

Town of Newstead Driveway Policy

1. An Application for a Driveway Permit must be submitted to the Highway Department for review 30 days prior to an expected response. The application must include sufficient information about the type of access requested. If desired, an application for a Ditch Fill permit should be made at the same time as the Driveway permit. The Highway Department will provide cost information to the Applicant before starting work. Work will be performed at the discretion of the Highway Superintendent based on weather and availability.
2. Once the Application is discussed with the Highway Superintendent, the driveway placement should be staked by the Applicant. After review, the Applicant will be provided with a scope of work to be conducted, a list of materials, and a timeline of when the department intends to complete the requested work. All necessary materials need to be obtained and delivered to the site and/or joint facility before the work will be scheduled.
3. The Driveway scope of work includes grading the ditch, installation of the pipe (purchased by the Applicant) and compaction of up to 4 tons of aggregate stone, provided by the Town, to set the pipe. More aggregate may be required to properly seat the pipe and set the driveway to rough grade. If anticipated in advance, the Applicant will be notified that additional aggregate is required. In that case, the Applicant will purchase stone exceeding the 4 tons provided by the Town before work can be scheduled by the Town.
4. The Highway Superintendent will review all Driveway Permit Applications within the Town of Newstead's jurisdiction. Each situation will be reviewed for proper depth of ditch present or needed, style and type of pipe applicable, diameter and length of the pipe, and slope of the driveway. These specifications will be determined by the Highway Superintendent and discussed with the Applicant.
5. There is a maximum of two driveways allowed per Primary Structure, with a separation of no less than 40' in-between the ends of the two driveway pipes. Areas encountering less than 40' in between two driveways will need to be piped following the ditch fill procedure described in the Roadside Ditching Policy. The cost of installing two driveways will double the New Driveway Permit fee. Any cost for ditch fill will also be the responsibility of the Applicant.

6. No work will commence on a driveway by the Applicant/Owner or contractor(s) before receipt of final authorization from the Highway Department. A poured concrete driveway shall not be permitted within the Town's right-of-way, which is 33' from the center of the road. All permanent approaches need to be aggregate or asphalt.
7. It is the owner/Applicant's responsibility to keep the piped drainage clear of debris and obstructions by anything other than silt, including but not limited to branches, garbage, and other items that may impede the flow of water. If the ditch becomes silted in and needs to be addressed, the owner/Applicant is advised to contact the Highway Department.
8. The replacement of any existing driveway pipe requires a Driveway Permit Application. The fee may be waived at the discretion of the Highway Superintendent. Any change of use of the property requiring any change to an existing driveway will require a Driveway Permit and fee.

As of 3/23/2026