



SHAWN WALKER
Highway
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COUNTY OF OSWEGO
HIGHWAY DEPARTMENT
31 SCHAAD DRIVE
OSWEGO, NEW YORK 13126
FAX (315) 349-8256

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Highway Engineer
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DRIVEWAY PROCEDURES

Revised: August 2022

The County of Oswego will charge for the following driveway permits: **new and replacement driveways and extensions** to existing driveways. **Minimum driveway to be 30 feet.**

Charges to be: \$35 permit fee (new, replacement and extensions)
\$10/foot for installation (covers: labor, equipment, and gravel).
This is for **new** and **extensions** **ONLY**. There is **NO** installation fee (\$10/foot) for a replacement.

Payment method:

- If paying by U.S. Mail: Check or Money Order is to be made out to the Oswego County Highway Department, 31 Schaad Drive, Oswego, NY 13126.
- If paying in person cash is accepted.
- If paying online with a credit card: An invoice with payment instructions will be sent to the email address you provide in the application.

Procedure for driveway:

1. Must complete an application for a new, extension, or replacement of a driveway. This can be done online, by mail, or over the telephone. The location of the driveway **must** be staked out and the \$35 permit fee paid **prior to inspection**. Moving a driveway is considered a **new** driveway.
2. After we receive the completed application and the \$35.00 permit fee, the Highway Department will send someone out to inspect the driveway to determine what size and materials will be needed.
3. After the inspection you will receive either a phone call, or a letter, that will explain to you what size culvert pipe and pipe connectors you will need to purchase, and how much your installation fee will be. (Example: 30' of 12" steel pipe with 1 band @ \$10/foot for installation = \$300 installation fee). You are responsible for the purchase of the pipe, and any connectors needed, for a **new**, **extension**, or a **replacement** of a driveway. If you need names of places to purchase pipe, we will be glad to give you phone numbers of several vendors. You need to contact us when you have made the purchase of the culvert pipe and connectors.
4. Once the culvert pipe and connectors are purchased and the installation fees (if applicable) are paid, we will take care of getting all DSNYs for safe digging and place your work order on a list to be completed on a first come, first serve basis. You will be mailed two copies of a driveway permit to be signed, one for your files and one to be returned to our office. Your permit will expire one year from inspection date.

NO WORK WILL BE SCHEDULED UNTIL ALL FEES HAVE BEEN PAID



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Revised August 2022

APPLICATION FOR A DRIVEWAY PERMIT, DRIVEWAY EXTENSION, OR TO REPLACE A DAMAGED CULVERT PIPE. THIS IS NOT YOUR ACTUAL PERMIT. THERE IS A \$35.00 PERMIT FEE TO PROCESS THIS APPLICATION. THERE WILL BE AN ADDITIONAL CHARGE OF \$10.00 PER FOOT TO INSTALL YOUR DRIVEWAY. ALL CULVERT PIPES WILL BE PURCHASED BY APPLICANT.

TO BE FILLED OUT BY APPLICANT
ALL INFORMATION MUST BE COMPLETED

NAME: _____ DATE: _____

CURRENT MAILING ADDRESS: _____ PHONE # _____
HOME: _____ WORK: _____

DATE TO BE STAKED: _____

NEW DRIVEWAY DRIVEWAY EXTENSION REPLACEMENT

CULVERT TO BE INSTALLED ON COUNTY ROUTE NUMBER: _____ TOWN OF: _____

NEAREST ROAD: _____ SIDE OF ROAD: (NORTH, SOUTH, EAST, OR WEST)

COLOR OF HOUSE: _____ MAIL BOX NUMBER: _____

WHAT IS ON THE PROPERTY: _____

EMAIL ADDRESS: _____ PAY APPLICATION FEE ONLINE
PAY FEE CONVENTIONALLY

FOR OFFICE USE ONLY

DATE PERMIT FEE OF \$35.00 PAID IN FULL: _____ RECEIPT NUMBER: _____

DISPATCHER: _____ DATE: _____

DISPATCHER SENT TO: _____ DATE: _____

INSPECTED BY: _____ DATE: _____

CULVERT SIZE AND TYPE: _____

SIGHT DISTANCE: _____

DATE INSTALLATION FEE PAID: _____ RECEIPT NUMBER: _____

SENT TO: _____ DATE: _____

DATE DRIVEWAY INSTALLED: _____ CREW LEADER: _____