



Town of Clarkson
 P.O. Box 858
 Clarkson, NY 14430

Highway Department
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DRIVEWAY TILE and ENCLOSED DRAINAGE QUOTE

TO: _____ TEL #: _____
 OWNER

_____ TEL #: _____
 OWNER

 MAILING ADDRESS

_____ ROAD OWNED BY: (circle) *NYS *MO.CO. TOWN
 PROPERTY ADDRESS *May be subject to obtaining a hwy permit

(check)

Replace driveway tile _____ Install new driveway tile _____ Length of ditch to be enclosed: _____

PIPE SIZE: _____	COST/FT: _____	\$ _____
END SECTIONS: _____	COST/EACH: _____	\$ _____
CATCH BASINS: _____	COST/EACH: _____	\$ _____
STONE: _____	COST/TON: _____	\$ _____
BLACKTOP: _____	COST/TON: _____	\$ _____
FILL DIRT: _____	COST/YD: _____	\$ _____
TOPSOIL/SEEDING: _____	COST/YD: _____	\$ _____

TOTAL QUOTE \$ _____ *

*Must be paid at Town Hall prior to work being scheduled.

_____/_____
 HIGHWAY SUPERINTENDENT DATE

ACCEPTANCE OF PROJECT QUOTE:

By signing this permit, I/we agree to hold the Town of Clarkson harmless for any damages done to my/our property, with the stipulation that the Highway Department will restore any area disturbed by the work completed.

_____/_____
 PROPERTY OWNER DATE

_____/_____
 PROPERTY OWNER DATE

TOWN OF CLARKSON POLICY

- **DRIVEWAY TILE REPLACEMENT**
- **ENCLOSING A DRAINAGE DITCH**

Purpose:

To set forth the formal policy of the Town of Clarkson with regard to the replacement of driveway tiles or enclosing drainage ditches located in the Town.

General:

The Town of Clarkson will replace existing driveway tiles or enclose drainage ditches on a case-by-case basis. The cost of the materials required in either case, shall be borne by the property owner. The prices for the cost of materials are published and updated monthly, and located in the Highway Department office. The work will be completed as the schedule allows.

Definitions:

- A driveway tile is defined as a conduit for water movement, either natural or storm related, located within the Right of Way; or it may be an existing driveway tile located within the confines of a Permanent Drainage Easement on the property.
- The Right of Way for a roadway is defined as a particular distance from the centerline of the road. This distance can vary from road to road and is located on the property deed, tape location map, and/or tax map.
- A Permanent Drainage Easement is a legal document that has been signed and filed in the Monroe County Clerk's Office and becomes part of the property deed.

Procedure:

- The property owner originates a request through the Highway Department.
- The Highway Superintendent or Foreman will inspect the driveway tile in question and determine what it needs. Driveway tiles that are able to be cleaned or repaired will be added to the existing work schedule and will be completed as time and conditions allow. If it needs to be replaced, a price quote for the materials will be given to the property owner.
- If the property owner wishes to pursue enclosing a drainage ditch, it is his/her responsibility to first obtain the required permits through Monroe County or NYS. The Highway Superintendent will provide a quote for materials as part of the permit process.
- The property owner is responsible for presenting the quote in either case to the Town Clerk, together with payment in full. The Highway Department will be informed, and the project will be added to the work schedule at that time.