



**TOWN OF NEWSTEAD - HIGHWAY DEPARTMENT**

**NEW DRIVEWAY**

Property Address \_\_\_\_\_

Owner Name \_\_\_\_\_

SBL# \_\_\_\_\_

Applicant Name \_\_\_\_\_

Applicant Address \_\_\_\_\_

Applicant Phone \_\_\_\_\_

Driveway width: \_\_\_\_\_ ft.

**Fee is to be paid AFTER reviewed and fee determined by Highway Superintendent**

Driveway Location:

\*Draw approximate location of house and driveway in the box above and identify the street.

Driveway without culvert.....	\$ 50.00
Driveway with 30' culvert.....	\$ 275.00
Driveway with 40' culvert.....	\$ 300.00

Amount Paid \_\_\_\_\_  
 Date \_\_\_\_\_  
 Check # \_\_\_\_\_

**Mailbox Replacement Policy**

When a mailbox or post is actually hit by a Town Highway plow, it will be replaced with a *standard* mailbox and *standard* post when necessary. We are not obligated to replace custom-built, ornamental or plastic mailboxes. Call Highway Garage at 542-5412 if a plow has damaged your mailbox, and it will be replaced as soon as possible. When the weight of the *snow* damages your box or post, it is the owner's responsibility to replace it.

**Town Highway Department Use Only**

Pipe length required: \_\_\_\_\_ ft. Pipe diameter required: \_\_\_\_\_ ft.

Inspected by: \_\_\_\_\_ Date: \_\_\_\_\_

# Town of Newstead

## Driveway/Entranceway Policy

1. New driveway/entranceway application will originate in the Newstead Building Department. No fee is to be collected until reviewed and fee is determined by Highway Superintendent.
2. If a pipe is required, it must be solid corrugated metal and purchased by the property owner.
3. Diameter and length of pipe will be determined by the Highway Superintendent with a minimum of 20' long and maximum of 30' long. Greater than 30' may require an additional cost to be determined by Highway Superintendent.
4. The Highway Department will determine depth and shape of ditch.
5. Driveway/entrance slope will be determined by the Highway Superintendent, which must be below the road bed and slope away from the road.
6. No concrete will be allowed within the Town's right of way, which is 33' from the center of the road.
7. The Town will lay the corrugated pipe and cover with the appropriate stone, not to exceed 4 tons. If the driveway/entrance will not require a pipe, the Town will provide up to 4 tons of the appropriate stone. If additional stone is required, it will be at the expense of the owner.
8. The owner is required to stake out the location of the driveway/entrance.
9. Cleaning and condition of the corrugated pipe is the responsibility of the owner.
10. A maximum of 2 driveways/entranceways is allowed per property. A separation of no less than 40' must be maintained. The cost for 2 driveways doubles the application fee.
11. No work will commence on driveway/entranceway by an owner or contractor until authorization has been obtained from the Highway Superintendent or Code Enforcement Officer.
12. The replacement of any existing driveway/entranceway pipe is the property owner's responsibility requiring the same approval process above, but at no additional cost to property owner.

*Adopted: 6/2003. Amended: 6/11/12, 11/12/12 & 5/12/14 by roadside ditching policy adopted.*

*Amended: 7/25/16*