

**TOWN OF OLEAN HIGHWAY DEPARTMENT  
2634 RT 16 NORTH  
OLEAN, NEW YORK 14760**

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**Guidelines for Driveways**

The Town Board of the Town of Olean finds that unsupervised installation and repair of driveways on Town roads can cause dangerous and harmful conditions unless adequate provisions are made for the diversion of surface water, for adequate passage of stormwater under the driveway as it crosses the highway ditch, and for adequate sight distance from the driveway to motorists using the highway. The terms and conditions set forth in this application are meant to reduce these problems and thereby enhance the health, welfare and safety of the inhabitants of the Town and all persons using Town roads while reducing expenditures to the Town of Olean.

Any person, firm, corporation, or other entity desiring to gain access to a Town road must obtain a driveway permit from the Town of Olean Highway Department.

A non-refundable application fee of \$100 will be required before a permit is reviewed and issued. No application shall be complete without payment of the application fee by the property owner.

No person shall build a new driveway from a Town road or replace an existing driveway culvert without submitting a written application to the Town. All installations must receive approval from the Highway Superintendent.

A sketch of the proposed driveway location must be provided with the application. The sketch shall include reference points such as utility poles, trees, existing driveways and any other pertinent landmarks.

The Highway Superintendent will review the site and determine the proper diameter, length and depth of a culvert pipe if one is required for the driveway.

All driveways with access to a Town road will be constructed in a manner that will direct the flow of stormwater to roadside ditches. No water shall be allowed to flow onto a Town road.