

New York State Department of Transportation

Commercial Access Highway Work Permit Application and Checklist

INSTRUCTIONS FOR USE

The PERM 33-COM Application and Checklist is used to apply for a Commercial Access Highway Work Permit. It is designed to provide applicants with step-by-step design guidance and other information needed to generate a complete and accurate plan submission at each stage of the permit review process. A complete and accurate plan submission will allow NYSDOT to review and approve the permit more quickly.

Applicants should complete the required section(s) of this application/checklist at each of the three stages of the review process, and it should be submitted along with plans to the appropriate Regional Permit Coordinator (RPC). The RPC will review the plan submission and notify the applicant when the submission is complete and ready to move into the next stage of review, or may respond with comments and recommendations that the applicant must address before resubmitting.

Contact information for Regional Permit Coordinators can be found at [Regional Permit Coordinators](#).

Any exceptions to the standards or requirements identified here must be noted in the comments section, with any justification attached. The checklist must be printed and signed, and submitted with plans. It is recommended that applicants save the document on their computer to be updated with each submission.

Stage 1:	Initial Proposal Review	Questions 1.1 to 1.7	Pages 3-6
Stage 2:	Design Review	Questions 2.1 to 2.14	Pages 7-15
Stage 3:	Final Submission Review	Questions 3.1 to 3.10	Pages 16-19

EXPEDITED REVIEW FOR A COMMERCIAL ACCESS HIGHWAY WORK PERMIT

If your proposed commercial access project meets certain criteria, an Expedited Review of the application may be available. Go to www.dot.ny.gov/permits-expeditedreview to find out if your project meets the criteria necessary to be processed as an Expedited Review. If your project meets these criteria, contact the [Regional Permit Coordinator](#) for further guidance on developing your submission.

Review Stage <i>Applicant to check one</i>	Date Submitted <i>Applicant to identify date</i>	Date Received <i>NYSDOT to identify date</i>
<input type="checkbox"/> Initial Proposal Review		
<input type="checkbox"/> Design Review		
<input type="checkbox"/> Final Submission		

- OR -

<input type="checkbox"/> Expedited Review		
---	--	--

RESPONSIBILITIES OF PERMITTEE PURSUANT TO HIGHWAY WORK PERMIT

NOTE: FAILURE TO OBTAIN A PERMIT OR FAILURE TO COMPLY WITH THE TERMS OF A PERMIT MAY RESULT IN THE DEPARTMENT HALTING THE ACTIVITY FOR WHICH A PERMIT IS REQUIRED UNTIL A PERMIT HAS BEEN OBTAINED, OR UNTIL ADEQUATE CORRECTIONS HAVE BEEN MADE.

1. LIMITATIONS ON USE: The specific site identified in this Highway Work Permit, and only that site identified, will be available for use by Permittee only for the purpose stated in this Permit and only on the date(s) and for the duration designated in this permit. This Permit does not authorize any infringement of federal, state or local laws or regulations, is limited to the extent of the authority of NYSDOT and is transferable and assignable only with the written consent of the Commissioner of Transportation. The Commissioner reserves the right to modify fees and to revoke or annul the Permit at any time, at his/her discretion without a hearing or the necessity of showing cause.

2. CONDITIONS OF USE: NYSDOT makes no affirmation that the state-owned site used for the work has been designed, constructed, or maintained for the purpose of the conduct of the work. The Permittee assumes full responsibility for planning and conducting a safe and orderly project that does not expose workers or the public to any unreasonable hazards and that involves a minimal disruption of the normal uses of the state and local highway systems. **It shall be the sole obligation of the Permittee to determine whether the site is suitable for the purpose of safely conducting the work.** The Permittee assumes all responsibility for assuring that the use of the highway/property conforms to applicable requirements of law, including, but not limited to those set forth herein. Permittee agrees to assure compliance with New York State Labor Law, industrial regulations and OSHA regulations and to assure the safety of all workers who will be engaged to do the permitted work.

3. INSURANCE COVERAGE: Permittee must have the insurance that is required for the type and extent of the work being performed. To comply with this requirement, an applicant must furnish the Department with one of the following (For further information, see Section 3.17, or go to www.dot.ny.gov/permits-insurance):

- A completed **Certificate of Insurance** evidencing the required types and limits of insurance coverage, with the New York State Department of Transportation named as an additional insured on the commercial general liability policy. An industry standard ACORD 25 form (with ACORD 855 New York Construction Certificate of Liability Insurance Addendum) is acceptable evidence of the required coverage. Certificate Holder should be indicated as New York State Department of Transportation, with the address of the issuing regional office.
- Municipalities, Public Utilities, Transportation Corporations, Public Service Corporations and Railroads may provide a fully executed **Undertaking Agreement** as an alternative to providing the insurance certificate.

4. COMPENSATION AND DISABILITY INSURANCE COVERAGE: Permittee is required to have compensation insurance and disability coverage as noted in the provisions of the Worker's Compensation Law and Acts amendatory thereof for the entire period of the permit, or the permit will be invalid. Applicant must provide proof of coverage (Form C-105.2, U-26.3 or SI-12 for Worker's Compensation, and DB-120.1 or DB-155 for Disability Benefits), or provide proof of exemption from this requirement (Form CE-200).

5. INDEMNIFICATION: Permittee agrees that, in addition to any protection afforded to NYSDOT under any available insurance, NYSDOT shall not be liable for any damage or injury to the Permittee, its agents, employees, or to any other person, or to any property, occurring on the site or in any way associated with Permittee's activities or operations; whether undertaken by Permittee's own forces or by contractor or other agents working on Permittee's behalf. To the fullest extent permitted by law, the Permittee agrees to defend, indemnify and hold harmless the State of New York, NYSDOT and their agents from and against all claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of any claim, including but not limited to claims for personal injuries, property damage or wrongful death and/or environmental claims, in any way associated with the Permittee's activities or operations, no matter how caused.

6. NOTIFICATION: The following should be notified at the appropriate time as shown below:

- Commissioner of Transportation, through the NYSDOT regional office, one week prior to commencing work.
- Area gas distributors, 72 hours prior to any blasting.
- Utility companies with facilities in work areas, before starting work (in accordance with Industrial Code 53).
- Permission from utility company must be obtained before commencing work affecting the utilities' facilities.
- NYSDOT regional signal maintenance shop, 3 days prior to starting work (traffic signal work).
- NYSDOT regional office, at conclusion of work, and return original copy of permit to Resident Engineer.

7. SITE CARE AND RESTORATION: A bond, deposit (bank cashier's check), or a Letter of Credit, in an amount designated by the Department of Transportation, may be required before a permit is issued, in order to guarantee restoration of the site to its original condition. A fully executed Undertaking Agreement may be accepted as an alternative security, where applicable.

If the Department is obliged to restore the site to its original condition, the costs to the Department will be deducted from the amount of the Permittee's deposit at the conclusion of the work. Costs in excess of the bond/deposit on file will be billed directly to the Permittee. If Permittee posts a Letter of Credit, the Department may elect to have a contractor restore the site, and issue a draft drawn against the Letter of Credit as payment.

Anyone working within state highway right-of-way will wear high visibility apparel and hard hat meeting ANSI Class 2 requirements.

No unnecessary obstruction is to be left on the pavement or the state highway right-of-way, or in such a position as to block warning signs during non-working hours.

No work shall be done to obstruct drainage or divert creeks, water courses or sluices onto the state highway right-of-way.

All false work must be removed and all excavations must be filled in and restored to the satisfaction of the Resident Engineer or his designee.

8. COSTS INCURRED BY ISSUANCE OF THIS PERMIT: All costs beyond the limits of any liability insurance, surety deposits, etc. are the responsibility of the Permittee. The State shall be held free of any costs incurred by the issuance of this permit, direct or indirect.

9. SUBMITTING WORK PLANS: The applicant will submit work plans and/or a map as required by the Department. This shall include such details as measurements of driveways with relation to nearest property corner, positions of guys supporting poles and a schedule of the number of poles and feet of excavation necessary for completion of the work on the State right-of-way. A description of the proposed method of construction will be included.

Plan work with future adjustments in mind, as any relocation, replacement or removal of the installation authorized by this permit and made necessary by future highway maintenance, reconstruction or new construction, will be the responsibility of the Permittee.

Driveway plans should be prepared in accordance with NYSDOT POLICY AND STANDARDS FOR ENTRANCES TO STATE HIGHWAYS.

The Permittee must coordinate the work with any State construction being conducted.

10. TRAFFIC MAINTENANCE: A plan detailing how the Permittee intends to maintain and protect traffic shall be submitted with work plans. Traffic shall be maintained on the highway in a safe manner during working and non-working hours until construction is completed. The Permittee is responsible for traffic protection and maintenance, including adequate use of signs, barriers, and flag persons during working and non-working hours until construction is completed. All sketches will be stamped with "MAINTENANCE OF TRAFFIC SHALL BE IN CONFORMANCE WITH THE NATIONAL MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES."

11. COST OF INSPECTION AND SUPERVISION: Prior to issuance of the Highway Work Permit, the Permittee may be required to sign an INSPECTION PAYMENT AGREEMENT FOR HIGHWAY WORK PERMITS (FORM PERM 50) agreeing to the payment of construction inspection charges, based on the number of work days involved. In certain cases, the Permittee may also be required to sign a PAYMENT AGREEMENT FOR HIGHWAY WORK PERMITS DESIGN REVIEW (FORM PERM 51) agreeing to design review charges, based on the number of work hours in which Department employees were engaged in design review activity.

12. SCOPE:

- Areas Covered:** Permits issued are for highways, bridges and culverts over which the New York State Department of Transportation has jurisdiction. (Local governments issue permits for highways under their jurisdiction.) Work locations must be approved by the Department.
- Maintenance:** Property owners having access to a state highway shall be fully responsible for the maintenance of their driveway in accordance with POLICY AND STANDARDS FOR ENTRANCES TO STATE HIGHWAYS.
- Work Commencement:** The Permittee shall have a copy of the permit available at the site during the construction period. Work should start within 30 days from validation date of permit or said permit may be revoked.

13. REPORTING ACCIDENTS: Permittee is required to report any accidents that occur during the course of the permit work to their insurance company, and to provide the Department with a copy of any such report.

14. COMPLETION OF PROJECT: Upon completion of the work within the State highway right-of-way authorized by the work permit, the person and his or its successors in interest shall be responsible for the maintenance and repair of such work or portion of such work as set forth within the Terms and Conditions of the Highway Work Permit.

Stage 1: Initial Proposal Review

In the Initial Proposal Review, an applicant should provide the following basic information about the proposed project concept and scope. A face-to-face meeting with the applicant is typically held during this review, and a representative of the impacted municipality is invited to attend. Your NYSDOT Regional Permit Coordinator can provide answers to any questions concerning the driveway design and the permit review process.

Complete questions 1.1 through 1.7 and submit this application/checklist, along with plans to the Regional Permit Coordinator. The Department will review the submission and respond with comments and recommendations that need to be addressed before continuing to Stages 2 (Design Review) and 3 (Final Submission).

1.1 Contact Information


A.	Name of Applicant		
	Number and Street (mailing address)		
	City	State	Zip Code
	Daytime phone	E-mail address	
B.	Name of Property Owner (<i>if different</i>)		<input type="checkbox"/> Same as Applicant
	Number and Street (mailing address)		
	City	State	Zip Code
	Daytime phone	E-mail address	
C.	Firm Name of Consultant (<i>if applicable</i>)		<input type="checkbox"/> Agent for Applicant
	Contact Name		
	Number and Street (mailing address)		
	City	State	Zip Code
	Daytime phone	E-mail address	

1.2 Property Location Information

<p>Number and Street (<i>include State Route Number</i>)</p> <p>City/Town/Village Zip Code</p> <p>Nearest Cross Street with Distance and Direction:</p> <p>Between State Highway Reference Markers: to</p> <p>NYSDOT Reference Marker Manual</p> <p>Approximate Latitude and Longitude of Proposed Driveway:</p> <p>Find Latitude and Longitude</p>	Comment:
---	-----------------

1.3 Project Name and Brief Description of Proposed Work	
<p>Project or Development Name</p> <p>State Highway Number Municipality</p> <p>Brief Description of Proposed Work</p>	
1.4 Anticipated Permit Type and Fees	
<p><i>Permit fees are payable at Final Submission (except 5a4).</i></p> <p>MINOR COMMERCIAL: Less than 100 vehicles/hour entering volume and no anticipated mitigation on state highway:</p> <p>5a2 Minor Commercial - Permit Fee \$550</p> <p>5a2a Minor Commercial (Home Business) - Permit Fee \$100</p> <p>MAJOR COMMERCIAL: 100 + vehicles/hour entering volume and/or anticipated mitigation on state highway:</p> <p>5a3 Major Commercial (<100K sq. ft. GBA) - Permit Fee \$1,400</p> <p>5a4 Major Commercial (100K sq. ft.+ GBA) - Permit Fee \$2,000 <i>\$2,000 fee due at time of application, with balance of actual design review costs payable when billed.</i></p> <p>SUBDIVISION STREET:</p> <p>5a5 Permit Fee \$900</p>	<p>Comment:</p>
1.5 Maps and Plans	
<p><i>The following maps and plan information should be submitted. Check all that are included with the Initial Proposal Review Submission:</i></p> <p><input type="checkbox"/> Location map with subject property identified (Google or Bing mapping is suitable)</p> <p><input type="checkbox"/> Tax map showing the subject parcel and all parcels immediately adjacent to it</p> <p><input type="checkbox"/> Survey of property (a plat is acceptable)</p> <p><input type="checkbox"/> Right-of-way acquisition or donation is anticipated</p> <p><input type="checkbox"/> Available record plans</p> <p><input type="checkbox"/> Limits and legal description of any easements on the property, as well as on any adjacent parcels, must be clearly depicted on the submitted plans.</p> <p><input type="checkbox"/> Initial Proposal Plan (sketch)</p> <p>It is recommended that this be shown on an aerial photo. The sketch should show the following, with labels:</p> <ul style="list-style-type: none"> - proposed driveways - type of driveway (one-way or two-way) - existing and proposed parking areas - existing and proposed buildings - dimensions for building offsets from property lines - distances from proposed driveway(s) to any intersection within 1000 ft. (300 m) - distances to any other driveways within 500 ft. (150 m) - streets, roads and properties opposite the subject property 	<p>Comment:</p>

1.6 Traffic Impacts		
A.	Briefly describe the type of development that will be served by the driveway(s):	Comment:
B.	Average Annual Daily Traffic (AADT) for the highway: <i>AADT is available online through the NYSDOT Traffic Data Viewer.</i>	Comment:
C.	Posted speed on state highway where entrance will be placed:	Comment:
D.	Number of one-way vehicular trips for the proposed driveway: AM Peak Hour: : to : AM Peak Volume: PM Peak Hour: : to : PM Peak Volume: If the proposed access is for retail use, please provide: Saturday Peak Hour: : to : Saturday Peak Volume: <i>Trips generated should not be reduced by pass-by or other credits.</i>	Comment:
E.	How was the number of vehicular trips determined? <input type="checkbox"/> Similar development history <input type="checkbox"/> ITE Trip Generation Manual <input type="checkbox"/> Estimate from a NYS Licensed Professional Engineer	Comment:
F.	Is a Traffic Impact Study (TIS) required? <input type="checkbox"/> A TIS is not required <input type="checkbox"/> A TIS is required, and is in progress <input type="checkbox"/> A TIS is required, and is attached <input type="checkbox"/> Not sure if a TIS is required, need more information <i>Guidance on how to determine if a Traffic Impact Study is needed, and what elements should be included, can be found at https://www.dot.ny.gov/CommercialHWP/traffic-impact.</i>	Comment:

1.7 Environmental Impact		
A.	State Environmental Quality Review (SEQR) Lead Agency:	Comment:
B.	SEQR Type <i>Select one:</i> <input type="checkbox"/> Type I <input type="checkbox"/> Type II <input type="checkbox"/> Unlisted	Comment:
C.	SEQR Status: <i>SEQR (State Environmental Quality Review) documentation must be complete before a permit will be issued.</i> <input type="checkbox"/> The lead agency has not yet been notified of the action <input type="checkbox"/> The lead agency has been notified of the action and the SEQR process is underway <input type="checkbox"/> The SEQR process is complete and the lead agency has made a declaration (<i>Attach a copy of the determination, if available</i>) Highway Design Manual (HDM) Section 5A.2.1.3 – SEQR Coordination	Comment:
<p>ACKNOWLEDGMENT: I HEREBY REQUEST A HIGHWAY WORK PERMIT, AND DO ACKNOWLEDGE AND AGREE TO THE RESPONSIBILITIES OF PERMITTEE AND OTHER OBLIGATIONS SET FORTH IN THIS PERMIT AND WARRANT COMPLIANCE THEREWITH.</p> <p>APPLICANT SIGNATURE _____ DATE _____</p> <p>PRINTED APPLICANT NAME _____</p>		
<div>  STOP HERE for an Initial Proposal Review Stage Submission </div> <p>Print this application/checklist, sign above and submit along with plans to the Regional Permit Coordinator. Save this document on your computer to update for future stage submissions.</p>		

Stage 2: Design Review and Plan Requirements

After satisfactorily addressing all comments received in the Initial Proposal Review, continue to develop your application by submitting plans for Stage 2, Design Review. Please be sure to include all elements listed in this checklist and outlined in the Plan Requirements.

2.1 Number and Spacing

Does the proposed number of driveways, spacing of driveways and spacing to intersections meet the criteria of [Figure 5A-3 – Driveway Location Standards](#)?

Yes ☐ No

[Highway Design Manual \(HDM\) Section 5A.4.1 - Spacing](#)

Comment:

2.2 Sight Distance

A. From the proposed driveway, at a point 14-18 ft. from the edge of the travel lane, identify the sight distance (42 in. eye and object height) to the

Right: ft. Left: ft.

B. Using a 2 ft. object height, identify the stopping sight distance (SSD) to the

Right: ft. Left: ft.

C. Do the minimum stopping sight distances conform to [Highway Design Manual Appendix 5B - Vertical Highway Alignment Sight Distance Charts](#) and [Highway Design Manual Exhibit 7-7 - Minimum Stopping Sight Distance \(SSD\)](#)?

☐ Yes ☐ No

D. Do the intersection sight distances conform to [Highway Design Manual \(HDM\) Section 5.9.5 – Intersection Sight Distances](#) and [Highway Design Manual \(HDM\) Appendix 5C - Intersection Sight Distance Charts](#)?

☐ Yes ☐ No

[Highway Design Manual \(HDM\) Section 5A.4.2 – Sight Distances](#)

Comment:

2.3 Width

A.

Permissible Range of Driveway Widths		
Driveway Classification	Within 30 ft. of traveled way, for roads posted 40 mph or less	Within 30 ft. of traveled way, for roads posted 45 mph or more
Minor Commercial Shared Two-way Driveway	22 ft. to 30 ft.	28 ft. to 35 ft.
Minor Commercial Divided or One-way Driveway	12 ft. to 24 ft.	12 ft. to 24 ft.
Minor Commercial Multi-lane Driveway	12 ft. to 15 ft. lanes	14 ft. to 16 ft. lanes

Select a driveway width:

Comment:

B.

The design vehicle is the largest vehicle that frequently uses a facility. Refer to [Highway Design Manual \(HDM\) 5.7.1 - Design Vehicle](#) and AASHTO's "A Policy on Geometric Design of Highways and Streets."

What is the design vehicle for the driveway?

- ☐ SU-30/Bus
- ☐ WB-50 (Requires turning movements to be shown on plans)
- ☐ WB-62/67 (Requires turning movements to be shown on plans)

2.4 Corner Angle and Layout Method

Refer to Driveway Entrance Type Selection table ([NYSDOT 608-03 Standard Sheets, Sheet 2 of 7, Table 4](#))

Entrance type and angle:

☐ Radius

Select corner angle: °

or

☐ Taper

Select corner angle: °

Comment:

2.5 Complete Streets and Americans with Disabilities Act (ADA)

Projects must be designed to provide safe, convenient accessible accommodations for all road users (including pedestrians, bicyclists, public transportation riders) where warranted, in the public right-of-way.

Proposed pedestrian accommodations must comply with the Americans with Disabilities Act, as described in [Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way](#).

- ☐ The proposed work will maintain or enhance accommodations for pedestrians, bicyclists and/or public transit users in the public right-of-way.
- ☐ The proposed work will have little or no effect on pedestrians, bicyclists and/or public transit users in the public right-of-way.

[Highway Design Manual \(HDM\) 5A.4.6 - Sidewalks, Walkways and Stairways](#) | [NYSDOT Complete Streets website](#)

Comment:

2.6 Maximum Grade		
<p>Maximum grade of proposed driveway, within 30 ft. of the edge of the travel lane :</p> <p><i>In urban areas, the maximum grade is 6%. In rural areas, the maximum grade is 10%.</i></p> <p>Maximum Slope table (NYSDOT 608-03 Standard Sheets, Sheet 2 of 7, Table 2)</p>		<p>Comment:</p>
2.7 Underground Utilities		
<p><i>Any existing underground utilities within the right-of-way should be identified and located during design of the proposed driveway and shown on the proposed driveway plan(s).</i></p> <p>Identify all methods/resources used to locate utilities:</p> <p><input type="checkbox"/> Existing records and drawings</p> <p><input type="checkbox"/> Ground survey of utility facilities</p> <p><input type="checkbox"/> Information obtained from utility company(ies)</p> <p><input type="checkbox"/> Subsurface Utility Engineering (SUE)</p> <p style="padding-left: 40px;"><input type="checkbox"/> 2D mapping</p> <p style="padding-left: 40px;"><input type="checkbox"/> 3D mapping</p> <p><input type="checkbox"/> None</p>		<p>Comment:</p>
2.8 Drainage		
A.	<p>Is the proposed drainage <input type="checkbox"/> closed or <input type="checkbox"/> open?</p>	<p>Comment:</p>
B.	<p><i>If the drainage is open, and the driveway will cross a ditch, a culvert with a tapered/flared end section is needed.</i></p> <p><i>Culverts shall be designed using the Rational Method ($Q=CiA$) and shall be no less than 15 in. in diameter.</i></p> <p>Inside diameter of proposed culvert:</p> <p>Culvert pipe material:</p>	
C.	<p><i>If over 2,000 sq. ft. of impervious area on the site will drain to the state right-of-way, refer to Highway Design Manual (HDM) 5A.6.3 – Drainage Study to determine if a drainage study is required. If so, use the standardized Drainage Report shell to develop the study.</i></p> <p>Is a drainage study required?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes. A drainage study is required and is attached.</p>	
D.	<p><input type="checkbox"/> Applicable NYSDOT 603 Standard Sheet details are shown on the plans</p> <p><input type="checkbox"/> Details other than those shown on the NYSDOT 603 Standard Sheets are being used (<i>Please identify in "Comment" area to the right</i>)</p> <p>Highway Design Manual (HDM) Section 5A.4.5 – Drainage</p>	

2.9 Curb		
A.	<p><i>Sloped curb (T-100 curb) is preferred where the posted speed is 40 mph or more. 6" vertical curb is not permitted where the posted speed is 50 mph or more.</i></p> <p>Type of curb to be used:</p>	Comment:
B.	<p><input type="checkbox"/> Applicable NYSDOT 609 Standard Sheet details are shown on the plans</p> <p><input type="checkbox"/> Details other than those shown on the 609 NYSDOT Standard Sheets are being used (<i>Please identify in "Comment" area to the right</i>)</p> <p>Highway Design Manual (HDM) 5A.4.5.2 - Curbing</p>	Comment:
2.10 Guide Rail		
A.	<p>Will guide rail need to be modified or installed?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes</p>	Comment:
B.	<p><i>If yes:</i></p> <p>What is the length (including end sections) and type of guide rail?</p> <p><input type="checkbox"/> ≥ 200' – cable*</p> <p><input type="checkbox"/> ≥ 100' – weak post w-beam <u>with</u> anchors</p> <p><input type="checkbox"/> ≥ 200' – weak post w-beam <u>without</u> anchors</p> <p><input type="checkbox"/> ≥ 125' – box beam</p> <p><input type="checkbox"/> ≥ 100' – heavy post blocked-out</p> <p><i>*Cable guide rail should not be used on roads with AADT over 5,000 vehicles per lane per day, unless NYSDOT Maintenance agrees to assume the increased time and cost of maintenance.</i></p>	
C.	<p>What is the deflection distance behind the guide rail (i.e., distance to objects or drop-offs)?</p> <p><i>For post spacing to achieve minimum deflection distances, refer to Highway Design Manual (HDM) Table 10-3 –Barrier Deflections for Standard Impacts.</i></p>	
D.	<p>Select the guide rail end-section type:</p> <p><i>NOTE: Please ensure that the type of guide rail system matches in all of the above responses</i></p>	
E.	<p><input type="checkbox"/> Applicable NYSDOT 606 Standard Sheet details are shown on the plans</p> <p><input type="checkbox"/> Details other than those shown on the 606 NYSDOT Standard Sheets are being used (<i>Please identify in "Comment" area to the right</i>)</p> <p>Highway Design Manual (HDM) Chapter 10 – Roadside Design, Guide Rail, and Appurtenances Guide Rail Quick Reference Sheet</p>	

2.11 Driveway Materials

A.

Refer to Driveway Materials and Thickness table ([NYSDOT 608-03 Standard Sheets, Sheet 2 of 7, Table 3](#))

Select the proposed driveway material within the first 10 feet from traveled way:

☐ Concrete

Thickness of concrete:

Thickness of sub-base:

☐ Asphalt

Thickness of top course:

Thickness of binder course:

Thickness of base course:

Thickness of sub-base course:

Comment:

B.

Select the proposed driveway material from 10 feet to 30 feet from traveled way:

☐ Concrete

Thickness of concrete:

Thickness of sub-base:

☐ Asphalt

Thickness of top course:

Thickness of binder course:

Thickness of base course:

Thickness of sub-base course:

☐ Precast Pavers

Thickness of pavers:

Thickness of bedding course:

Thickness of base course:

Thickness of sub-base course:

☐ Stone

Thickness of stone course:

C.

Is shoulder reconstruction needed?

☐ Yes [Use NYSDOT [Standard Sheet 608-03](#), Sheet 5 of 7]

☐ No

2.12 Work Zone Traffic Control	
<p>Work zone traffic control (WZTC) must be employed to provide a safe work area while facilitating the safe and orderly flow of all road users.</p> <p>Provide or identify WZTC drawings meeting site-specific WZTC needs and documenting that WZTC conforms to the Manual on Uniform Traffic Control Devices (MUTCD), NYS Supplement to the MUTCD, NYSDOT 619 Standard Sheets and any other applicable details furnished by the NYSDOT Regional Traffic Group.</p>	
<p>A. What WZTC specification items will be used? <i>(Check all that apply)</i></p> <p><input type="checkbox"/> NYSDOT Standard Specification 619 items</p> <p><input type="checkbox"/> Special Specification items <i>(Please identify items and provide justification in "Comment" area to the right)</i></p>	<p>Comment:</p>
<p>B. <input type="checkbox"/> Applicable 619 NYSDOT Standard Sheet details are shown on the plans. <i>(Refer to the WZTC Standard Sheet Selection tool to determine which Standard Sheets are applicable.)</i></p> <p>Details other than those shown on the 619 NYSDOT Standard Sheets are being used <i>(Please identify in "Comment" area to the right)</i></p> <p>Highway Design Manual (HDM) 5A.3.5 - Traffic Control and Work Site Safety</p>	
2.13 Specifications	
<p>Identify the NYSDOT Specifications to be used for construction within the state highway boundary and within 30' of driveway opening: <i>(Check all that apply)</i></p> <p>554.50000015 Low Height Retaining Wall System</p> <p><input type="checkbox"/> 608.0105NN15 Curb Ramp</p> <p><input type="checkbox"/> 608.01100015 Concrete Sidewalk</p> <p><input type="checkbox"/> 608.01101015 Concrete Driveway Apron</p> <p><input type="checkbox"/> 609.10010015 Curbing</p> <p><input type="checkbox"/> 609.10010415 Asphalt Curbing</p> <p><input type="checkbox"/> 610.10000015 Landscape Development</p> <p><input type="checkbox"/> 645.86000015 Signs and Supports</p> <p><input type="checkbox"/> 680.01030015 Pedestrian Signal Systems</p> <p><input type="checkbox"/> 680.01040015 Traffic Signal Systems</p> <p><input type="checkbox"/> 685.20000015 Pavement Markings</p> <p><input type="checkbox"/> Other <i>(Please identify in "Comment" area to the right)</i></p>	<p>Comment:</p>

2.14 Plan Requirements

A digital file (.pdf format) must be submitted. Contact your Regional Permit Coordinator (RPC) to determine if hard copies are required. The plans should be in US Customary units, at a scale of at least 1"=50' or larger, on 11" x 17" paper. A scale of 1"=20' should be used for closed drainage work.

Refer to [Highway Design Manual \(HDM\) Chapter 20 \(CADD Standards and Procedures\)](#) and [Highway Design Manual \(HDM\) Chapter 21 \(Contract Plans, Specifications and Estimate\)](#) for minimum text size, font and other drafting standards.

A. Plans shall include:

- | | |
|--|--|
| <input type="checkbox"/> Name and contact information of applicant | <input type="checkbox"/> Tax map number of subject property |
| <input type="checkbox"/> State route number and adjacent highway reference markers | <input type="checkbox"/> North directional arrow |
| <input type="checkbox"/> Names of reputed owners of subject property and adjacent properties | <input type="checkbox"/> Scale |
| | <input type="checkbox"/> Note referencing NYS DOT 608-03 Standard Sheets |

Comment:

B. Location and dimensions of existing features (as applicable):

- | Included | Not Present | Included | Not Present |
|---|-------------|---|-------------|
| <input type="checkbox"/> -- Highway travel lanes (label edge of lanes) | | <input type="checkbox"/> <input type="checkbox"/> Bus stops | |
| <input type="checkbox"/> -- Road shoulder (label edge of shoulder) | | <input type="checkbox"/> -- All utilities and DOT cable (both public and private, overhead and/or underground) | |
| <input type="checkbox"/> <input type="checkbox"/> Curbs (identify material) | | <input type="checkbox"/> <input type="checkbox"/> Traffic signs (include sign text) | |
| <input type="checkbox"/> <input type="checkbox"/> Guide rail (include type) | | <input type="checkbox"/> <input type="checkbox"/> Traffic signals, poles and highway lighting | |
| <input type="checkbox"/> <input type="checkbox"/> Medians | | <input type="checkbox"/> -- Pavement markings within entire roadway section | |
| <input type="checkbox"/> <input type="checkbox"/> Sidewalk and curb ramps | | <input type="checkbox"/> -- Right-of-way, property lines and easements | |
| <input type="checkbox"/> <input type="checkbox"/> Stairways | | <input type="checkbox"/> <input type="checkbox"/> Existing buildings or structures (bridges, retaining walls, etc.) | |
| <input type="checkbox"/> <input type="checkbox"/> Bike paths | | <input type="checkbox"/> <input type="checkbox"/> Existing landscape features | |
| <input type="checkbox"/> <input type="checkbox"/> Bike lanes | | | |
| <input type="checkbox"/> <input type="checkbox"/> Shared driveways or cross-access (include agreement signed by all parties involved) | | | |

Comment:

C. Design features to be incorporated in <u>proposed</u> construction or reconstruction (as applicable)		
<div> <div> <div>Provided</div> <div>Not Proposed</div> </div> <div> <div>--</div> <div>Edge of proposed driveway (include width and radii)</div> <div>Location of proposed median openings and guide rail</div> <div>Proposed buildings or structures</div> <div>Proposed privately owned utility connections in the right-of-way (Note: an additional plan set and/or separate permit may be required for any proposed utility connections. Information and applications for Highway Work Permits for Utility Work.)</div> <div>Dimensions of roadside islands and driveway medians</div> <div>Dimensions and elevations of curbs and sidewalks relative to the pavement edge</div> <div>Location of authorized traffic signs and/or pavement markings</div> <div>Location of commercial (advertising) signs</div> <div>Proposed walkways, stairways, and curb ramps</div> <div>Proposed landscape features</div> <div>--</div> <div>Reference to 608-03 NYSDOT Standard Sheets for driveway profile, or elevation view of driveway</div> <div>--</div> <div>Reference to 608-03 NYSDOT Standard Sheets for driveway typical section, or site-specific typical section</div> </div> </div>	<div>Comment:</div>	
D. <u>Existing and proposed</u> drainage features (as applicable):		
Refer to Highway Design Manual (HDM) Section 5A.4.5 - Drainage		
<div> <div> <div>Provided</div> <div>Not Present/Proposed</div> </div> <div> <div>Driveway culverts (include size, type, grade, location of end section, and direction of flow)</div> <div>Highway drainage structures</div> <div>Grade and pipe invert elevations</div> <div>--</div> <div>Direction of surface water flow on applicant's property</div> <div>Contours (if there is any proposed modification of paved areas)</div> </div> </div>	<div>Comment:</div>	
E. Distance from each <u>existing</u> and <u>proposed</u> driveway on the site to:		
Refer to Highway Design Manual (HDM) Section 5A.4.1- Spacing and Figure 5A-3		
<div> <div> <div>Included</div> <div>Not Present</div> </div> <div> <div>The nearest side road in each direction, if within 1000 ft. (300 m)</div> <div>Nearest driveway on adjacent properties, if within 500 ft. (150 m)</div> <div>Streets, roads or driveways opposite the subject property</div> </div> </div>	<div>Comment:</div>	

F. Traffic Signal Plan(s), if required, must show:

Traffic signal plans must be on a separate sheet or sheets. Refer to [NYSDOT 680 Standard Sheets](#).

Not
Included

Present

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Existing features, such as drainage and overhead or underground utilities, which may conflict with the proposed signal |
| <input type="checkbox"/> | <input type="checkbox"/> | Poles, power supply, pull boxes, conduit, controller, head layout (including face numbering), detection, output from a span wire analysis |
| <input type="checkbox"/> | <input type="checkbox"/> | Right-of-way lines |
| <input type="checkbox"/> | <input type="checkbox"/> | Signs (include sign text) |
| <input type="checkbox"/> | <input type="checkbox"/> | Pavement markings and turn lanes |
| <input type="checkbox"/> | <input type="checkbox"/> | Buildings and driveways |
| <input type="checkbox"/> | <input type="checkbox"/> | Sidewalks, curb ramps and crosswalks, pedestrian pushbuttons, countdown timers |
| <input type="checkbox"/> | <input type="checkbox"/> | Tables of operations, clearances, switch packs, input wiring, and loop wiring |
| <input type="checkbox"/> | <input type="checkbox"/> | Phasing diagram |
| <input type="checkbox"/> | <input type="checkbox"/> | Estimate of quantities |

[Traffic Signal Permit Information](#)

Comment:

ACKNOWLEDGMENT: I HEREBY REQUEST A HIGHWAY WORK PERMIT, AND DO ACKNOWLEDGE AND AGREE TO THE RESPONSIBILITIES OF PERMITTEE AND OTHER OBLIGATIONS SET FORTH IN THIS PERMIT AND WARRANT COMPLIANCE THEREWITH.

APPLICANT SIGNATURE

DATE

PRINTED APPLICANT NAME



STOP HERE for a Design Review Stage Submission

Print this application/checklist, sign above and submit along with plans to the Regional Permit Coordinator. Save this document on your computer to update for future stage submissions.

Stage 3: Final Submission

After satisfactorily addressing all comments received in the Design Review Stage, finalize your application by submitting this application/checklist along with final sealed plans. Please be sure to include all elements listed in this checklist and outlined in the Plan Requirements.

3.1 Professional Engineer (PE) Sealed Plans

All Final Submission Plans must be sealed and signed by a New York State Licensed Professional Engineer.

3.2 Project Information

A.	Estimated cost of work in the right-of-way: \$ <i>Submit written estimate.</i>	Comment:
B.	Anticipated duration of work: From _____ to _____	
C.	Will overhead or underground (5 ft.+) operations be involved in the proposed work? <input type="checkbox"/> Yes <input type="checkbox"/> No	

3.3 SEQR Determination

Date of Final SEQR Determination:	Comment:
--	-----------------

3.4 Joint Applicant(s) *If applicable, list up to 3 additional joint applicants.*

Name of Applicant Number and Street City State Zip Daytime phone E-mail address	Comment:
Name of Applicant Number and Street City State Zip Code Daytime phone E-mail address	
Name of Applicant Number and Street City State Zip Daytime phone E-mail address	

3.5 24-Hour Emergency Contact		
Name Phone E-mail address		Comment:
3.6 Return Address		
Permit should be returned to: <input type="checkbox"/> Permittee identified in Part 1 <input type="checkbox"/> Other, address below: Name Number and Street City State Zip Daytime phone E-mail address		Comment:
3.7 Insurance		
A.	Check one form of insurance to be provided: General Liability Insurance <i>A completed Certificate of Liability Insurance is required, evidencing required types and limits of insurance coverage, with the New York State Dept. of Transportation named as Additional Insured on the policy.</i> <input type="checkbox"/> ACORD 25 Certificate of Liability Insurance with ACORD 855 (New York Construction Addendum) attached Undertaking (Municipalities, Public Utilities, Authorities, Railroads) <input type="checkbox"/> Undertaking Agreement attached	Comment:
B.	Workers' Compensation Insurance & Disability Benefits Coverage <i>New York State Workers' Compensation Law requires that ALL permit applicants provide proof of Workers' Compensation Insurance and Disability Benefits Coverage on one of the following forms. If exempt from coverage, the applicant must provide Form CE-200 Proof of Exemption, which can be obtained on the Workers' Compensation Board website: NYS Workers' Compensation Board Insurance Exemption Form</i> Certificate of Workers' Compensation Insurance <input type="checkbox"/> Form C-105.2 <input type="checkbox"/> Form U-26.3 <input type="checkbox"/> Form SI-12 <input type="checkbox"/> Form CE-200 Exemption Certificate of Disability Benefits Coverage <input type="checkbox"/> Form DB-120.1 <input type="checkbox"/> Form DB-155 <input type="checkbox"/> Form CE-200 Exemption <i>For further information on Insurance Requirements for Highway Work Permits, go to: www.dot.ny.gov/permits-insurance</i>	

3.8 Performance Security

A.	Check one type of performance security: <input type="checkbox"/> Guarantee Deposit AMOUNT \$ <input type="checkbox"/> Performance Bond AMOUNT \$ <input type="checkbox"/> PERM 44 Surety Bond – Performance is attached <input type="checkbox"/> Letter of Credit	Comment:
B.	Guarantee Deposit Check or Bond Number:	
C.	Return deposit/bond to: Permittee identified in Part 1 Other, address below: Name Number and Street City State Zip Daytime phone E-mail address	

3.9 Inspection/Supervision Payment Agreement & Consultant Agreement

<p>An Inspection/Supervision Payment Agreement (PERM 50) is required and is attached</p> <p>A Consultant Agreement (PERM 36) is required and is attached</p> <p>A Special Conditions for Commercial-Major Non-Utility Highway Work Permit (PERM 55a) is required for work in the highway R.O.W. equal to or exceeding \$250,000, and is attached.</p>	<p>Comment:</p>
---	------------------------

3.10 Permit Fee		
------------------------	--	--

<p>A.</p>	<p><i>The permit fee is payable by check, paid to the order of "NYSDOT"</i></p> <p>Select Operational Type and Fee amount:</p>	<p>Comment:</p>
<p>B.</p>	<p>A check for the permit fee is attached.</p> <p>Check No:</p>	

NOTE: PERMIT IS ISSUED CONTINGENT UPON ALL LOCAL REQUIREMENTS BEING SATISFIED.

ACKNOWLEDGMENT: I HEREBY REQUEST A HIGHWAY WORK PERMIT, AND DO ACKNOWLEDGE AND AGREE TO THE RESPONSIBILITIES OF PERMITTEE AND OTHER OBLIGATIONS SET FORTH IN THIS PERMIT AND WARRANT COMPLIANCE THEREWITH.

Applicant signature

Date

Printed applicant name

Additional applicant signature

Date

Printed additional applicant name

Additional applicant signature

Date

Printed additional applicant name

Additional applicant signature

Date

Printed additional applicant name

TO BE COMPLETED BY NYSDOT ISSUING OFFICE:

Approval recommended by Resident Engineer: _____

Residency Number: _____ Date: _____

Approval recommended by Regional Traffic Engineer: _____

Region Number: _____ Date: _____