

TOWN OF BOVINA  
BOVINA CENTER, NY 13740

**ACCESS PERMIT**

Local Law 2022-1

Requirements for Access Permits

A. Design Standards: (also see accompanying diagrams labeled "TOWN OF BOVINA, DATED 6-1-22")

1. Access:

- Perpendicular to Town Highway for 20-feet minimum.
- Return radius: 15-feet minimum on each side of Access.
- Minimum driving width: 12-feet.

2. Finished Grade:

- 6.25% for the first 20-feet.

3. Access Bed:

- 8-inch minimum depth of well graded, run of bank gravel.

4. Ditch:

- Minimum of 2-feet below center line of Town Highway.
- Must be graded for drainage with adequate culverts. Water should not be allowed to run down the access, therefore causing washouts or problems to Town or other Highways.

5. Culvert Pipe:

- 18-inch diameter minimum; not less than 30-feet in length; pipe should extend beyond the edge of the access, so water is easily caught and go through the pipe.
- Drainage of Highway ditches shall not be impeded and culvert will be installed with a minimum of a five-percent (5%) slope.
- 12" of screened 2" gravel cover over pipe

B. Sight easements shall be provided across all access corners and shall have a minimum of one-hundred feet (100') horizontal sight distance in each direction, as measured ten-feet (10') back from the edge of the pavement at a forty-two inch (42") eye height.

C. Application:

1. Application for an Access Permit must be submitted in writing of the Highway Superintendent. The application will be reviewed, and an Access Permit will be issued accordingly.

2. Access Permits will be granted at the discretion of the Highway Superintendent.

3. "U Dig New York" will be contacted by the contractor at least two (2) days in advance of digging.

4. No building Permit Application shall be considered by the Code Enforcement Officer until an Access Permit is issued.

5. No Certificate of Occupancy shall be issued by the Code Enforcement Officer until after the Access is completed, inspected, and approved by the Highway Superintendent.

6. Driveway's shall be constructed starting from the end of the Access (20'-0" from the edge or shoulder of the Town Highway as determined by the Highway Superintendent) and shall be applied for through, and approved by the Code Enforcement Officer.

TOWN OF BOVINA  
BOVINA CENTER, NY 13740

Permit #: \_\_\_\_\_

**ACCESS PERMIT APPLICATION**

To Be Completed by Applicant:

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Location of Access:

Off Highway Named: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

911 Property Address/Tax Map #: \_\_\_\_\_

The Access Permit Application is to be submitted to the Highway Superintendent. Arrangements will be made for the Applicant and the Highway Superintendent to discuss plans and design for the Access on-site.

Special Conditions: Specify any conditions which may have an effect on the location, design, use of the Access (ie: natural features, presence of rock, grade, etc.)

\_\_\_\_\_  
\_\_\_\_\_

Design/Layout of Access:

Permission is hereby granted to Permittee, \_\_\_\_\_ to proceed with the construction of a twenty-foot (20') min. access from the edge/shoulder of above-named Highway onto the above-named property. Work under this permit shall be commenced within 30-days AND be completed within 6-months from the date of this permit. Access Permit is issued for a period of \_\_\_\_\_ to \_\_\_\_\_.

The Applicant hereby accepts the restrictions and regulations as described in the Application and Access Permit.

Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Highway Superintendent: \_\_\_\_\_

**\*\*\*NOTE:** This is a 20-foot Access Permit for Bovina Highways **ONLY**. If your property is alongside a County Highway, an Access Permit **MUST** be obtained from the Delaware County Department of Public Works. **\*\*\***

TOWN OF BOVINA  
BOVINA CENTER, NY 13740

Permit #: \_\_\_\_\_

**ACCESS PERMIT EXTENSION**

Extension of this period may be requested in writing by the Applicant. The Highway Superintendent will grant the extension at his discretion.

Date written request for an Extension was received: \_\_\_\_\_

Reason(s) for Extension: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Extension of Access Permit is hereby granted to Permittee, \_\_\_\_\_

Work must be completed by: \_\_\_\_\_

Date: \_\_\_\_\_ Highway Superintendent: \_\_\_\_\_

Permit #: \_\_\_\_\_

**ACCESS PERMIT COMPLETION CERTIFICATE**

Perpendicular for 20-foot minimum: \_\_\_\_\_

Finished Grade - 6.25%: \_\_\_\_\_

Access Bed - 8" min ROB Gravel: \_\_\_\_\_

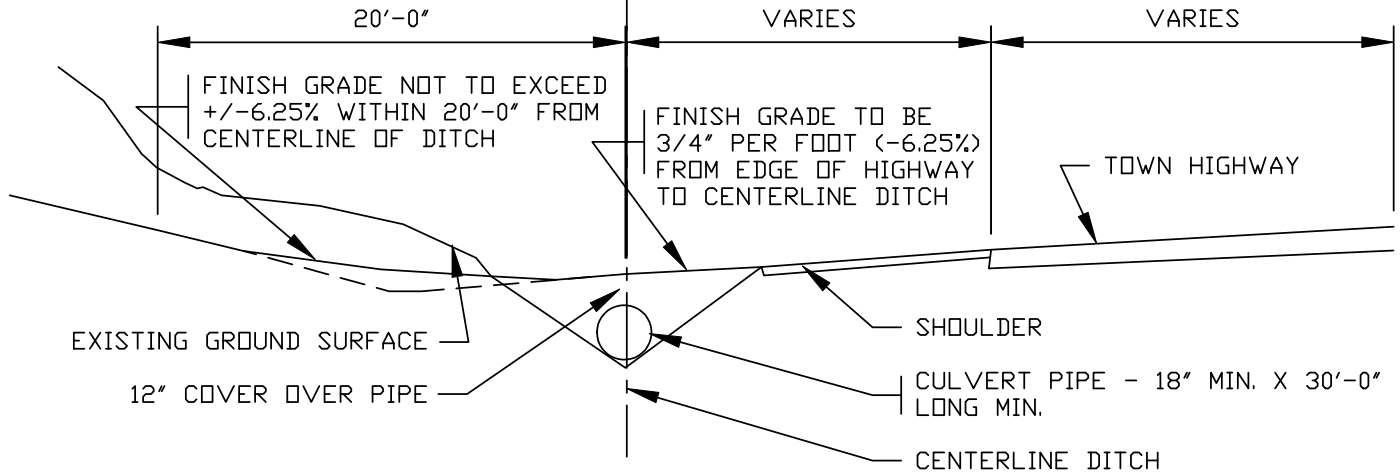
Ditch - 2-feet below CL Highway & 5% slope: \_\_\_\_\_

Culvert Pipe - 18-inch diameter x 30-feet min.: \_\_\_\_\_

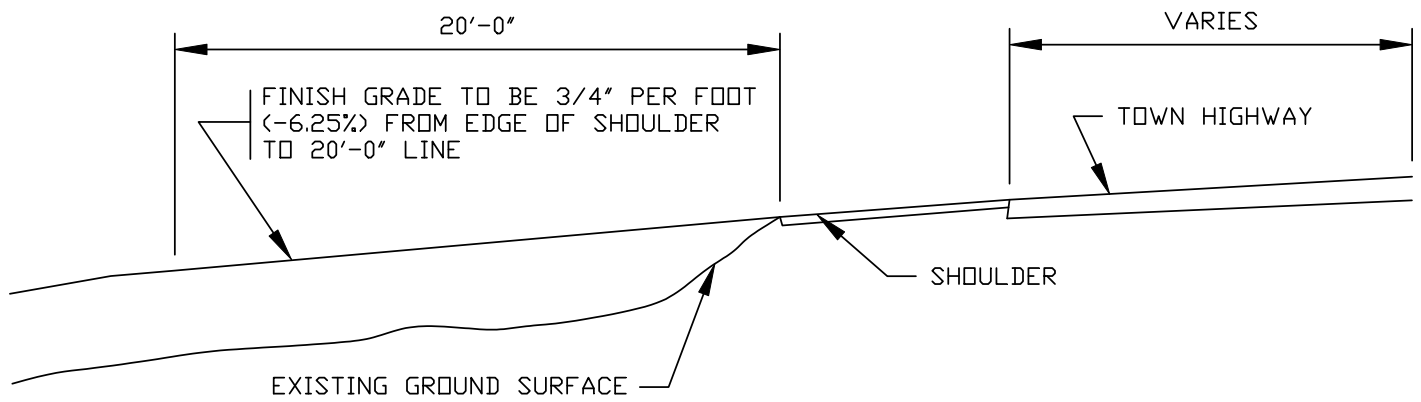
12" screened 2" gravel cover: \_\_\_\_\_

Sight Easements – 100-feet: \_\_\_\_\_

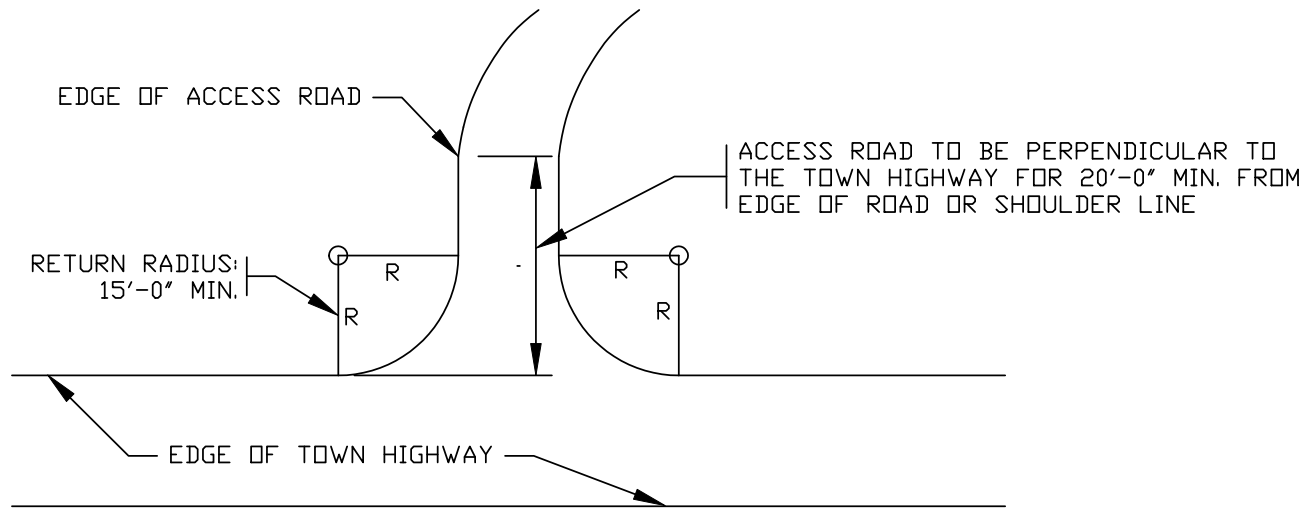
Approved on: \_\_\_\_\_ Highway Superintendent: \_\_\_\_\_



TYPICAL EXCAVATION SECTION



TYPICAL EMBANKMENT SECTION



ACCESS PLAN VIEW

TOWN OF BOVINA

ACCESS PERMIT DIAGRAMS - JUNE 1, 2022