

ULSTER COUNTY DEPARTMENT OF PUBLIC WORKS

**SUBDIVISION REQUIREMENTS**

I) ROADWAY/COMMERCIAL DRIVEWAY DEFINITION:

A travelway that serves three (3) or more single family dwellings, one (1) or more multiple family dwellings, Commercial Establishments, Industry, Governmental or Educational Institution, Hospitals, Churches, or other comparable Traffic Generators.

II) REQUIRED DOCUMENTATION:

- 1) Two (2) sets of plans, with location map North arrow, detail sheet Deed Reference, page number, Tax Map number, and scale. All drawings shall be certified by a New York State Certified Engineer and or Land Surveyor compliance with New York State and Local codes shall be indicated on such plans.
- 2) Plans to show name of the existing County Road, number, deed description for the County Right of Way (min. 25 feet from Center Line) also any takings or easements shall be included.
- 3) Existing center line of the present roads to be shown in relation to all angle points, points of curvature and points of tangent of the subdivision property line, with distance and ties.
- 4) Proposed roadways to show all existing and proposed topography, culverts (size, type, invert elevation and condition), catch basins, drop inlets and manholes (size of pipe inlet and outlet with invert elevations) sidewalks and curbing.
- 5) Proposed roadways profile to show -2% grade from edge of existing pavement for 50 feet. Station 0 + 00 of profile to be indicated as the edge of pavement of the existing County Road.
- 6) The approved Town Road section shall be shown on the plans.
- 7) Curbing and sidewalks to be shown on plans.

III) PERMITS PROCEDURE:

- 1) Any person or corporation desiring a gain access to a County road shall do so only through a permit from the County Commissioner under the provisions of Section 136 of the Highway Law.

- 2) Contact Ulster County Department of Public Works Engineering department, Permit Division at 845-340-3119 and request a permit application package, to be completed and returned with required documentation as indicated above. The owner of the property shall sign the permit application form.
- 3) Upon return of the permit application package, a site inspection will be made to determine the applicable requirements including drainage and safety sight distances, etc.
- 4) Conditions will be stipulated on the permit and a copy forwarded to the applicant.
- 5) Subsequent inspections may be made by the Ulster County Section Supervisor to assure that conditions set forth in the permit are in compliance.

#### IV) DESIGN REQUIREMENTS:

- 1) Unless expressly approved by the Commissioner of the Ulster County Department of Public Works, no drainage collected by ditches, gutters or pipes from the Applicant's property shall discharge into the highway system.
  - A) The area (in acres), run off index factor, flow and flow rate is to be provided from the proposed drainage system.
  - B) Culverts shall be designed for a minimum of twenty-five (25) year flood (minimum culvert diameter shall be twelve (12) inches.
  - C) Calculations must be submitted showing the effect of the additional drainage on the existing effected County drainage structure.

If additional structures or modification of existing(s) structure are required, the Applicant will be responsible to supply and install and maintain them.
  - E) The Applicant will be responsible for the acquisition of the necessary easements involved from the owner of the property adjacent to the County Right of Way.
  - F) Catch basins and drop inlets on drainage line to be placed at a maximum distance of 250 feet.
- 2) All reinforced concrete culvert pipe and/or heavy steel pipe shall be conformed to the requirements of the New York State Department of Transportation specified in the latest edition of standard specification. Plastic culvert pipes or corrugated metal pipes for storm drainage will only be

permitted for drainage easements under special consideration.

- 3) All proposed roadways shall be paved from the edge of the existing county road pavement for a minimum distance of 50-feet. All ditches within the aforementioned area to be paved and stabilized.
- 4) All projects shall include the construction or improvement of a shoulder to be a minimum of 4-feet in width for the entire frontage.
- 5) Proposed subdivisions with less than 500 feet frontage on a County Road will be allowed one access point. Properties with frontage along a Town Road or a Private Road shall obtain access to those roads whenever possible.
- 6) Vertical and horizontal sight distance at each proposed roadway shall be determined in the field by using State and Federal Standards. All brush and trees affecting sight distance shall be removed by the developer. No fencing, painting or fixed objects will be allowed in the County Right of Way.
- 7) All catch basins and drop inlets shall be 42" x 48" inside dimensions with 18" sump, side openings to ditches and cast iron or rectangular grate.
- 8) Provide estimates on the average daily traffic to be using the proposed roadway.
- 9) All driveways or entrances onto the proposed roadway shall be a minimum distance of 100 feet from the County Road Right of Way line.
- 10) All driveways of a subdivision are to enter onto the internal road(s).
- 11) It is strongly recommended any subdivision being considered by a Municipality fronting a County Road to be reviewed by the Ulster County Department of Public Works before a final approval by the Town's planning boards.
- 12) Any person or corporation desiring a gain access to a County road shall do so only through a permit from the County Commissioner under the provisions of Section 136 of the Highway Law.
- 13) It would be impossible to set down requirements for every condition, therefore, the County Commissioner of Public Works or his representative reserves the right to inspect all materials and methods of construction within the County Right of Way.
- 14) As a condition to any access to a County Road, the Commissioner or his representative may require that additional turning lanes and

other improvements be made to the County Road with the work to be performed by County forces or outside contractors at the expense of the permittee.

Also, any variance to the aforementioned requirements shall be submitted to the County Commissioner of Public Works in a written request for his approval.

The County Commissioner of Public Works reserves the right to change any of the requirements and an addendum of such change will be forwarded to the Village or Town Planning Board.

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Commissioner of Public Works

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