VILLAGE OF ROCHESTER **DRIVEWAY/ RIGHT OF WAY PERMIT APPLICATION**

Date Submitted:	Estimated Completion Date:	Parcel #:
Contractor's Name and Address:		Phone #:
Property Address or Description:		Cell #:
Property Owner's Name:		Email:

Type of Driveway: ☐ New Driveway ☐ Paving or Repaving of Driveway ☐ Relocate Driveway

Driveway Use: ☐ Residential ☐ Agricultural ☐ Commercial

☐ **Attach a sketch of proposed driveway showing road frontage.**

Sketch Prepared By: _____ Date: _____

APPLICANT MUST PLACE FLAGS OR MARKERS IN THE DITCH TO MARK THE LOCATION OF THE PROPOSED DRIVEWAY

The construction and maintenance of the driveway shall be the responsibility of the applicant. It is understood and agreed that approval is subject to the applicant's full compliance with the pertinent statutes, as well as any codes, rules, regulations, and permit requirements of other jurisdictional agencies. A final inspection MUST be made after proposed work is completed.

The applicant shall also comply with all permit provisions, superimposed notes and detail drawings , which may be added by the Public Works Department or Village Engineer. Any alteration of this form is prohibited and may be cause to revoke this permit.

Initial Road Conditions (in front of the driveway): The Public Works Manager will photograph and document the condition of the road adjacent to the driveway at the time of permit issuance. The report will be attached to the permit.

Note: A $5,000 pavement bond is required for all driveways that are used by heavy machinery and/or vehicles during construction on a property where the driveway enters or exits a highway or local road under the jurisdiction of the Village. The purpose of the bond is to ensure that the public streets adjacent to the property are not damaged during the course of construction. The pavement bond will be held by the Village until 12 months after the occupancy permit is granted and any damage to the street caused by construction vehicles is repaired. Damage will be determined by comparing the pre-construction condition of the road adjacent to the property to the condition of the road once occupancy is granted. The attached photographs document the pre-construction condition of the road.

BEFORE CONSTRUCTION BEGINS, Village ordinances require that the owner of any lot install an asphalt driveway apron a minimum of five feet in from the edge of the highway pavement. Apron specifications include a minimum four inch depth of asphaltic concrete which shall be a minimum of twenty feet wide. **The Village will issue a Stop Work Order in the event this requirement is violated.**

(To be completed by Public Works Manager). A _____ inch diameter culvert **(NOT PLASTIC)** _____ feet in length will be installed with end walls under this driveway to provide property drainage.

THE APPLICANT HAS READ AND UNDERSTANDS THE AFORESAID TERMS:

Driveway Permit Application Fee
Cash/ Check # _____ **Pd: $**_____

Driveway Bond (If Required)
Cash/ Check # _____ **Pd: $**_____

Driveway Permit Fee Adjacent to Village highway: $100.00;
Driveway Permit Fee Adjacent to County Highway: $25.00;
Amendments: $50 (Village Hwy)/ $15 (County Highway)

Make checks payable to: "Village of Rochester"

_____ _____
Signature of Applicant **Date**

_____ _____
Signature of Secretary of Corporation/ Partner **Date**

_____ _____
Approved: Signature of Public Works Manager **Date**

_____ _____
Approved: Signature of Zoning Administrator **Date**