

DITCH FILL PERMIT APPLICATION
TOWN OF NEWSTEAD Highway Department

Phone (716) 542-5412
Fax (716) 542-3467



Work Location Address: _____

Side of Road: N S E W (circle) Length of piping being requested: _____

Specifications: _____

Pipe Style: Double wall smooth/perforated Type of ends required: Bell

Total Length of Pipe Required: _____ Feet and Diameter: _____ inches

Tons of Stone Required to be Purchased: _____ Type of Stone: Clean 2's

Number of Collars Required: _____

Number and type of connections needed: _____ T's _____ 90's _____ Drain covers

other (describe) _____

Comments: _____

NEW DRIVEWAYS

If installing a BLACKTOP driveway: A blacktop driveway may extend to the edge of the paved road surface.

If installing a CONCRETE driveway: Concrete MAY NOT extend into the right of way.

This would require a stone or blacktop apron.

All materials need to be DELIVERED to the property and/or joint facility prior to work being SCHEDULED to be completed unless otherwise arranged by the Highway Superintendent

All drains to the existing ditch must be clearly identified prior to permit review for approval

Property Owner Name: _____ Phone # _____

Owner Mailing Address: _____

Signature of Applicant: _____ Date: _____

Permit Fee Paid: \$250.00 Date: _____ Check Number: _____

Approved By: _____

Town of Newstead Highway Superintendent

Date

ROADSIDE DITCHING POLICY

- Closing, filling, or covering roadside ditches in the Town of Newstead is allowed by permit ONLY.
- Appropriate State and County policies will prevail on New York State Highways and County Roads.
- The Town has the right to refuse the filling of the road ditch if the Highway Superintendent and/or Town Engineer determines it may cause a detrimental effect.

On Town of Newstead Roads, the following will apply:

1. No closed drainage, filling, or covering of roadside ditches on Town roads is allowed without an approved permit and fee payment.
2. A "Ditch Fill Permit" request must be completed and submitted to the Highway Department. The Highway Department will be responsible for installation of any drainage pipe. The Highway Superintendent, in consultation with the Town Engineer, if required, shall review the application and determine whether the roadside ditch can be covered at the location requested. If so, the Town will determine what additional items must be included, such as catch basins, receivers, etc. to ensure that road drainage is not compromised. A response to the applicant will be within 30 days of submission to the Highway Department. The Highway Department will call UFPO for locations. All drains must be clearly marked and exposed by the Applicant.
3. All materials (pipe, stone, receivers, etc.) required for the ditch project must meet the Highway Department's requirements AND be purchased by the Applicant prior to starting the job.
4. The Highway Department will install pipe and connect pipe to existing pipe where necessary.
5. Installation will be completed to rough grade. It is the Applicant's responsibility to final grade and seed if desired. Final grade must be below the shoulder of the road.
6. All work will be scheduled by the Highway Department (when time is available) after all requirements are met by the Applicant.
7. Any fill required to bring the ditch to final grade will be the responsibility of the Applicant.
8. If driveway pipe is being replaced, it will be double wall solid smooth pipe for the length of the driveway(s)
9. The Applicant is responsible for the repair/replacement of any blacktop that is removed or damaged during the installation process.
10. It is the Applicant's responsibility to keep the ends of the drainage pipe free of obstructions and debris. If a pipe becomes obstructed and the Applicant cannot clear it, the Applicant shall contact the Town.
11. Caps are not permitted at the end of any pipe.
12. No private extensions will be allowed in or in any way connected to the Town right-of-way ditch.