



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

Highway Department  
 Ph. (585) 637-1132  
 Fax (585) 637-1142  
[highway@clarksonny.org](mailto:highway@clarksonny.org)

PROJECT QUOTE

TO: \_\_\_\_\_ TEL #: \_\_\_\_\_  
 OWNER

\_\_\_\_\_ TEL #: \_\_\_\_\_  
 OWNER

MAILING ADDRESS

\_\_\_\_\_ ROAD OWNED BY: \_\_\_NYS \_\_\_MO.CO. \_\_\_TOWN

PROPERTY ADDRESS

WORK REQUESTED:

- \_\_\_ New driveway tile installation.
- \_\_\_ Enclose a drainage ditch. Length: \_\_\_\_\_
- \_\_\_ Replace driveway tile.

PIPE SIZE: _____" x _____'	COST/FT: _____	\$ _____
END SECTIONS: _____	COST/EACH: _____	\$ _____
CATCH BASINS: _____	COST/EACH: _____	\$ _____
STONE: _____	COST/TON: _____	\$ _____
BLACKTOP: _____	COST/TON: _____	\$ _____
FILL DIRT: _____	COST/YD: _____	\$ _____
TOPSOIL/SEEDING: _____	COST/YD: _____	\$ _____
TOWN PERMIT (per Sec. 149, Highway Law) FEE:		\$ <u>25.00</u>
	TOTAL:	\$ _____

X \_\_\_\_\_ / \_\_\_\_\_  
 HIGHWAY SUPERINTENDENT      DATE

ACCEPTANCE OF PROJECT QUOTE:

I/we understand that this quote is good for 90 days only from the date signed above, and is subject to change thereafter. I/we grant a temporary easement to the Highway Department to perform the work on our property. I/we also 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. Further, it is understood that the work will be performed at the convenience of the Highway Department's schedule.

1. \_\_\_\_\_ / \_\_\_\_\_      2. \_\_\_\_\_ / \_\_\_\_\_  
 PROPERTY OWNER      DATE      PROPERTY OWNER      DATE



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## TOWN OF CLARKSON POLICY

- NEW DRIVEWAY TILE INSTALLATION, or EXISTING TILE REPLACEMENT
- ENCLOSING A DRAINAGE DITCH

### General:

The Town of Clarkson will install new driveway tiles, 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 materials are published and updated monthly, and located in the Highway Department office. The work will be completed by highway department personnel 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 the tile needs to be replaced, a price quote for the materials will be mailed to the property owner.
- If the property owner wishes to install a new driveway tile or enclose a drainage ditch on a County or State owned road, 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 Town Permit fee of \$25 applies to all applications.
- The property owner is responsible for presenting the quote to the Town Clerk, together with payment in full (cash or checks payable to the "Town of Clarkson"). The Highway Department will be informed that payment has been received, and the project will be added to the work schedule at that time.
- Note: the only blacktop to be replaced on a blacktop driveway, is that which was dug out to replace the tile.
- My Documents/TOWN DRIVEWAY TILE REPLACEMENT/DWY TILE-DRAINAGE QUOTE FORM (2 p)

*PERMIT ISSUED UNDER SECTION 149 OF THE HIGHWAY LAW*

The undersigned, the Town Superintendent of Highways, of the Town of Clarkson, County of Monroe, upon the written application of \_\_\_\_\_ whose address is \_\_\_\_\_ dated on the \_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, and filed with him, as provided by Section 149 of the Highway Law, hereby grants permission to said applicant to \_\_\_\_\_

\_\_\_\_\_ on the highway described as follows: \_\_\_\_\_

This permit is granted subject to the following conditions:

1. The work authorized by this permit shall be performed in a manner satisfactory to the town superintendent.
2. The applicant is to keep in good repair all pipes, hydrants or appurtenances which may be placed within the bounds of the highway under terms of this permit and is to save the town harmless from all damages which may accrue by reason of their location in the highway, and upon notice by the town superintendent agrees to make any repairs required for the protection and preservation of the highway; and further agrees that upon the failure of the applicant to make such repairs they may be made by the town superintendent at the expense of the applicant and such expense shall be a prior lien upon the land benefited by the use of the highway for such pipes, hydrants or appurtenances.
3. If the drainage, sewer or water pipes or appurtenances, which are laid under this permit are placed in a town road they shall be so placed as not to interrupt or interfere with public travel upon the highway; and the earth removed must be replaced, and the highway left in all respects in as good condition as before the work was performed.
4. If the work performed is on a road which has been improved by State aid, such drainage, sewer or water pipes must be placed at least four (4) feet below and in such manner as in no way to interfere with the macadam, shoulders or drainage ditches of the highway and that portion of the trench which passes under the macadam shall be bored or pipe-driven and in no case shall the macadam be disturbed. Upon the completion of the work the highway shall be left in as good condition as before the work was performed and to the satisfaction of the county superintendent. Care must be taken not to interfere with drainage ditches or structures.
5. It is agreed by the applicant that any injury or disturbance of the macadam portion of the highway, its shoulders or drainage ditches which may occur hereafter by reason of the laying of said drainage, sewer or water pipes and their appurtenances shall be repaired by and at the expense of the applicant to the satisfaction of the county superintendent.
6. The said town superintendent may, upon failure of the applicant to comply with any of the conditions contained herein, revoke this permit and remove any pipes, or hydrants, or other appurtenances which may have been placed in the highway under this permit.
7. If the road upon which this permit is issued is at the time of issuance a town highway, and should it be thereafter improved by State aid as a State or county highway, it is agreed that the applicant shall, before its improvement at the applicant's own expense remove drainage, sewer or water pipes or appurtenances which may be placed under this permit and will relay the same in conformity with the directions of the engineer in charge of such improvement and in accordance with the rules and regulations prescribed by the State Commission of Highways.

Dated this \_\_\_ day of \_\_\_\_\_, 20 \_\_.

\_\_\_\_\_  
*Town Superintendent*

I hereby agree to conform to the conditions contained in the foregoing permit.

\_\_\_\_\_  
*Business Property Owner as Applicant*