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# Town of Hamilton

38 Milford Street | Hamilton, NY 13346  
(315) 824-3380 | Fax: (315) 824-0246  
www.TownofHamiltonNY.org

Date received:

## Application for a NEW Driveway Culvert on Town Roads Only

*\*\*\*If this request is for the **replacement** of an already existing driveway culvert, please call the Highway Superintendent at 315-825-1378 as this form does not apply.\*\*\**

### The Application Process:

Effective September 1, 2018 by Town Board Resolution. The intent of this application is to have the property owner provide a written request for a newly installed driveway culvert. The Highway Superintendent will determine the length of pipe required. **The property owner will be responsible for the cost of the pipe only.** The town will be responsible for obtaining the pipe, any additional materials needed and the installment of the driveway culvert.

1. Application must be completed and signed.
2. The application must be submitted to the Town Clerk at the Town Office or mailed to the address above or sent via email to: s.reymers@townofhamiltonny.org.
3. Please include:
  - a. Completed application, signed and dated.
  - b. Copy of tax map or sketch plan showing proposed location of driveway culvert. *See page 2 for details.*
4. Once the completed application has been received, the Highway Superintendent will contact the property owner to arrange a time to meet to inspect the location and determine the size of the pipe needed.
5. Once the location and pipe size are determined, the property owner will receive an invoice for the **cost of the pipe ONLY.**
6. Payment can be made at the Town Clerk's Office or by mail to the address above.
  - a. Cash or check only. Checks will need to be made payable to: TOWN OF HAMILTON.
7. After payment is received, a date will be scheduled by the Highway Superintendent to install the pipe. Again, you as the property owner are only being asked to pay for the cost of the pipe. The town will handle the installation and incur the cost of any additional materials needed.

### Applicant Information:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City State Zip

Email: \_\_\_\_\_ Receive invoice via: [ ] e-mail [ ] mail

**Property Information:**

Property Tax Map #: \_\_\_\_\_ Size of parcel: \_\_\_\_\_ acres. Road Frontage: \_\_\_\_\_ Ft.

Property Location: \_\_\_\_\_

Any unique geographic conditions? \_\_\_\_\_

**Attachments:**

Please attach a **TAX MAP or SKETCH PLAN** (sketch plan must show accurate measurements) showing where you wish the driveway culvert to be located. Attach any other information as appropriate. If you are unsure of your tax map number, please ask the Clerk's Office for assistance.

I affirm that the statements herein are true to the best of my knowledge and belief.

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

**OFFICE USE ONLY****HIGHWAY ONLY:****Driveway Application:**

( ) Approved

( ) Denied Reason: \_\_\_\_\_

Other Permits Needed: \_\_\_\_\_

Other Action: \_\_\_\_\_

**FEES:**

Pipe Length: [ ] 20 ft. [ ] 30 ft. [ ] \_\_\_\_\_ ft. Pipe Cost: \$ \_\_\_\_\_

**TOTAL COST: \$ \_\_\_\_\_** (Landowner is only responsible for the cost of the pipe.)

Highway Superintendent Signature \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**BOOKKEEPER ONLY:**

This application corresponds to Invoice #: \_\_\_\_\_. Date sent to applicant: \_\_\_\_\_

**CLERK ONLY:**

PAYMENT RECEIVED ON: \_\_\_\_\_ Amount: \_\_\_\_\_ [ ] Cash [ ] Check