit.

6. Sidewalks, Walkways, Stairs, Landscaping

At the discretion of the Department, the Permittee may be required to include landscaping, fences, guards, sidewalks, ramps, stairs, or other pedestrian facilities in conjunction with proposed access and utility work within the County right-of-way. All pedestrian facilities shall be designed in accordance with NYSDOT standards, DCDPW standards, current Federal ADA requirements, and the latest version of the Building Code of New York State.

7. Right-of-way Monumentation

Where a parcel abutting the County highway is subdivided, the Permittee shall be required to provide permanent monumentation of the highway boundary in a manner acceptable to the Department. Monuments shall be installed at all locations where existing or proposed property lines meet the highway boundary. Monumentation shall be installed by a professional land surveyor licensed to practice in New York State.

B. Residential Driveways and Agricultural/Field Entrances

1. Single Residential Driveways

A single residential driveway serves only one residence on a single tax parcel. The driveway width shall be between 10' and 12' wide. The centerline of the driveway shall be perpendicular to the edge of the County highway, and each driveway edge shall intersect the highway with a 15' radius. The driveway shall be constructed with 4" of compacted subbase material or bank run gravel overlaid with 3" of compacted asphalt top course. The paved driveway surface shall extend 26' from the white edge line of the County highway.

The driveway must be constructed such that the driveway slopes downward away from the edge of the County highway for a distance of 6' from the highway white edge line. The remaining portion of the 26' paved driveway shall be graded between 3% positive grade (uphill) and 3% negative grade (downhill). The new driveway asphalt shall be joined to the County highway with a clean saw-cut pavement joint. The finished pavement joint shall be sealed with asphaltic pavement sealer manufactured specifically for this purpose. Single residential driveways shall be constructed in accordance with Figure 4, 'Residential Driveway Detail.'

2. Common Residential Driveways

A common residential driveway serves two to three individual residences or up to three apartment units. The driveway width shall be 16' wide. The common driveway shall be constructed to single residential driveway standards with the

following exceptions: the subbase depth shall be 6” compacted and the asphalt shall be 4” compacted, placed in two lifts. Common residential driveways shall be constructed in accordance with Figure 4, ‘Residential Driveway Detail.’ A common residential driveway easement and maintenance agreement is required for all new common residential driveways. The easement and maintenance agreement shall be recorded in the County Clerk’s Office and a copy of the easement and maintenance agreement must be provided to the Department with the recording page. Sample common driveway easements and maintenance agreements may be obtained from the Department.

3. Agricultural/Field Driveways

Field or agricultural entrances serve agricultural parcels, farms, or fields. Driveways that serve both agricultural and residential parcels shall be constructed to residential driveway standards. The field or agricultural driveway width shall be 14’ wide. The centerline of the driveway shall be perpendicular to the edge of the County highway, and each driveway edge shall intersect the highway shoulder with a 15’ radius. The driveway shall be constructed with 4” of compacted subbase material or bank run gravel over a prepared and compacted subgrade.

The driveway must be constructed such that the driveway slopes downward away from the edge of the County highway for a distance of 6’ from the highway white edge line. Agricultural or field entrances shall be constructed in accordance with Figure 5, ‘Agricultural/Field Entrance Detail.’

C. Minor and Major Commercial Driveways

1. Design Standards

A commercial driveway shall be 12’ wide for one-way access, and between 24’ and 30’ wide for two-way access. The centerline of the driveway shall be perpendicular to the edge of the County highway, and each driveway edge shall be constructed with a 30’ radius. The Department shall approve the exact location, geometry, grading, and channelization curbing required for commercial driveways. Factors including traffic volumes, sight distance, intensity of use, vehicle types, and other site-specific factors will be considered in approving an acceptable design for commercial driveways. The Department may exercise discretion for minor commercial construction standards.

2. Construction Standards

Commercial driveways shall be constructed with 9” of compacted subbase material or bank run gravel overlaid with 3” of compacted asphalt base course and 2” of compacted top course. The paved driveway surface shall extend 40’ from the white edge line of the County highway.

The driveway must be constructed such that the driveway slopes downward away from the edge of the County highway for a distance of 20’ from white edge line of the County highway. The remaining portion of the 40’ paved driveway shall

be graded between 3% positive grade (uphill) and 3% negative grade (downhill). The new driveway asphalt shall be joined to the County highway with a clean saw-cut pavement joint. The finished pavement joint shall be sealed with asphaltic pavement sealer manufactured specifically for this purpose. Commercial driveways shall be constructed in accordance with Figure 6, 'Commercial Driveway Detail' or Figure 6a, 'Minor Commercial Driveway Detail.' If channelization curbing is required, the location and extent of curbing shall be as determined by the Department. Typical channelization curbing shall be as shown on Figure 7, 'Channelized Driveway Detail.'

D. Subdivision and Local Roads

1. Design Standards

Subdivision and local roads shall be designed such that two 12' travel lanes are provided at the intersection with the County highway. The centerline of the road shall be perpendicular to the edge of the County highway, and each road edge shall be constructed with a 30' radius. Channelization curbing shall be installed along the intersection radii and shall extend parallel to the County highway 10'. The curbing shall be installed 10' away from the white edge line of the County highway. This policy shall regulate the design and construction of only that portion of the new road within 40' of the white edge line of the County highway. Beyond this limit, local Town road regulations shall apply.

2. Construction Standards

New roads shall be constructed with 12" of compacted subbase material or bank run gravel overlaid with 4" of compacted asphalt base course, 3" of compacted asphalt binder course, and 1 1/2" of compacted top course.

New roads must be constructed such that the road slopes downward away from the edge of the County highway for a distance of 20' from white edge line of the County highway. The remaining portion of the 40' road governed by this policy shall be graded between 3% positive grade (uphill) and 3% negative grade (downhill). The new road asphalt shall be joined to the County highway with a clean saw-cut pavement joint. The finished pavement joint shall be sealed with asphaltic pavement sealer manufactured specifically for this purpose. New roads shall be constructed in accordance with Figure 8 or 8a, 'Local Road/Subdivision Road Detail.'

3. Traffic Control Devices

All new Subdivision and Local Roads shall be controlled with a 'STOP' sign. In addition, DCDPW may require an 18" pre-formed or painted white 'STOP' bar or other pavement markings to be installed in accordance with the MUTCD. If the new intersection is to be controlled with a traffic signal, the 'STOP' sign may be omitted. Additional regulatory, information, warning, or route marker signs may be required along the new road or County highway at the discretion of the

Department. Other improvements including guide rail, pavement striping, landscaping and drainage improvements may also be required.

4. Easements.

A Sight-Distance Easement is required for all new subdivisions and local roads. The size and location of the easement(s) shall be determined by the Department. The easement shall be recorded in the County Clerk's Office and a copy of the easement must be provided to the Department along with a copy of the recording page.

V. SIGN DESIGN AND CONSTRUCTION REQUIREMENTS

A. Temporary Signs

1. Temporary Traffic Control Signs

Temporary traffic control signs shall be installed within the County right-of-way as required by the terms of the Permit. Signs and other warning devices, including cones, drums, barriers, etc. shall be erected by the Permittee or his contractor in accordance with the approved Temporary Traffic Control (TTC) plans and the MUTCD. All TTC signs and devices must be maintained in proper condition throughout the duration of the work within the County right-of-way. Signs and devices that are not applicable must be covered securely or removed from the County road right-of-way. It is the responsibility of the Permittee or his contractor to regularly inspect and maintain TTC signs and devices.

2. Temporary Commercial and Municipal Signs

Erection of temporary signs (real estate, yard sale, political campaign, community events, etc.) within the County road right-of-way is authorized without a Permit only under the following conditions: signs cannot be larger than 30" wide x 24" tall, signs must use non-permanent mounting bases, and signs cannot interfere with highway safety or operations. Signs within the County road right-of-way that do not comply with these limitations are subject to removal and disposal by the Department.

B. Permanent Signs

1. Regulatory, Parking, Warning, Guide, and Route Marker Signs

Signs installed within the County right-of-way which serve to direct, regulate, warn or advise motorists shall be designed and installed in accordance with the MUTCD. Signs which are indicated on approved Permit plans shall be installed by the Permittee's contractor in a location and manner to the satisfaction of the Department. All signs shall be installed with approved break-away posts and post anchors.

Driveway warning signs required by DCDPW in conjunction with a new driveway shall be installed by the Department and paid for by the Permittee as an

additional Permit fee. The Department shall assume permanent maintenance responsibility for the driveway warning sign after installation. Unpaid sign Permit fees shall be deducted from the security deposit prior to Permit close-out and return of the security deposit.

2. Commercial and Municipal Signs

Signs installed within the County road right-of-way by a municipality, commercial or not-for-profit organization must be permitted by the Department. Signs must comply with local regulations. Proof of local regulatory approval may be required prior to erection within the County right-of-way. Signs shall be installed and maintained by the Permittee and erected in a location and manner to the satisfaction of the Department. The Department may require that signs be installed with approved break-away posts and post anchors. Sign Permit fees shall be in accordance with the current fee schedule. Fees for municipal and non-profit signs may be waived at the discretion of the Department. Signs not properly maintained may be subject to removal and disposal by County forces.

3. Tourist Oriented Directional Signs (TODS)

Commercial enterprises that desire to erect a TODS within the County right-of-way must comply with MUTCD standards for the size, color, layout and construction of the sign panel. All signs shall be installed with approved break-away posts and post anchors. TODS shall be installed under a Permit. An annual Permit shall be issued for the TODS and an annual rental fee shall be assessed for each TODS. If the Permittee fails to maintain the TODS panel, or if the annual Permit or fee is not received by the County, the TODS may be subject to removal and disposal by the Department.

VI. UTILITY DESIGN AND CONSTRUCTION REQUIREMENTS

A. Underground Utilities

1. General Conditions

Underground utilities shall be installed in accordance with the utility owner's specifications and in compliance with this policy. To minimize the amount of pavement and shoulder disturbance as a result of utility installations, and to reduce the level of exposure of motorists and workers to work zone safety hazards, all underground utilities shall be installed utilizing boring, jacking, and directional drilling techniques unless site conditions prevent this type of installation. If open-cut (also referred to as cut-and-cover) installation is approved, underground utilities shall be constructed to minimize the amount of open cutting of the County highway. The underground utility shall be located as far from the edge of the paved travel lane or shoulder as possible. Underground utilities that cross the County right-of-way shall be constructed to cross perpendicular to the centerline of the highway to minimize the length of the utility beneath the highway. Prior to construction, proposed underground utility locations (pipe centerlines, connection locations, etc.) must be staked and/or painted in the field for review by the Department. **Utility work permits shall not be issued until the proposed utility location has been accepted by the Department.**

2. Temporary Traffic Control (TTC)

Work authorized by the Permit shall be undertaken to minimize adverse impacts to traffic on the County highway. Traffic on the County highway shall be protected and maintained in accordance with the MUTCD. The Permittee is required to submit Maintenance and Protection of Traffic plans for review and approval by the Department before work is authorized.

Equipment and materials shall not be stored overnight within the County right-of-way unless specific permission is granted by the Department. Open trenches must be backfilled to the adjacent grade at the end of each workday. Trenches in the travel lane and shoulder must be capped with temporary pavement unless permanent pavement restoration is completed at the end of each day. Road plates may be used within the travel lane or paved shoulder only with prior approval of the Department. If road plates are to be used within the travel lane or paved shoulder, the plate must be secured from shifting due to traffic movement.

The County highway shall be kept free from debris, including tools, equipment, excavation spoils, fill, vehicles, and construction materials at all times when work is not actively being performed. All temporary signs that are not applicable to the daily TTC scheme shall be removed or completely covered. The Department reserves the right to restrict hours that work can take place within the County right-of-way due to traffic, weather, safety or other conditions.

When utility work must be undertaken on Local Roads, Subdivision Roads, or driveways within 50' of an intersecting County highway, DCDPW must be notified at least 48 hours prior to such work to review traffic impacts and safety provisions affecting the County highway.

3. Construction Standards

Underground utilities shall be constructed in accordance with the utility owner's specifications, the New York State Building Code, the National Electric Code (NEC) and this policy. All electric, telephone, fiber optic, cable and telecommunications utilities shall be buried to provide a minimum of 30" of coverage from the top of the utility to the finished grade. Metallic marker tape shall be installed no more than 24" below finished grade in the trench. Conduit encased utilities are preferred within the right-of-way, however, direct buried conductors shall be permitted provided the conductor is specifically manufactured for this purpose. Installation of these utilities shall be in accordance with Figure 10 – Underground Utility Details.

Pressure conduit (water, natural gas, propane, steam, etc.) shall be installed to minimize conflicts with other underground utilities and shall be buried to provide a minimum of 30" of coverage from the top of the utility to the finished grade. Metallic marker tape shall be installed no more than 24" below finished grade in utility main trenches above non-metallic conduit. Water supply systems must conform to local, county and state health Department standards. Pressure conduit shall be installed in accordance with Figure 11 – Underground Utility Details – II.

Gravity sewers, including storm sewers and sanitary sewers, shall be constructed in accordance with the utility owner's specifications, the New York State Building Code, NYSDOT, this policy, and local, county and state health Department standards. The arrangement, size and specifications for storm sewers shall be as specified by DCDPW. In all cases, the Department shall approve the design of new drainage facilities, and shall approve of all proposed drainage improvements prior to issuing a Permit. Storm sewers and sanitary sewers shall be installed in accordance with Figure 11 – Underground Utility Details – II.

4. Restoration of the County road right-of-way and County Highway

Upon completion of utility installation work, the County highway shall be restored to the satisfaction of the Department. Open-cut areas within the highway pavement shall be restored with 12" of compacted subbase material overlaid with 5" of compacted asphalt base course, 2 ½" of compacted asphalt binder course, and 1 ½" of compacted top course. If the top of the underground utility is less than 3' below the finished grade of the highway, the portion of the trench between the top of the utility and the bottom of the subbase material shall be filled with compacted subbase material. Areas within the County road right-of-way beyond the paved surface shall be restored with compacted run-of-trench material, with no stones larger than 6" diameter. Utility trenches shall be restored in accordance with the Figure 10 – Underground Utility Details or Figure 11 – Underground Utility Details – II.

5. Maintenance Agreements and Easements

Underground utilities that are installed within the County road right-of-way shall be maintained, repaired, replaced or inspected by the utility owner or its agent upon receipt of a Highway Work Permit or as authorized by the Department. The requirement to secure a Permit shall be waived in situations where the utility owner must conduct emergency repairs of the utility within the right-of-way, or if conditions exist that require work on the utility within the right-of-way to prevent or reduce the risk of personal injury or substantial damage to public or private property. The utility owner, or its agent, shall provide to DCDPW notice of such work within 24 hours of commencing the Work, or as soon as practicable thereafter. In all cases, the County highway and right-of-way shall be restored in accordance with this policy upon completion of the work.

6. As-Built Drawings

Upon completion of the utility installation work, detailed and accurate 'as-built' scaled drawings must be prepared and submitted to DCDPW as a permanent record of the location, depth, type and nature of the installed utility. The 'as-built' drawings shall include information that will enable DCDPW to accurately locate the underground utility mains, service connections, valves, etc. 'As-built' plans shall include tie distances from the underground feature to prominent above-ground features that can easily be recognized and located, such as utility poles, bridge structures, large trees, buildings, drainage structures, etc. **The Permit will not be closed and Permit security deposit will not be refunded until acceptable 'as-built' drawings have been provided to DCDPW.**

B. Overhead Utilities

Installation, maintenance, replacement and repair of overhead utilities, including utility poles, shall be regulated by provisions set forth in the Dutchess County Department of Public Works 'Utility Pole Policy Manual,' (the 'Pole Policy').

VII. REQUIRED SUBMITTALS FOR HIGHWAY WORK PERMIT REVIEW

A. General Requirements

1. Highway Work Permit Application

Written application for a Highway Work Permit shall be made on the approved Permit Application form ('application') and submitted by mail or email to the Dutchess County Department of Public Works Engineering Division. **The Applicant must be the property or facility owner.** Proof of property ownership may be required at the time of application.

Forms, policy manuals and fee schedules are available on the Dutchess County website at www.dutchessny.gov or at the Dutchess County Department of Public Works (DCDPW) at 626 Dutchess Turnpike, Poughkeepsie, NY 12603 from 9:00 a.m. to 3:00 p.m., Monday through Friday.

Upon receipt of the application, a Permit Engineer will review it to determine the fee and security deposit. The Permit engineer will contact the Applicant within 5 business days to confirm receipt of the application, obtain additional details about the work and request the appropriate fee and security deposit. The Department will not continue to process the application until the requested fee and security deposit have been received.

During the application review process, the Department may require that the Applicant provide additional information to review before a Permit can be issued. If an Applicant fails to respond to requests for information or meetings, the Department may deem the application abandoned and any application fees may be forfeited. If an application is deemed abandoned, any security deposit held by the County shall be returned, provided there has been no work done within the County road right-of-way.

2. Plans

At the discretion of the Department, the Applicant may be required to provide technical drawings and specifications (plans), which clearly represent the proposed work within the County right-of-way. The detail and scope of the plans shall be commensurate with the project's complexity. In all cases, the content of the plans must be acceptable to the Department before a Permit can be issued.

3. Additional data

The Applicant may be required to prepare and submit reports, studies or measurements concerning the project. All such data shall be reviewed and must be acceptable to the Department before a Permit can be issued. For projects that must undergo SEQRA review conducted by a governmental review authority (SEQRA Lead Agency), documentation must be supplied to DCDPW concerning SEQRA determination, SEQRA status, and Lead Agency approval status (sketch, preliminary or final approval).

4. Complete Streets

At the discretion of the Department, all Highway Work Permits are subject to the requirements of Dutchess County's Complete Streets Policy. The Department may require Applicants to complete a Complete Streets Checklist and incorporate Complete Streets design elements into a project under review.

The checklist may be found at: www.dutchessny.gov/completestreets

5. Common Driveways

For proposed common driveways, a copy of the recorded driveway use and maintenance agreement(s) must be provided to DCDPW before the Permit security deposit can be refunded.

For existing common driveways that are the subject of a Highway Work Permit application, the application must be signed by all parties that have a right to use or a responsibility to maintain the common driveway. The Applicant(s) are responsible for all other permits and approvals.

B. Residential Driveways and Agricultural/Field Entrances

The following information must be provided on residential driveway plans submitted for review. At the discretion of the Department, any of the following requirements can be waived for driveway resurfacing or other simple projects.

- Name and address of project
- Legal description of property (tax parcel number)
- Submittal date and revision date
- Applicant/Owner name, address, phone number
- Engineer/Architect/ Landscape Architect name, address, phone number (required only for 3 or 4 lot common driveway)
- North arrow, scale, legend
- Boundaries of project including bearings, distances, angles and dimensions
- County highway number and road name, right-of-way line, edge of pavement and painted edge line
- Existing highway pavement markings, signs, traffic signals within 100' of proposed driveway
- Intersecting road names and route numbers
- Driveway profile
- Required and proposed sight distances
- Location, use and sizes of existing and proposed building(s)
- Existing natural features including wooded areas
- Proposed and existing grades (topographic contours at 2')
- Existing drainage features including lakes, streams and ponds
- Location of the 1% annual chance floodplain (reference source data)
- Location and dimensions of proposed storm water detention and water quality structures or ponds
- Location and size of all proposed and existing storm water lines or surface drainage structures

- ❑ Proposed driveways, median cuts, and access roads with dimensions and construction details
- ❑ Proposed guide rail, median barrier, and end assemblies
- ❑ Recorded easements on and immediately abutting the site
- ❑ Proposed erosion control features and devices
- ❑ Location and sizes of existing and proposed utilities, including electric, gas, telephone, water and wastewater facilities

C. Minor and Major Commercial Driveways

The following information must be provided on commercial driveway plans submitted for review. At the discretion of the Department, any of the following requirements can be waived.

- ❑ Name and address of project
- ❑ Legal description of property (tax parcel number)
- ❑ Submittal date and revision date
- ❑ Applicant/Owner name, address, phone number
- ❑ Engineer/Architect's name, address, phone number
- ❑ North arrow, scale, legend
- ❑ Boundaries of project including bearings, distances, angles and dimensions
- ❑ County highway number and road name, right-of-way line, edge of pavement and painted edge line
- ❑ Proposed and existing highway pavement markings, signs, traffic signals within 200' of proposed driveway
- ❑ Intersecting road names and route numbers
- ❑ Driveway profile
- ❑ Required and proposed sight distances
- ❑ Location, use and sizes of existing and proposed building(s)
- ❑ Location and dimensions of proposed parking spaces, sidewalks, loading docks
- ❑ Location and dimensions of proposed ground mounted equipment, signs and garbage dumpsters
- ❑ Existing natural features including wooded areas
- ❑ Proposed and existing grades (topographic contours at 2')
- ❑ Existing drainage features including lakes, streams and ponds
- ❑ Location of the 1% annual chance floodplain (reference source data)
- ❑ Location and dimensions of proposed storm water detention and water quality structures or ponds
- ❑ Location and size of all proposed and existing storm water lines or surface drainage structures
- ❑ All proposed driveways, median cuts, and access roads with dimensions and construction details including turning radii shown
- ❑ Use of proposed driveway(s), including type of vehicles and number of trips anticipated
- ❑ Proposed guide rail, median barrier, and end assemblies
- ❑ Recorded easements on and immediately abutting the site
- ❑ Proposed erosion control features and devices

- ❑ Existing and proposed utilities, including electric, gas, telephone, water and wastewater facilities
- ❑ Temporary Traffic Control arrangements

D. Subdivision and Local Roads

The following information must be provided on subdivision and other road plans submitted for review:

- ❑ Name and address of project
- ❑ Legal description of property (tax parcel number)
- ❑ Submittal date and revision date
- ❑ Applicant/Owner name, address, phone number
- ❑ Engineer's name, address, phone number
- ❑ North arrow, scale, legend
- ❑ Boundaries of project including bearings, distances, angles and dimensions
- ❑ County highway number and road name, right-of-way line, edge of pavement and painted edge line
- ❑ Proposed and existing highway pavement markings, signs, traffic signals within 200' of proposed driveway
- ❑ Intersecting road names and route numbers
- ❑ Internal lot arrangement and road widths
- ❑ Road profiles
- ❑ Required and proposed sight distances
- ❑ Location, use and sizes of proposed lots (commercial, residential, etc.)
- ❑ Location and dimensions of proposed parking spaces, sidewalks, loading areas
- ❑ Location and dimensions of proposed ground mounted equipment, signs and garbage dumpsters
- ❑ Existing natural features including wooded areas
- ❑ Proposed and existing grades (topographic contours at 2')
- ❑ Existing drainage features including lakes, streams and ponds
- ❑ Location of the 1% annual chance floodplain (reference source data)
- ❑ Location and dimensions of proposed storm water detention and water quality structures or ponds
- ❑ Location and size of all proposed and existing storm water lines or surface drainage structures
- ❑ All proposed driveways, median cuts, and access roads with dimensions and construction details
- ❑ Use of proposed road(s), including type of vehicles and number of trips anticipated (peak hour turning counts at each proposed intersection)
- ❑ Proposed guide rail, median barrier, and end assemblies
- ❑ Recorded easements on and immediately abutting the site
- ❑ Proposed erosion control features and devices
- ❑ Existing and proposed utilities, including electric, gas, telephone, water and wastewater facilities
- ❑ Temporary Traffic Control arrangements

E. Signs and Traffic Control Devices

The following information must be provided on traffic sign and signal plans submitted for review:

- Name and address of project
- Submittal date and revision date
- Applicant/Owner name, address, phone number
- Engineer's name, address, phone number
- North arrow, scale, legend
- County highway number and road name, right-of-way line, edge of pavement and painted edge line
- Proposed and existing highway pavement markings
- Detailed location of existing signs and traffic control devices to remain and to be removed within 500' of project
- Detailed location, size and type (MUTCD designation) of proposed ground-mounted and overhead signs.
- Sign mounting type (type A posts, type B posts, overhead structure, etc.) with construction details of mounting system.
- Detailed traffic signal plans, including all conduit, wiring, and equipment specifications (all traffic signal plans must be designed in accordance with the latest specifications and standards of NYSDOT Region 8 Traffic Signals Group)
- Intersecting road names and route numbers
- Proposed and existing grades (topographic contours at 2')
- Existing drainage features including lakes, streams and ponds
- Location of the 1% annual chance floodplain (reference source data)
- Location and size of all proposed and existing storm water lines or surface drainage structures
- All existing driveways, median cuts, and access roads with dimensions
- Proposed and existing guide rail, median barrier, and end assemblies
- Existing and proposed utilities, including electric, gas, telephone, water and wastewater facilities
- Temporary Traffic Control arrangements

F. Utility and Drainage Work

The following information must be provided on utility and drainage plans submitted for review:

- Name and address of project
- Legal description of property (tax parcel number)
- Submittal date and revision date
- Applicant/Owner name, address, phone number
- Engineer's name, address, phone number
- North arrow, scale, legend

- ❑ County highway number and road name, right-of-way line, edge of pavement and painted edge line
- ❑ Proposed and existing highway pavement markings, signs, traffic signals within 100' of proposed utility work
- ❑ Intersecting road names and route numbers
- ❑ Existing natural features including wooded areas
- ❑ Proposed and existing grades (topographic contours at 2')
- ❑ Existing drainage features including lakes, streams and ponds
- ❑ Location of the 1% annual chance floodplain (reference source data)
- ❑ Location and dimensions of proposed storm water detention and water quality structures or ponds
- ❑ Location, size, type, and elevations of all proposed and existing storm water lines or surface drainage structures
- ❑ All existing and proposed driveways, median cuts, and access roads
- ❑ Existing guide rail, median barrier, and end assemblies
- ❑ Recorded easements on and immediately abutting the project location
- ❑ Proposed erosion control features and devices
- ❑ Location, size, type, and elevations of all existing and proposed utilities, including electric, gas, telephone, water and wastewater facilities
- ❑ Temporary Traffic Control arrangements

G. Temporary Driveways

Temporary driveways must conform to the technical standards for the type of driveway listed above which most closely represents of the nature of the intended use of the proposed driveway. Certain standards or conditions may be modified for temporary driveways to account for the anticipated shorter duration of its use. Design standards for temporary driveways shall be as determined by the Department. The Permit security deposit shall be returned upon the Department's acceptance of the County road right-of-way restoration.

VIII. SAMPLE FORMS

- A. Sample Sight Distance Certification Form**
- B. Sample Right-of-way Monument Certification Form**
- C. Sample Insurance Forms**

THIS PAGE INTENTIONALLY LEFT BLANK



**Dutchess County Department of Public Works
Highway Work Permit Sight Distance Certification Form**

Project Information

Highway Work Permit Number: _____

County Route Number: _____ Road Name: _____

Municipality: (Town/Village/City) of _____

Driveway Address: _____

Tax Parcel Number: _____

Highway Posted Regulatory Speed: _____ mph or 85th Percentile Speed: _____ mph

Certifying Agent

Engineer/Surveyor Name: _____ New York State Lic. Number: _____

Address: _____

Sight Distance Measurements

Stop Line Sight Distance-Left (SLSD-Left): _____ ft.

Stop Line Sight distance-Right (SLSD-Right): _____ ft.

Turning Sight Distance (TSD): _____ ft.

Stopping Sight Distance (SSD): _____ ft.

Date Measurements were taken: _____

Certification

I, _____ being a duly Licensed Surveyor or Professional Engineer in New York State hereby certify that the sight distance measurements provided herein were measured in accordance with the current Dutchess County Department of Public Works 'Policy and Standards for Access and Utility Work on County Highways' (Policy).

Signature with Seal

Date

THIS PAGE INTENTIONALLY LEFT BLANK



**Dutchess County Department of Public Works
Highway Work Permit Right of Way Boundary
Monument Certification Form**

Project Information

Highway Work Permit Number: _____

County Route Number: _____ Road Name: _____

Municipality: (Town/Village/City) of _____

Filed Map Number: _____

Subdivision Name: _____

Tax Parcel Number of Each Lot with County Highway Frontage: (use addl. paper if required)

_____	_____
_____	_____
_____	_____
_____	_____

Certifying Agent

Surveyor Name: _____ New York State Lic. Number: _____

Address: _____

Certification

I, _____, being a duly licensed surveyor in New York State, hereby certify that boundary monuments have been installed to delineate the County highway right of way in accordance with the standards of the Dutchess County Department of Public Works and such monuments have been installed accurately pursuant to the Filed Map and/or deeds filed in relation to the properties listed hereon.

Signature with Seal

Date

THIS PAGE INTENTIONALLY LEFT BLANK

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – OWNERS, LESSEES OR
CONTRACTORS – COMPLETED OPERATIONS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)	Location And Description Of Completed Operations
AS REQUIRED BY WRITTEN CONTRACT	AS REQUIRED BY WRITTEN CONTRACT
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the Schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
 2. Available under the applicable Limits of Insurance shown in the Declarations;
- whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.



Starr Indemnity & Liability Company

Dallas, TX 1-866-519-2522

Primary and Non-contributory, Additional Insured and Waiver of Subrogation

Policy Number:
Named Insured:

Effective Date: 3/1/2015 at 12:01 A.M.

This endorsement modifies the insurance coverage form(s) listed below that have been purchased by you and evidenced as such on the Declarations page. Please read the endorsement and respective policy(ies) carefully.

Commercial General Liability Coverage Form
Owners and Contractors Protective Liability Coverage Form
Products/Completed Operations Liability Coverage Form
Contractors Pollution Liability Coverage Form
Professional Liability Coverage Form
Site Pollution Liability Coverage Form

SCHEDULE

All as required by written, signed or executed contract.

- A. **SECTION II - WHO IS AN INSURED** is amended to include as an insured the person or organization shown in the schedule of this endorsement, but only with respect to liability arising out of "your work" for that insured by or for you.
- B. As respects additional insureds as defined above, this insurance also applies to "bodily injury" or "property damage" arising out of your negligence when the following written contract requirements are applicable:
1. Coverage available under this coverage part shall apply as primary insurance. Any other insurance available to these additional insured's shall apply as excess and not contribute as primary to the insurance afforded by this endorsement.
 2. We waive any right of recovery we may have against these additional insured's because of payments we make for injury or damage arising out of "your work" done under a written contract with the additional insured.
 3. The term insured is used separately and not collectively, but the inclusion of more than one insured shall not increase the limits or coverage provided by this insurance.

NOTICE: THESE POLICY FORMS AND THE APPLICABLE RATES ARE EXEMPT FROM THE FILING REQUIREMENTS OF THE NEW YORK INSURANCE LAW AND REGULATIONS. HOWEVER, THE FORMS AND RATES MUST MEET THE MINIMUM STANDARDS OF THE NEW YORK INSURANCE LAW AND REGULATIONS.

CLASS: 1

THIS PAGE INTENTIONALLY LEFT BLANK

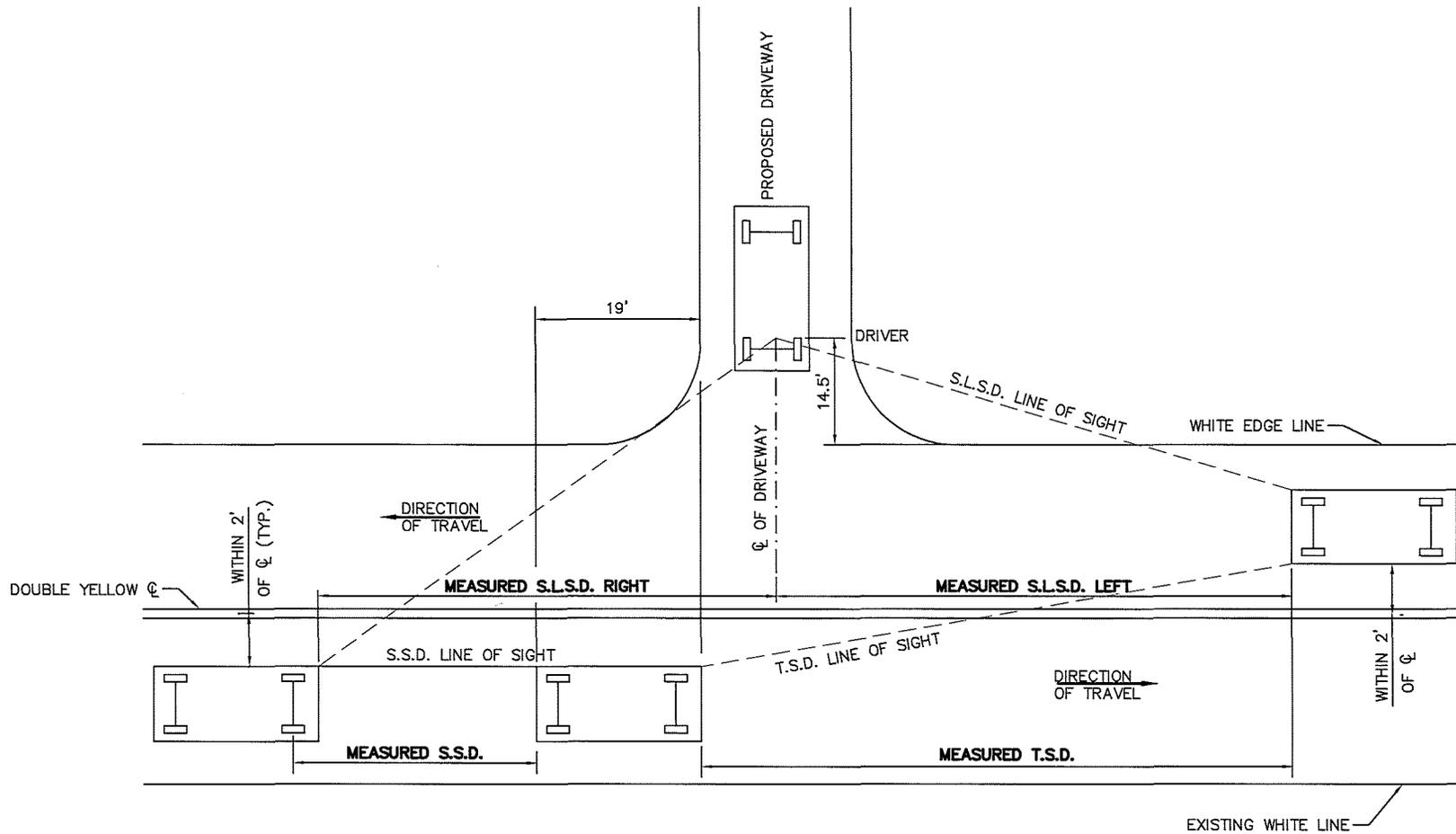
IX. TECHNICAL STANDARDS AND DETAILS

- Figure 1: Sight Distance Measurements Detail
- Figure 2: Sight Distance Requirements
- Figure 3: Driveway Section with Grade Detail
- Figure 4: Residential Driveway Detail (Serving 1 to 3 Lots)
- Figure 5: Agricultural/ Field Entrance Detail
- Figure 6: Commercial Driveway Detail
- Figure 6a: Minor Commercial Driveway Detail
- Figure 7: Channelized Driveway Detail
- Figure 8: Local Road/Subdivision Road Detail (Serving 4 or More Lots)
- Figure 8a: Local Road/Subdivision Road Detail (Boulevard Style)
- Figure 9: Curb Details-
- Figure 10: Underground Utility Details - I
- Figure 11: Underground Utility Details – II

THIS PAGE INTENTIONALLY LEFT BLANK

SIGHT DISTANCE MEASUREMENTS DETAIL

NOT TO SCALE



NOTES:

1. STOP LINE SIGHT DISTANCES (S.L.S.D.) AND TURNING SIGHT DISTANCE (T.S.D.) ARE MEASURED 42" ABOVE FINISHED DRIVEWAY SURFACE AND ROAD PAVEMENT SURFACE.
2. STOPPING SIGHT DISTANCE (S.S.D.) IS MEASURED FROM 42" ABOVE PAVEMENT (EYE HEIGHT) TO 24" ABOVE PAVEMENT (BRAKE LIGHT ELEVATION).
3. MINIMUM SIGHT DISTANCE MEASUREMENTS SHALL BE IN ACCORDANCE WITH "SIGHT DISTANCE REQUIREMENTS TABLE", FIG.2.

DUTCHESS COUNTY DEPARTMENT OF PUBLIC WORKS HIGHWAY WORK PERMIT POLICY	
SIGHT DISTANCE MEASUREMENTS DETAIL	
DATE: MARCH 30, 2018	FIG. 1

FIGURE 2 - SIGHT DISTANCE REQUIREMENTS

POSTED SPEED (MPH)	SLSD (LEFT & RIGHT)	SSD	TSD	GRADE ADJUSTMENT ADD FOR DOWNHILL SUBTRACT FOR UPHILL
30	335'	200'	245'	0% to 3% = no adj. nec. 4% to 6% = 10% adjustment 7% to 9% = 20% adjustment 10%+ = 30% adjustment
35	390'	250'	285'	0% to 3% = no adj. nec. 4% to 6% = 10% adjustment 7% to 9% = 20% adjustment 10%+ = 30% adjustment
40	445'	305'	325'	0% to 3% = no adj. nec. 4% to 6% = 10% adjustment 7% to 9% = 20% adjustment 10%+ = 30% adjustment
45	500'	360'	365'	0% to 3% = no adj. nec. 4% to 6% = 10% adjustment 7% to 9% = 20% adjustment 10%+ = 30% adjustment
50	553'	425'	405'	0% to 3% = no adj. nec. 4% to 6% = 10% adjustment 7% to 9% = 20% adjustment 10%+ = 30% adjustment
55	610'	495'	445'	0% to 3% = no adj. nec. 4% to 6% = 10% adjustment 7% to 9% = 20% adjustment 10%+ = 30% adjustment

If sight distance requirements are based on the 85th percentile speed instead of the highway posted speed, the following conditions must be met by the applicant:

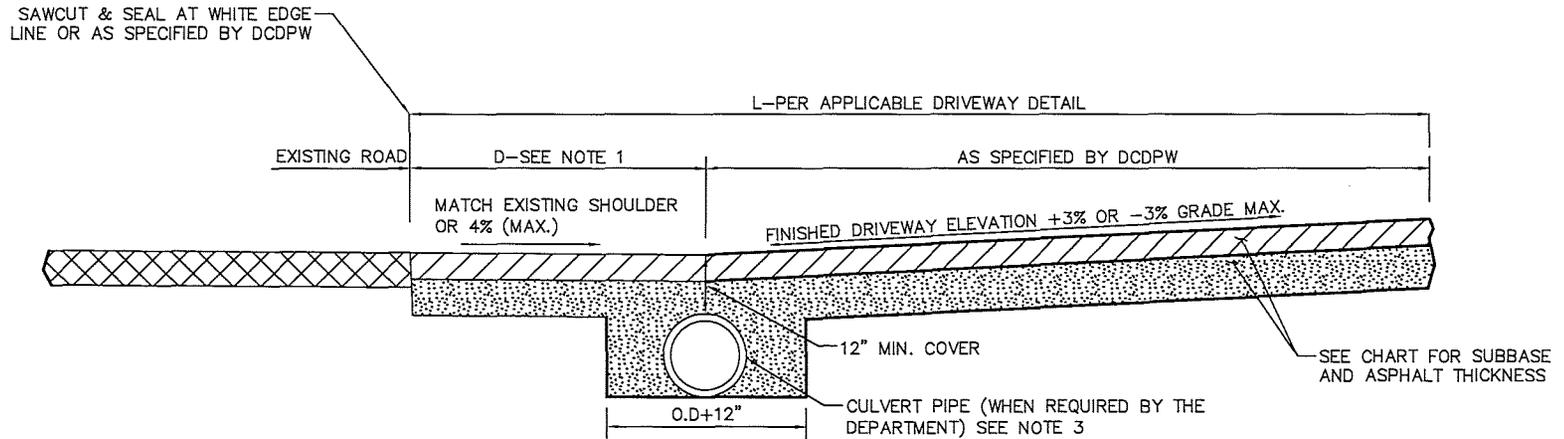
- * A qualified professional engineer with expertise in traffic engineering shall be engaged for the purpose of performing a spot speed study at the proposed driveway location.
- * The speed study is coordinated through DCDPW to ensure that an acceptable method is used and the exact study location is determined.
- * Yielded from this study will be the 85th percentile speed of traffic during a specific time period determined by DCDPW.
- * The 85th percentile speed will be used in the table above to determine required sight distances. The distances determined using 85th percentile speed shall be increased by 10% to account for limitations of speed study accuracy and methodology.
- * Sight lines must provide for a minimum of 6" of vertical clearance to any obstruction or grade.

For commercial driveways that serve heavy truck traffic, the Department may require sight distances appropriate for the specific vehicle class anticipated during normal use.

In all cases, the Department shall have final approval authority for sight distance requirements for proposed highway entrance locations.

DRIVEWAY SECTION WITH GRADE DETAIL

NOT TO SCALE



NOTES:

1. FOR RESIDENTIAL DRIVEWAYS, D=6' OR DISTANCE TO DITCH. FOR COMMERCIAL/SUBDIVISION DRIVEWAYS D=20'
2. ASPHALT IS TO BE PLACED IN 2" MAX. LIFTS.
3. CULVERT PIPE IS TO BE MADE OF REINFORCED CONCRETE OR SMOOTH INTERIOR CORRUGATED PLASTIC PIPE WITH A MIN. DIAMETER OF 12" AND 1% (MIN.) PITCH.
4. IF A DRIVEWAY PIPE IS REQUIRED END SECTIONS MUST BE INSTALLED.

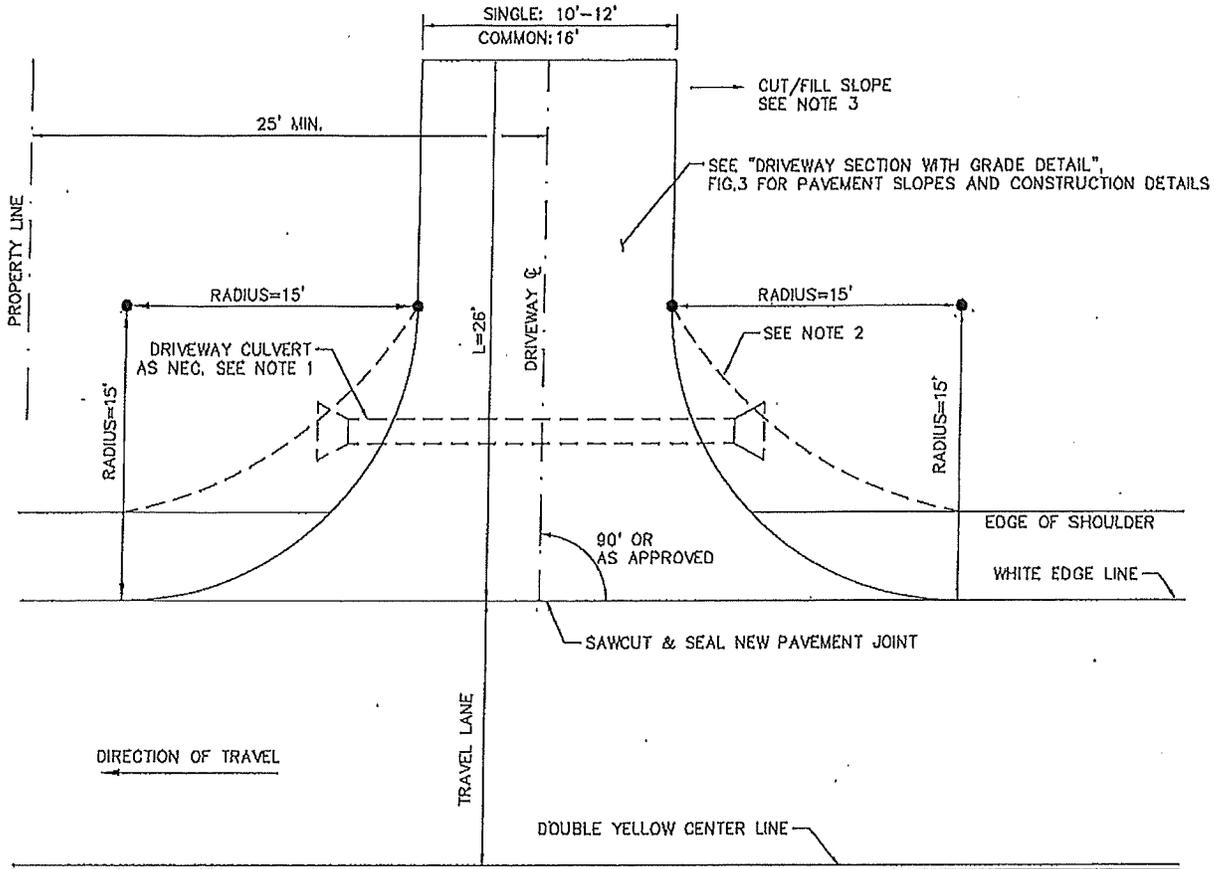
ASPHALT AND SUBBASE COURSE THICKNESS		
	SUBBASE	ASPHALT
AGRICULT./FIELD ENTRANCE	4"	N/A
SINGLE RESIDENTIAL DRIVEWAY	4"	3"
COMMON RESIDENT. DRIVEWAY	6"	4"
MINOR COMMERCIAL DRIVEWAY	6"	4"

* ALL DRIVEWAY MATERIAL COURSES ARE FINISHED, COMPACTED THICKNESS AND SHALL CONFORM TO NYS DOT PAVEMENT MATERIAL SPECIFICATIONS.

DUTCHESS COUNTY DEPARTMENT OF PUBLIC WORKS HIGHWAY WORK PERMIT POLICY	
DRIVEWAY SECTION WITH GRADE DETAIL	
DATE: MARCH 23, 2018	FIG. 3

RESIDENTIAL DRIVEWAY DETAIL (SINGLE OR COMMON)

NOT TO SCALE



NOTES:

1. DRIVEWAY CULVERT AS REQUIRED BY DCDPW. MIN. DIAMETER IS 12". END SECTIONS AS REQUIRED BY DCDPW.
2. 15' RADIUS SHALL TERMINATE AT EDGE OF SHOULDER OR WHITELINE AS DIRECTED BY DCDPW.
3. CUT/FILL SLOPES SHALL BE CONSTRUCTED NO STEEPER THAN 2 HORIZONTAL TO 1 VERTICAL (2:1). DCDPW SHALL EVALUATE CUT/FILL SLOPES FOR ACCEPTABILITY.

ASPHALT AND SUBBASE COURSE THICKNESS		
NUMBER/TYPE OF LOTS	SUBBASE	ASPHALT
SINGLE	4"	3"
COMMON	6"	4"

**DUTCHESS COUNTY
DEPARTMENT OF PUBLIC WORKS
HIGHWAY WORK PERMIT POLICY**

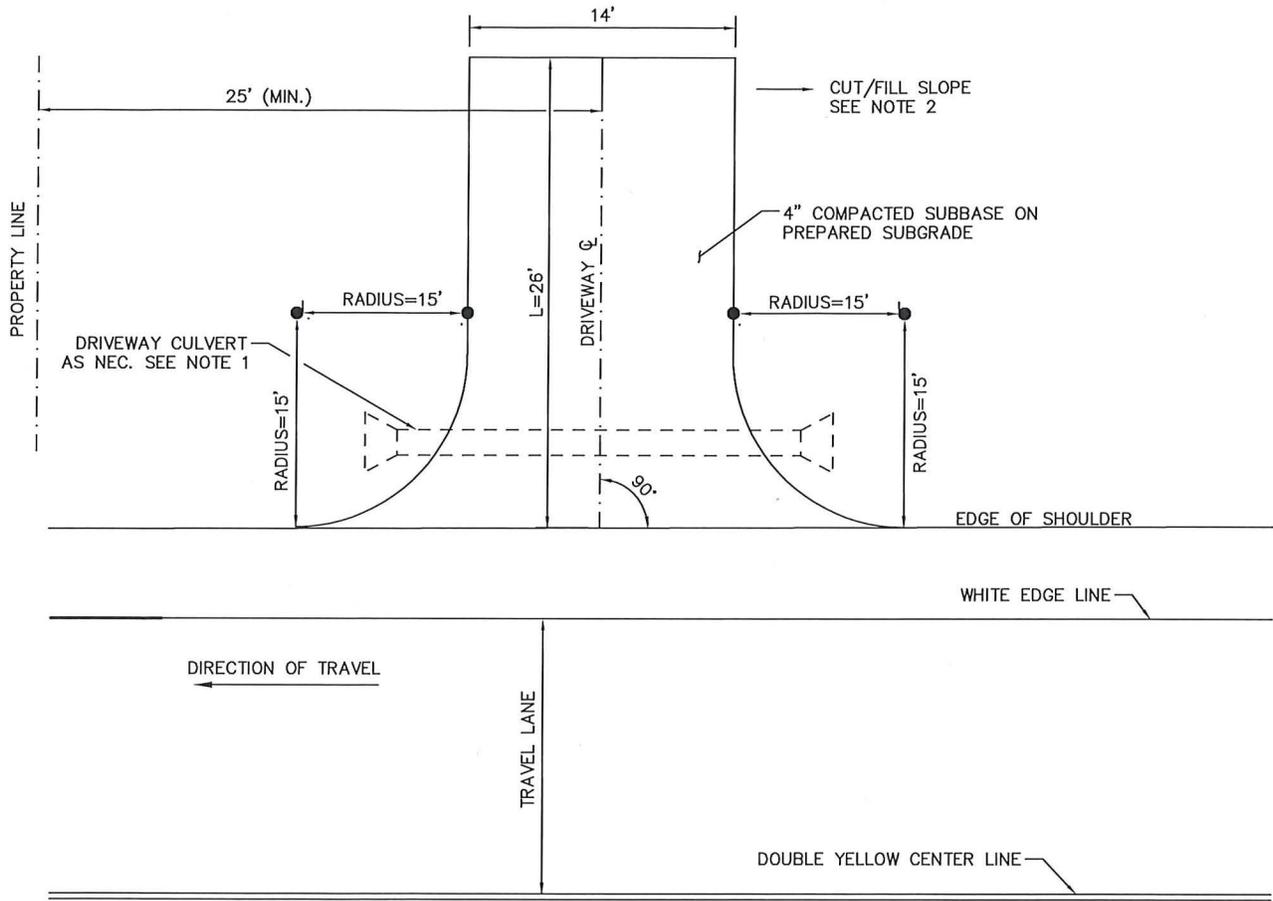
RESIDENTIAL DRIVEWAY DETAIL

DATE:
MAY 1, 2014

FIG. 4

AGRICULTURAL/FIELD ENTRANCE DETAIL

NOT TO SCALE



NOTES:

1. DRIVEWAY CULVERT AS REQUIRED BY DCDPW. MIN. DIAMETER IS 12". END SECTIONS AS REQUIRED BY DCDPW.
2. CUT/FILL SLOPES SHALL BE CONSTRUCTED NO STEEPER THAN 2 HORIZONTAL TO 1 VERTICAL (2:1). DCDPW SHALL EVALUATE CUT/FILL SLOPES FOR ACCEPTABILITY.

**DUTCHESS COUNTY
DEPARTMENT OF PUBLIC WORKS
HIGHWAY WORK PERMIT POLICY**

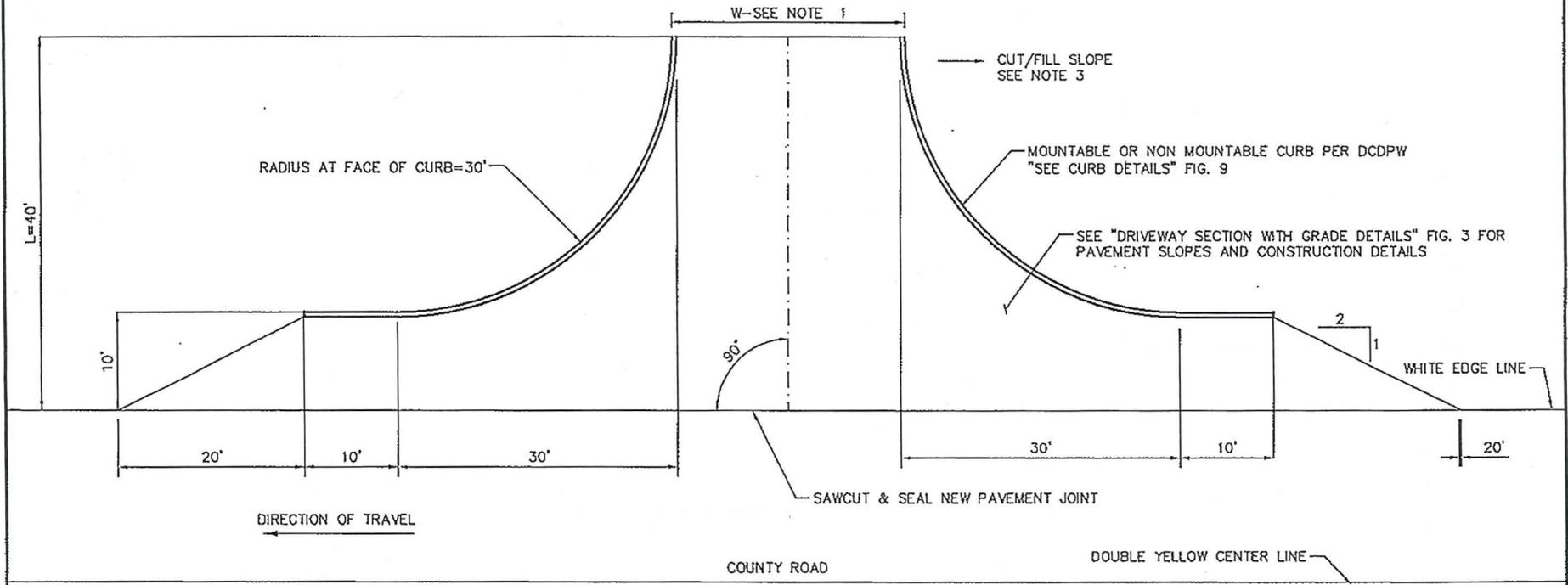
AGRICULTURAL/FIELD ENTRANCE DETAIL

DATE:
MARCH 30, 2018

FIG. 5

COMMERCIAL DRIVEWAY DETAIL

NOT TO SCALE



DIRECTION OF TRAVEL

DIRECTION OF TRAVEL

NOTES:

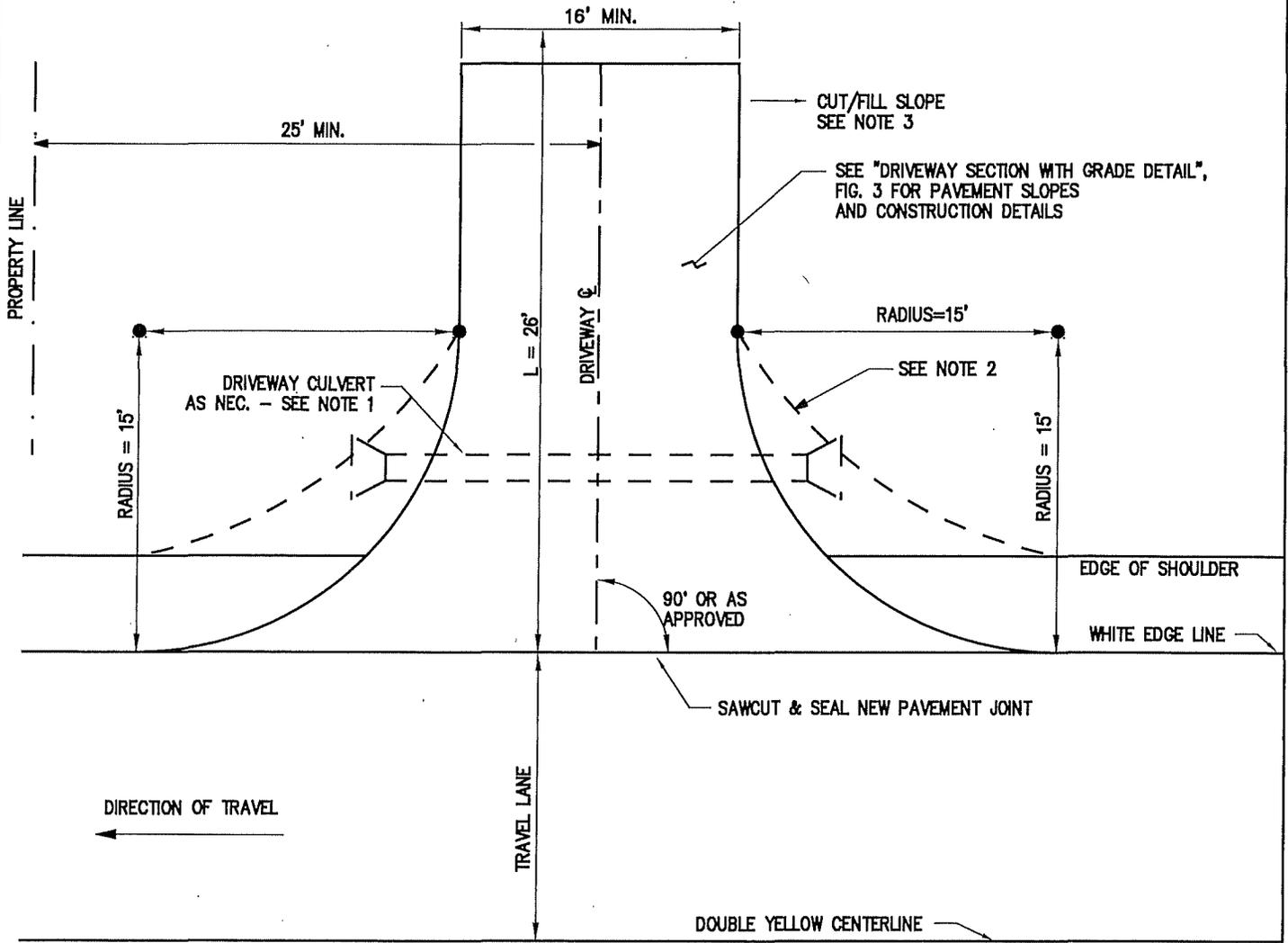
1. FOR ONE WAY ENTRANCE W=12'
FOR TWO WAY ENTRANCE W=24'-30'
2. DRAINAGE FROM PRIVATE PROPERTY SHALL NOT BE ALLOWED TO FLOW ONTO COUNTY HIGHWAY. IF NECESSARY, PERMITEE WILL BE REQUIRED TO INSTALL DRAINAGE SYSTEM AT PROPOSED DRIVEWAY(S).
3. 2. CUT/FILL SLOPES SHALL BE CONSTRUCTED NO STEEPER THAN 2 HORIZONTAL TO 1 VERTICAL (2:1). DCDPW SHALL EVALUATE CUT/FILL SLOPES FOR ACCEPTABILITY.

ENTRANCE PAVING:

- 2" COMPACTED HMA TOP COURSE
- 3" COMPACTED HMA BASE COURSE
- 9" COMPACTED SUBBASE COURSE

<p>DUTCHESS COUNTY DEPARTMENT OF PUBLIC WORKS HIGHWAY WORK PERMIT POLICY</p>	
<p>COMMERCIAL DRIVEWAY DETAIL</p>	
<p>DATE: MAY 1, 2014</p>	<p>FIG. 6</p>

MINOR COMMERCIAL DRIVEWAY
(NOT TO SCALE)



NOTES:

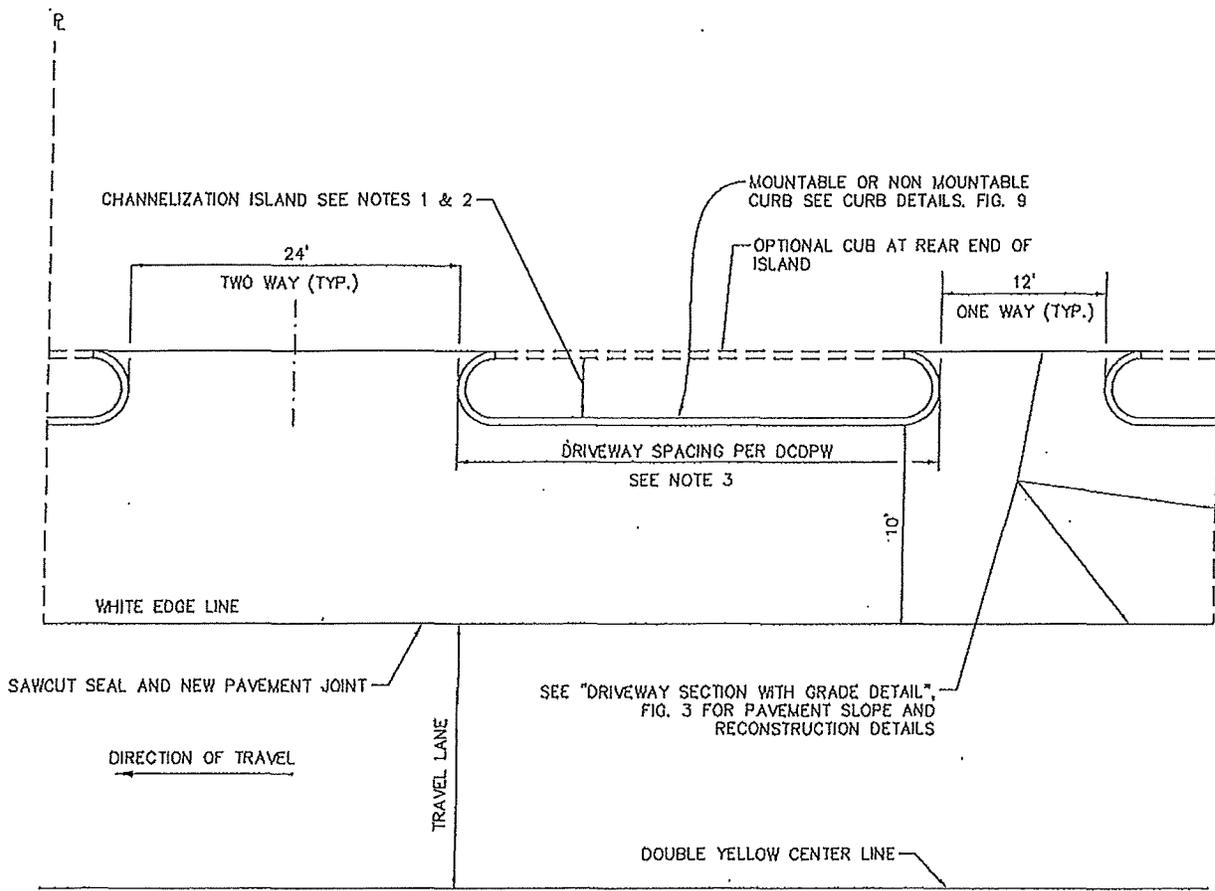
1. DRIVEWAY CULVERT AS REQUIRED BY DCDPW. MIN. DIAMETER IS 12", END SECTIONS AS REQUIRED BY DCDPW.
2. 15' RADIUS SHALL TERMINATE AT EDGE OF SHOULDER OR WHITE LINE AS DIRECTED BY DCDPW.
3. CUT/FILL SLOPES SHALL BE CONSTRUCTED NO STEEPER THAN 2 HORIZONTAL TO 1 VERTICAL (2:1). DCDPW SHALL EVALUATE CUT/FILL SLOPES FOR ACCEPTABILITY.

ASPHALT AND SUBBASE COURSE THICKNESS		
	SUBBASE	ASPHALT
	6"	4"

DUTCHESS COUNTY DEPARTMENT OF PUBLIC WORKS HIGHWAY WORK PERMIT POLICY	
MINOR COMMERCIAL DRIVEWAY DETAIL	
DATE: MARCH 23, 2018	FIG. 6a

CHANNELIZED DRIVEWAY DETAIL

NOT TO SCALE



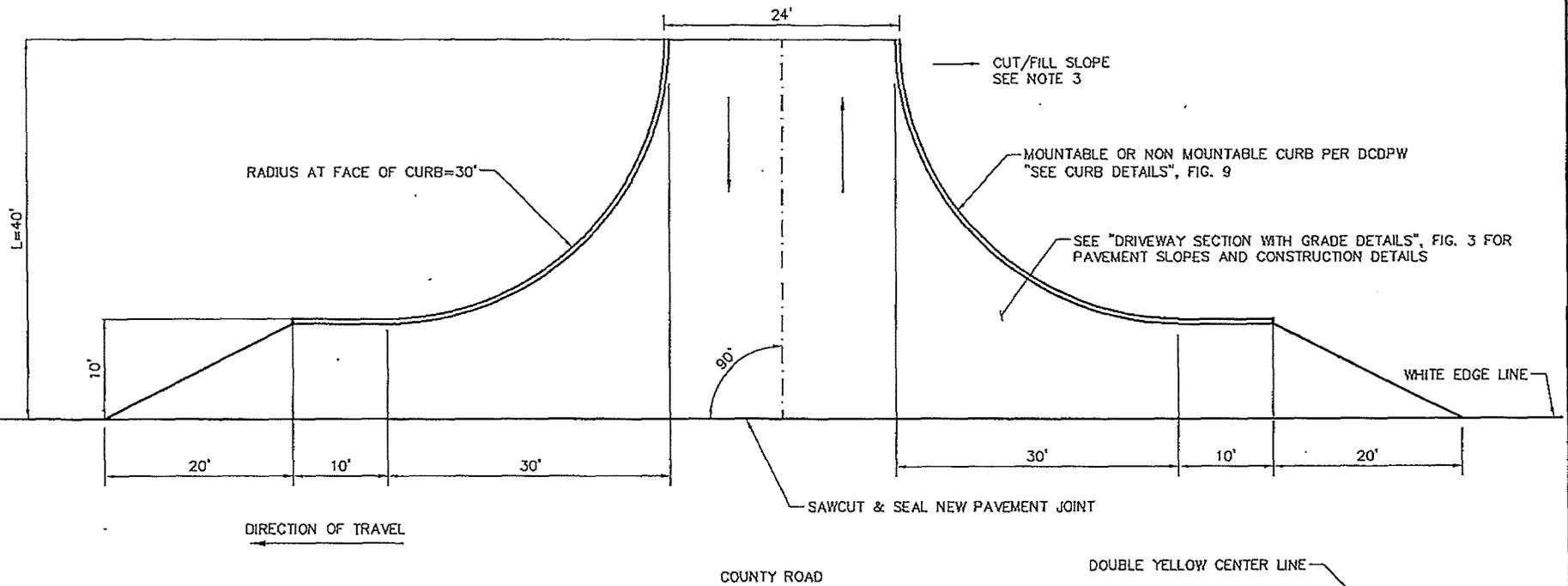
NOTES:

1. ISLANDS ARE TO MEET THE FOLLOWING MINIMUM REQUIREMENTS
 3' MIN. WIDTH IN AREAS WITHOUT SIDEWALK
 5' MIN. WIDTH IN AREAS WITH SIDEWALK
2. SIDEWALKS SHALL COMPLY WITH ADA REQUIREMENTS AND SHALL INCLUDE APPROPRIATE RAMPS, TRANSITIONS, AND DETECTABLE WARNING DEVICES AS REQUIRED BY ADA.
3. DRIVEWAY SPACING SHALL BE AS APPROVED BY DCDPW. CONSIDERATION SHALL BE GIVEN TO SUCH FACTORS AS SIGHT DISTANCE, INTERNAL CIRCULATION, PROXIMITY TO OTHER DRIVEWAYS AND LOCAL TRAFFIC CONDITIONS.
4. DRAINAGE FROM PRIVATE PROPERTY SHALL NOT BE ALLOWED TO FLOW ONTO COUNTY HIGHWAY. IF NECESSARY, PERMITEE WILL BE REQUIRED TO INSTALL DRAINAGE SYSTEM AT PROPOSED DRIVEWAY(S).

DUTCHESS COUNTY DEPARTMENT OF PUBLIC WORKS HIGHWAY WORK PERMIT POLICY	
CHANNELIZED DRIVEWAY DETAIL	
DATE: MAY 1, 2014	FIG. 7

SUBDIVISION AND LOCAL ROADS DETAIL

NOT TO SCALE



DIRECTION OF TRAVEL
→

NOTES:

1. DRAINAGE FROM PRIVATE PROPERTY SHALL NOT BE ALLOWED TO FLOW ONTO COUNTY HIGHWAY. IF NECESSARY, PERMITEE WILL BE REQUIRED TO INSTALL DRAINAGE SYSTEM AT PROPOSED DRIVEWAY(S).
2. CUT/FILL SLOPES SHALL BE CONSTRUCTED NO STEEPER THAN 2 HORIZONTAL TO 1 VERTICAL (2:1). DCDPW SHALL EVALUATE CUT/FILL SLOPES FOR ACCEPTABILITY.

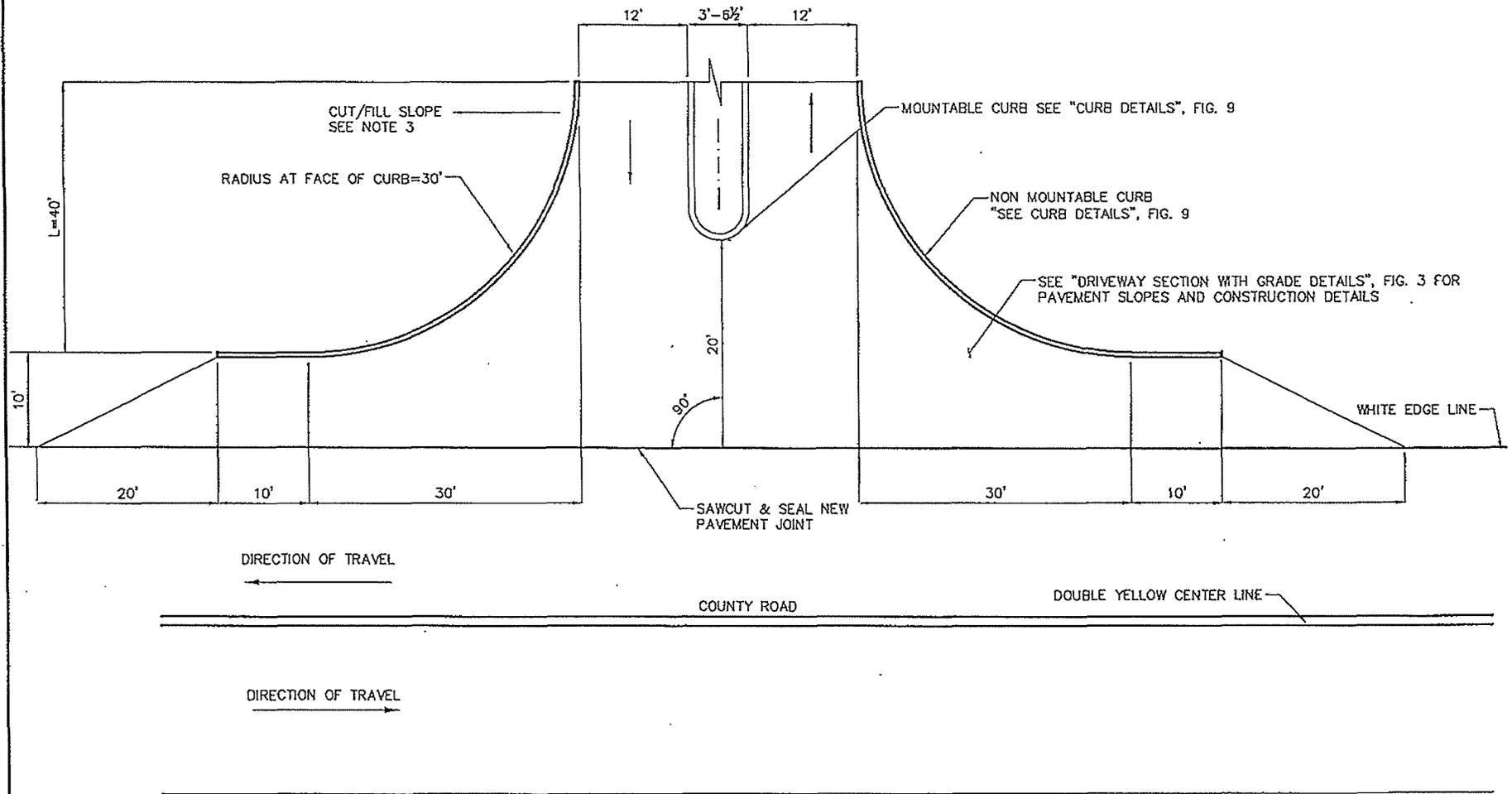
ENTRANCE PAVING:

- 1.5" COMPACTED HMA TOP COURSE
- 3" COMPACTED HMA BINDER COURSE
- 4" COMPACTED HMA BASE COURSE (2 LIFTS)
- 12" COMPACTED SUB-BASE COURSE

DUTCHESS COUNTY DEPARTMENT OF PUBLIC WORKS HIGHWAY WORK PERMIT POLICY	
SUBDIVISION AND LOCAL ROADS DETAIL	
DATE: MAY 1, 2014	FIG. 8

SUBDIVISION AND LOCAL ROADS DETAIL (BOULEVARD STYLE)

NOT TO SCALE



NOTES:

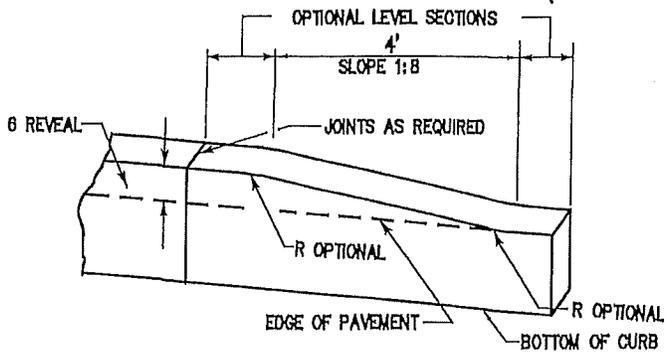
1. PLANTINGS OR SIGNS SHALL NOT IMPEDE SIGHT DISTANCE.
2. DRAINAGE FROM PRIVATE PROPERTY SHALL NOT BE ALLOWED TO FLOW ONTO COUNTY HIGHWAY. IF NECESSARY, PERMITEE WILL BE REQUIRED TO INSTALL DRAINAGE SYSTEM AT PROPOSED DRIVEWAY(S).
3. CUT/FILL SLOPES SHALL BE CONSTRUCTED NO STEEPER THAN 2 HORIZONTAL TO 1 VERTICAL (2:1). DCDPW SHALL EVALUATE CUT/FILL SLOPES FOR ACCEPTABILITY.

ENTRANCE PAVING:

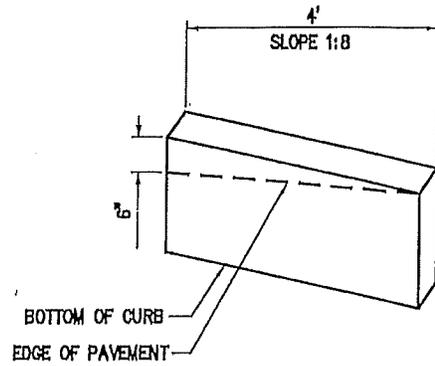
- 1.5" COMPACTED HMA TOP COURSE
- 3" COMPACTED HMA BINDER COURSE
- 4" COMPACTED HMA BASE COURSE (2 LIFTS)
- 12" COMPACTED SUB-BASE COURSE

DUTCHESS COUNTY DEPARTMENT OF PUBLIC WORKS HIGHWAY WORK PERMIT POLICY	
SUBDIVISION ROAD DETAIL (BOULEVARD STYLE)	
DATE: MAY 1, 2014	FIG. 8A

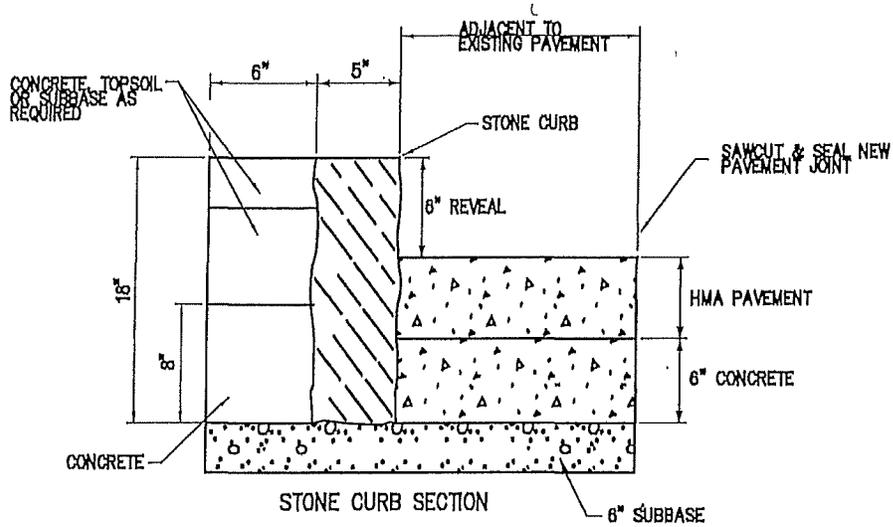
CURB DETAILS
(NOT TO SCALE)



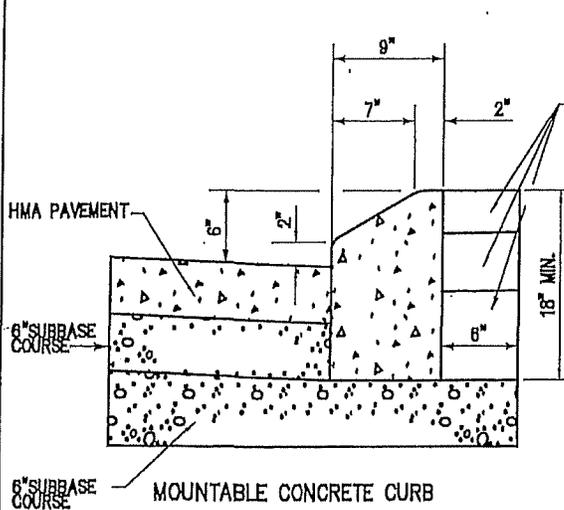
CURB TRANSITION TYPE 1



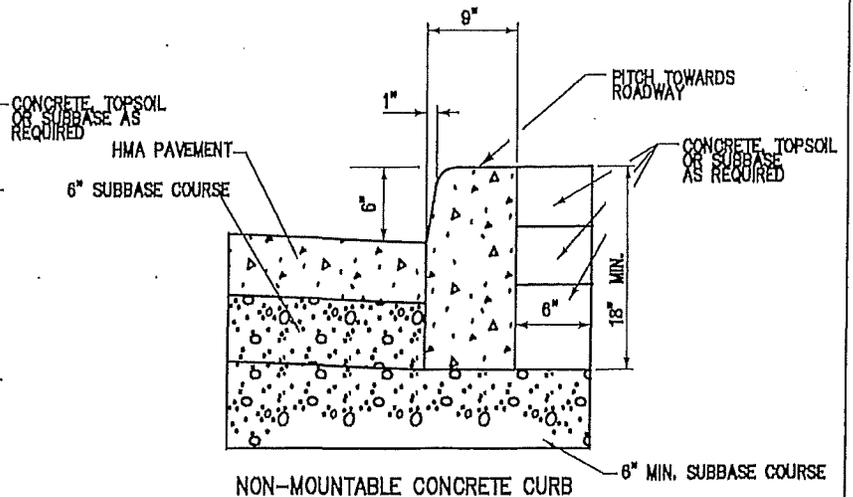
CURB TRANSITION TYPE 2



STONE CURB SECTION



MOUNTABLE CONCRETE CURB



NON-MOUNTABLE CONCRETE CURB

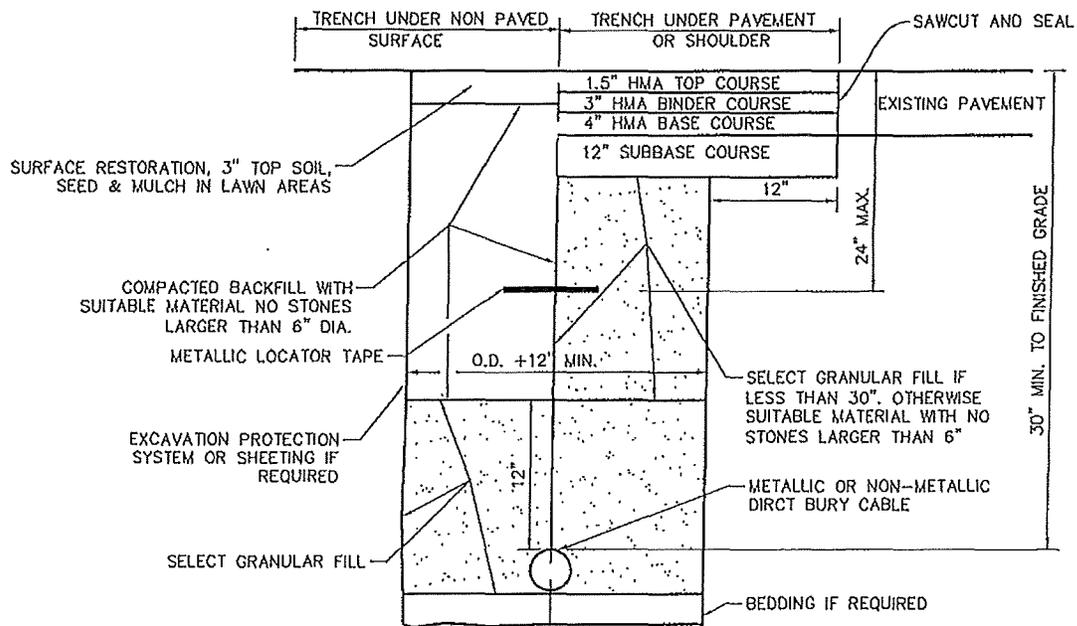
CONCRETE FOR CURBING SHALL BE: $f'_c=4000$ psi

DUTCHESS COUNTY
DEPARTMENT OF PUBLIC WORKS
HIGHWAY WORK PERMIT POLICY

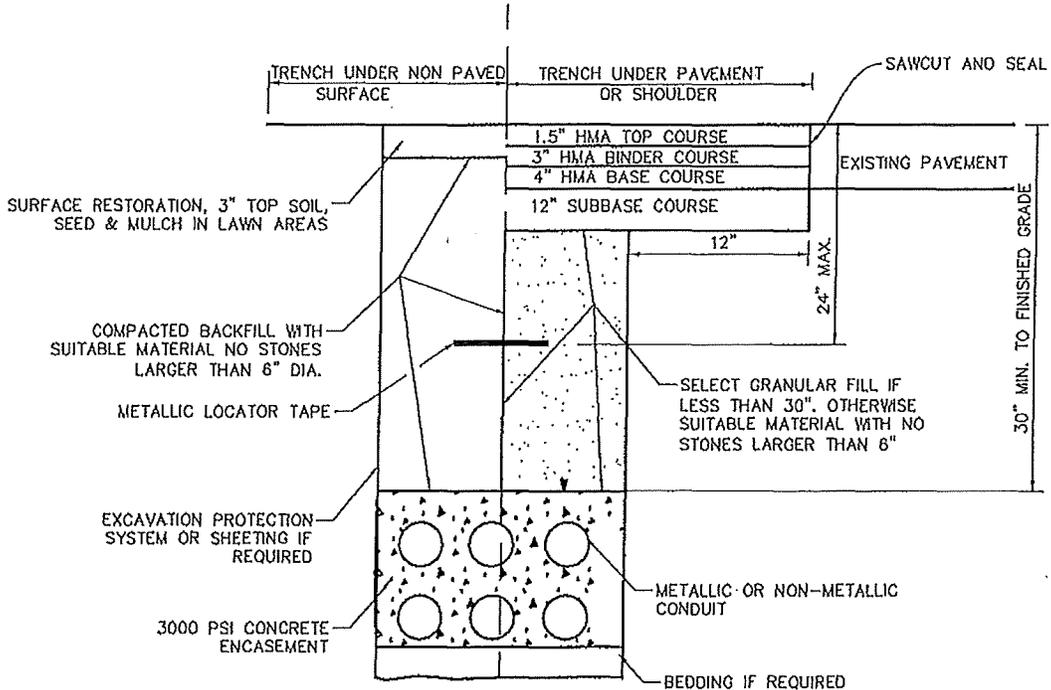
CURB DETAILS

DATE:
MARCH 9, 2018

FIG. 9

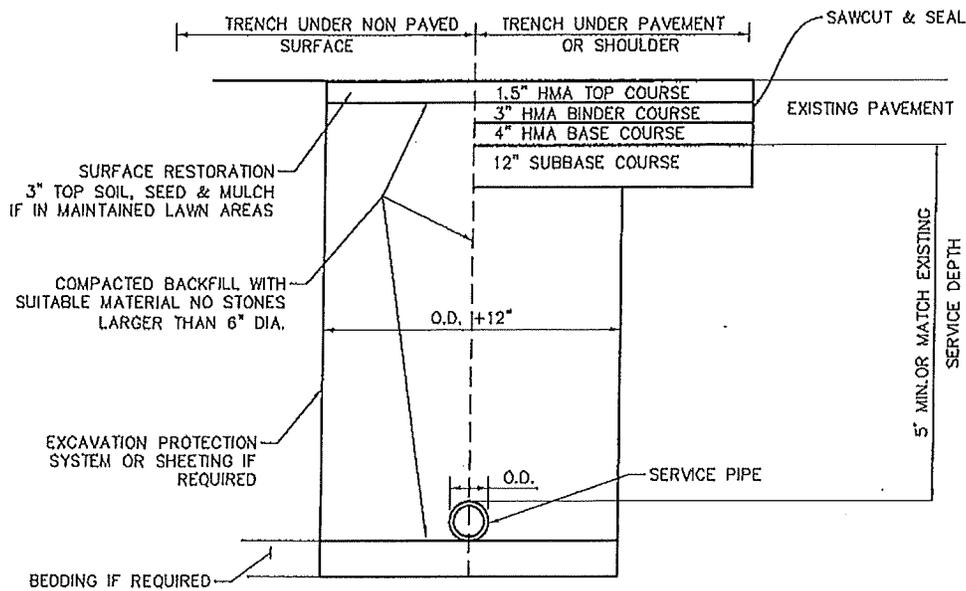


CONDUIT BURIAL DETAIL



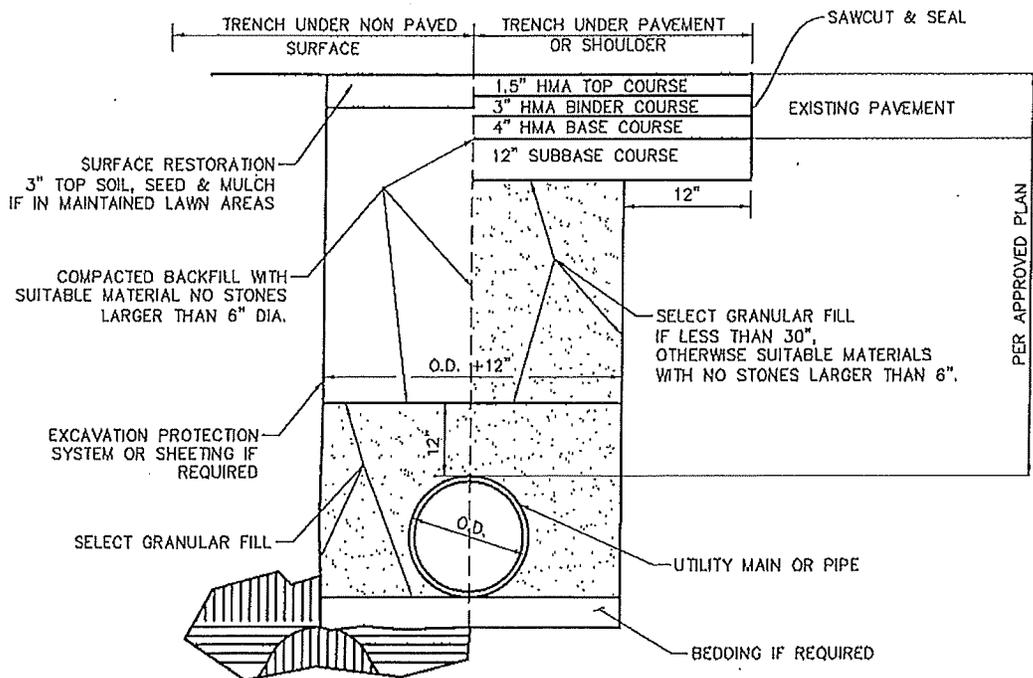
DUCT BANK

DUTCHESS COUNTY DEPARTMENT OF PUBLIC WORKS HIGHWAY WORK PERMIT POLICY	
UNDERGROUND UTILITIES DETAIL	
DATE: MAY 1, 2014	FIG. 10



WATER SERVICE TRENCH DETAIL

NOT TO SCALE



DRAINAGE AND UTILITY TRENCH DETAIL TRENCH DETAIL

NOT TO SCALE

DUTCHESS COUNTY
DEPARTMENT OF PUBLIC WORKS
HIGHWAY WORK PERMIT POLICY

UNDERGROUND UTILITY DETAILS-II

DATE:
MAY 1, 2014

FIG. 11

THIS PAGE INTENTIONALLY LEFT BLANK