

**Monroe County
Department of Transportation
Permit Office**

HIGHWAY ACCESS GUIDELINES



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PREFACE

The Monroe County Department of Transportation (MCDOT) *Highway Access Guidelines* have been prepared to assist and guide residents and developers (or their representatives) through the permit review, issuance, and inspection phases of the highway permit process. It is our intent to have a process that is efficient, user friendly, and responsive to the needs of our customers.

All requirements and policies outlined herein update the *Highway Access Guidelines*, latest version. These requirements and policies must be complied with at all times in connection with residential and commercial development within Monroe County. They are established to assist developers, engineers, and utility agencies in the preparation of plans and specifications for work proposed on the Monroe County highway system.

All materials used within the Monroe County right-of-way shall comply with the latest Monroe County Department of Transportation Standard Specifications and Details or, if appropriate, the New York State Department of Transportation (NYSDOT) Standard Specifications including any amendments. Specific requirements for individual jobs, not covered herein, will be dealt with on a case by case basis as stated in the permit issued by the Monroe County Department of Transportation.

Interpretation of these requirements and guidelines shall be the responsibility of the Monroe County Highway Superintendent or his/her designee. These requirements may be changed from time to time to reflect updates in County policies. Adherence to these requirements will expedite the review time for plans and permits.

The following is the Monroe County Department of Transportation Mission Statement. Customer service is our priority. To improve our responsiveness, we welcome and encourage your comments. Thank you.

MISSION STATEMENT

We construct, operate, and maintain a safe and efficient highway, bridge, and traffic network to move people and goods throughout the County to enhance community growth, economic well-being, and the quality of life.

I. 136 HIGHWAY PERMITS AND 239-F PERMITS

- A. **Section 136** of the State Highway Law empowers the County Highway Superintendent with the authority to issue permits for access to or work within a county highway right-of-way. These Highway Access Guidelines serve as a supplement and extension of the Section 136 permit as issued by Monroe County.
1. 136 Permits will only be issued to the property owner (i.e. utility agency, Town, Village, sewer district, water district) of the facility to be installed within the County highway right-of-way. The owner must sign the 136 highway permit as the applicant.
- B. **Section 239-F** of the General Municipal Law encourages cooperation between the County, Towns, and Villages. Specifically, the law provides that municipalities shall not issue or approve building permits when proposed buildings have frontage on, access to or be otherwise directly related to any existing or proposed right-of-way or site shown on the official Monroe County highway map, unless an approval is given by the County Highway Superintendent. The County Highway Superintendent has 10 working days to respond with approval or disapproval.

Before a municipality approves a subdivision, they must notify the County Planning Board and the County Highway Superintendent. In this case the County Highway Superintendent has 30 working days to respond with approval or disapproval.

A 239-F permit must be submitted by the owner when a building permit will be issued by a Town or Village for a project that has frontage on a County highway or access to undeveloped property for the purposes of hunting, camping, recreational use, etc. A Town or Village official must fill out and sign this permit. If the Town or Village does not sign off on the 239-F permit, no 136 highway permit will be issued for the project. Therefore, the 239-F must accompany all 136 highway permits involving new buildings. No fees are charged for a 239-F permit. Noted that no municipality should issue a certificate of occupancy, should all requirements of the MCDOT issued 136 Highway Work Permit, are met.

II. PERMITS PROJECT REVIEW AND APPROVAL PROCESS

The Permit Office's primary function is to serve the needs of our customers. Customers are any individual, utility agency, municipal agency, or developer who needs to obtain highway permits to perform work within the County highway right-of-way. **We recommend that any potential permittee contact the Permit Office to review the scope of the project before design begins.** Doing so will insure the permittee is aware of all the steps that need to be followed to facilitate project approval.

STEPS:

- A. The developer and/or the project's engineer submits the project reports, plans, specifications, etc., to the Town or Village Planning Board.
- B. The Town or Village Planning Board submits copies of the project reports, plans, specifications, etc., to the Monroe County Department of Planning and Development (MCDOPD).
- C. MCDOPD, through its Development Review Committee (DRC), submits the above to all of its member agencies for a coordinated review.
- D. Plans are received electronically from the DRC every Tuesday. MCDOT has one week to review the submittals and respond back to DRC. The Permit Office has developed a DRC report check list that contains general comments and room to write-in additional comments. (See Appendix B -- Permit Office Forms). Monroe County Department of Transportation submits a DRC report form for each project.
- E. A copy of the Monroe County Department of Transportation DRC comments are also submitted to the engineer by e-mail upon request.
- F. MCDOPD collects the comments from all member agencies and prepares a DRC response form summarizing all of the comments for each project. These are submitted to the appropriate Town or Village Planning Board the following Tuesday.
- G. At the next scheduled Town or Village Planning Board meeting, the DRC comments and recommendations are reviewed with the developer and/or project engineer.
- H. **From this point on, the Permit Office works directly with the developer or project engineer.**
- I. For projects that are proposed by Towns, Villages, or utility agencies, the approval process starts with the submission of one set of plans for review. Our review period is approximately two (2) weeks depending on the complexity of the project. Comments are forwarded to the applicant by e-mail using our DRC report form.

- J. Revised plans are submitted for projects from Steps G and H. If there are any additional comments, the project engineer will be notified of them. This step is repeated until the plans are acceptable and project approval can be granted.
- K. The engineer should submit a set of reproducible plans for approval. Project approval is granted by the Permit Office by placing an approval stamp and signature on the appropriate reproducible original plan sheets for the project.
- L. The type of permits, special conditions of the permit, fees and security deposits (if applicable) that are required are determined. Monroe County Department of Transportation provides a listing of the permit fees and security deposits (if applicable) to the engineer. Any unusual special conditions will be identified that the permittee may be required to adhere to.
- M. The 136 Highway Work Permit applications will be accepted any time after project approval.
 - 1. Upon approval and MCDOT signature is affixed to the reproducible plans, a PDF copy of the signed plans shall be submitted to MCDOT as part of the permit package submission. Upon project completion, a set of PDF as-built plans may also be required to be submitted in PDF format.

III. PERMIT ISSUANCE PROCESS

Once the project review and approval process has been followed and project approval is granted, permit issuance time will be greatly reduced. Refer to Figure 1 for a flow chart of the process. The following items must be submitted for permit issuance:

- A. One copy of the 136 Highway Permit for each type of operation to be performed in the County highway right-of-way.
 1. The permits must be filled out completely and signed by the property owner or the owner of the utility for work within the right-of-way. Please include the telephone number and email address of the owner and the emergency phone number of the resident engineer and contractor. Incomplete permits may result in delay in permit issuance. See Appendix B, Permit Office Forms.
 2. Depending on the project type, permit applications are distributed to the following individuals after approval:
 - a) Permittee
 - b) MCDOT Traffic Signal Engineering and Operations Division
 - c) Town Highway Superintendent
 - d) MCDOT CIP Project Manager
 - e) County Permit Inspector
 - f) CIP Resident Engineer
 - g) County Permit Office Main File
 3. One PDF set of plans, with the MCDOT approval stamp and signature.
 4. A 239-F permit signed by a Town official, (usually the building inspector), if a building permit is also to be issued. See Appendix B, Permit Office Forms.
 5. A Completed Permit Fee Work Sheet with the type of operation(s) to be performed checked off. The fees are recorded in the boxes on the right and totaled at the bottom. See Appendix B, Permit Office Forms. Checks should be made payable to the Director of Finance, County of Monroe. Money orders, Mastercard, Visa, American Express, and Discover cards are also acceptable forms of payment. **Cash will not be accepted.**
 6. If security deposits are required, they must accompany the 136 Highway Work Permit. Security deposits of \$1,000 or more will be accepted in the form of a cashier's check, bank check, certified check, money order, Mastercard, Visa, American Express, or Discover card. See Appendix A for the appropriate security deposit according to the Security Deposit Policy.
 7. Issue permit and attach special conditions.

IV. PERMIT INSPECTION

The County reserves the right to perform inspection of all work performed in the County right-of-way as a condition of all permits issued. A representative of the Monroe County Department of Transportation Permit Office will visit the site and inspect the work on a regular basis. This representative's responsibilities include the following:

1. Provide interpretation and make decisions based on design and construction aspects of the approved plans.
2. Ensure that the work is being performed in accordance with Monroe County Department of Transportation standards and details.
3. Ensure that the conditions of the permit(s) are adhered to.

The permittee should thoroughly read the conditions and restrictions on the back of the 136 Highway Work Permit and any special conditions and details that are attached to the permit. Highlights of the standard special conditions include:

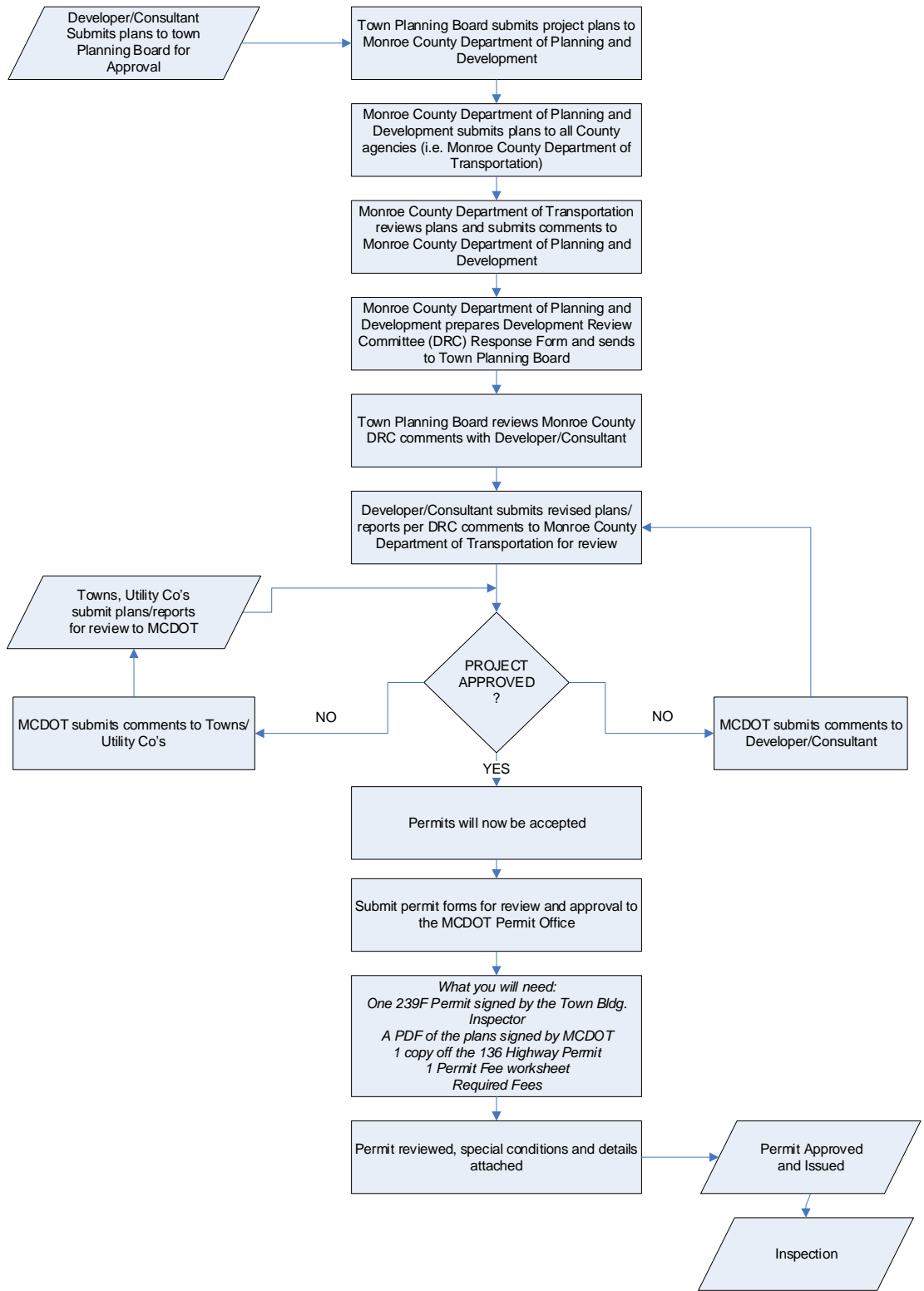
1. The permittee is required to give the Permit Office two (2) working days advance notice before work within the County right-of-way is to begin.
2. If a preconstruction meeting for the project is to be held, we request one week advance notification so that a representative from the Permit Office can be present.
3. For construction operations where traffic on a County highway will be significantly affected, we require that a site meeting be held prior to performing this operation with the permittee, the Contractor, and the Permit Office representative to determine the appropriate maintenance and protection of traffic measures required to perform the work safely.

MCDOT MAY REQUIRE ADDITIONAL PAYMENT FOR INSPECTION OF WORK PERFORMED OUTSIDE NORMAL BUSINESS HOURS (MONDAY - FRIDAY, 8AM - 4PM).

NO WORK SHALL BEGIN IN THE COUNTY RIGHT-OF-WAY UNTIL THE 136 HIGHWAY WORK PERMITS HAVE BEEN ISSUED.

Project Review, Approval, Permit Issuance and Inspection Flow Chart

**PROJECT REVIEW, APPROVAL, PERMIT ISSUANCE, AND INSPECTION
FIGURE 1**



V. GENERAL REQUIREMENTS

- A. All private and public utility agencies will be required to obtain a permit for utility work in the County right-of-way. They will be responsible for maintaining the pavement in the cut area until such roadway is reconstructed or resurfaced.
- B. All underground crossings shall be placed beneath the pavement (travel lanes and shoulder areas) without disturbance to the pavement section (includes subbase), unless otherwise approved. Such installations shall be by auger boring, slurring boring, pipe jacking, micro tunneling, horizontal directional drilling or utility tunneling or other approved means, in conformance with MCDOT and NYSDOT requirements, not limited to but including NYSDOT Highway Design Manual Appendix 13C, and NYSDOT/MCDOT specifications. Pipe ramming, soil compaction or water jetting shall not be permitted. Special permission may be granted by the Highway Superintendent for emergency road cuts only, only in advance of the road cut being performed.
- C. To guarantee performance for construction within the County right-of-way a security deposit may be required. See Appendix A-3, Security Deposit Policy, for the amount to be charged. The security deposit will not be released until all County, Town, and Village requirements are met.
- D. When storing materials and/or equipment within the right-of-way and using the right-of-way for any purpose to install utilities outside the right-of-way, a right-of-way access permit shall be required.
- E. If a subdivision plat map is to be filed at the Monroe County Clerk's Office, it must conform to the Monroe County Monumentation Law. The MCDOT Permit Section, and the Monroe County Department of Finance Real Property Office are responsible for subdivision plat map review. If the subdivision has frontage on a County highway, signatures on the plat map are required from the Monroe County Department of Finance Real Property Office, then from the County Highway Superintendent before the map can be filed at the County Clerk's Office. All official signatures verifying approval must be recorded on the plat map before the County Highway Superintendent signs off. A minimum of 30' of frontage on the County road is required for all subdivided lots, so there is 10' of clearance on each side of the driveway. Any applicable site plans for a specific property must be approved by MCDOT permits office before the plat map can be approved by County Highway Superintendent.
- F. It is recommended that the building setback distance be measured from the right-of-way line or 40' off the centerline of the right-of-way, whichever is greater, to allow for future highway widening and improvements. For single lot subdivisions being built adjacent to existing homes, the setback may be the same as the adjacent homes, to allow for a consistent lot line setback based on town approval.
- G. MCDOT will require standard notes be provided on submitted plans. These notes can be found on the MCDOT website, and can also be provided by the Permits Office. Please check with the permits office with regard to applicability of these notes as the permit notes will vary from project to project.

- H. It is required that all new driveways fronting on County roads be paved to the right-of-way line from the existing roadway edge of pavement. Exceptions may be considered by the County Highway Superintendent (seldom used accesses, such as farm and undeveloped property). The driveway grade shall slope away from the outside edge of the pavement at a minimum rate of 1/2 inch per foot. Driveways shall be constructed in accordance with Monroe County Department of Transportation Standard Specifications and Details.
- I. Monroe County and Federal Law requires that all construction of curbs, sidewalks and other applicable features conform to the Americans with Disabilities Act of 1990 Accessibility Guidelines (Sections 4.5, 4.6, 4.7, 4.8), most current edition.
- J. Proposed accesses should be located so that they meet intersection sight distance requirements. Where there is no available location with adequate intersection sight distance along the frontage, the access shall be located such that sight distance is optimized in each direction and the location should be checked to see if stopping sight distance requirements can be met.
 - 1. Intersection sight distances for all accesses and/or proposed accesses shall be computed in accordance with the latest revision of American Association of State Highway and Transportation Officials (AASHTO), “A Policy on Geometric Design of Highways and Streets” (latest revision). Intersection sight distance is measured between two points, one being the vehicle driver’s eye height (42” above ground) in the travel lane and the second being at a point 14.5’ behind the white edge line also at the vehicle driver’s eye height (42” above ground). See the latest revision of AASHTO, “A Policy on Geometric Design of Highways and Streets” for more information.
 - 2. If necessary, stopping sight distance should be checked to determine if it is adequate as required by AASHTO (latest revision). Both the intersection sight distance and stopping sight distance are based on the 85th percentile speed (the speed at which 85% of the motorists surveyed travel at or below) of the particular roadway. It should be noted that the posted speed limit may be different from the 85th percentile speed.
 - 3. It is recommended that the consultant check the NYSDOT Traffic Data Viewer for average speeds. The consultant can also check with MCDOT whether we have current speed data available, which may include the 85th percentile speed for some roadway sections.
 - 4. If the stopping sight distance is adequate, but intersection sight distance is less than the AASHTO minimum, we would approve the access, and if needed, install driveway warning signs with advisory speed panels. If both intersection and stopping sight distance are less than required, we will recommend to the town that the access be denied, or require that specific movements be physically restricted, due to inadequate sight distance.

VI. PLAN REQUIREMENTS FOR SINGLE LOT RESIDENTIAL DEVELOPMENT

The permit applicant shall submit a scaled drawing (1" = 50' minimum) for the proposed development. **The maximum allowable plan sheet size is 22" x 34"**. The drawing shall include the following:

Development frontage, plus 500' for major development or 200' for minor development, in each direction, on both sides of the County highway showing driveways, pavement markings, utilities, signs, guiderail, and intersecting roads and adjacent property addresses.

1. Proposed development on the lot showing driveway width, culvert and location.
2. Property lines and easements.
3. Right-of-way lines and width.
4. Curb lines.
5. Sidewalk.
6. Existing trees.
7. Utilities (Overhead and Underground) showing proposed service connections.
8. Drainage.
9. Existing traffic signals, signs and pavement markings.
10. Location map, showing at least two major intersections.
11. Intersection sight distances for proposed driveway.
12. Only one access is desired for each residential lot on a County highway. However, additional accesses may be considered based on a review of each site and factors including but not limited to sight distance, speeds, type of highway, number of lanes of the highway, traffic volumes, length of frontage and the characteristics of the development. If the lot is a corner parcel, it is the County's recommendation to locate the driveway on the lower volume road. Driveways shall be located as far as possible from the intersection.

SEE THE GENERAL REQUIREMENTS SECTION FOR ADDITIONAL REQUIREMENTS THAT MAY APPLY.

VII. REQUIREMENTS FOR PROJECTS OTHER THAN SINGLE LOT RESIDENTIAL DEVELOPMENT

TRAFFIC IMPACT REPORT (TIR)

A traffic impact report may be required by the County in order to adequately assess the impact of a proposed development on the existing or planned highway network. The primary responsibility for assessing the traffic impacts associated with a proposed development rests with the developer, with the County serving in a review capacity.

The report should describe in quantitative terms how the traffic generated by the proposed development will affect the surrounding transportation system. Furthermore, the report should discuss what, if any, transportation improvements are needed and who's responsible for the cost of these improvements. A traffic impact report may be required for development equal to or exceeding the traffic generated as shown below or as requested by the County Superintendent of Highways, his/her designee, the Town, or Village.

<u>TYPE</u>	<u>SIZE</u>
<u>Residential</u>	
Single Family Houses & Condominiums or Townhouses	100 Dwelling Units (or more)
Apartments	150 Dwelling Units (or more)
<u>Commercial</u>	
Restaurants	All
Shopping Centers	All
Theaters	All
Banks	3,000 square feet (or more)
Car Wash - Automatic	All
Convenience Store Gas Station	All
<u>Industrial & Offices</u>	
General	Over 50,000 square feet
Medical	Over 30,000 square feet
Industrial	Over 100,000 square feet
<u>Institutional</u>	
Hospital	All
School	All
Church with Day Care Facility	All
Parks	All

The developer shall obtain the services of a qualified transportation engineer familiar with preparing traffic impact reports. **The transportation engineer should discuss the scope of the study with the County Highway Superintendent or his/her designee prior to starting the report.**

Requirements of a traffic impact report typically include:

1. Develop Scope and Identify Study Area

A phone conversation or meeting should occur with the developer/traffic consultant and the affected agencies (Town, County, State) to determine the scope and study area that needs to be reviewed. At that meeting the agencies and consultant should agree upon the trip distribution patterns and trip generation land use code to utilize.

The size of the area to be studied should be based on sound engineering judgement and shall be mutually agreed upon by all involved. A verbal and pictorial description of the area should be included in the report.

Generally, if the proposed development is adding 100 trips (entering & exiting) during one of the peak hours, to an intersection, that intersection should be studied as part of the scope of the traffic study for that project.

2. Existing Transportation System

Briefly describe the highway network in the study area including traffic volumes (ADT & Peak Hour, turning movement count diagrams), number of lanes, shoulders, speed limit, level of service, (using the *Highway Capacity Manual*, etc.). Describe the existing land use and identify any existing traffic problems. A review of the accident history may be appropriate.

3. Previously Approved Development

Discuss any planned improvements by others. Note the type, size, location and year of previously approved developments and any planned improvements to the transportation system by these developers or by others. Describe any future traffic problems that these developments may produce. Show background growth between actual count date and proposed full development using the growth rates recommended in the latest MCDOT background growth rate memo.

4. Proposed Development

Describe the proposed development, size, location, etc. Utilize the *ITE Trip Generation Manual*, latest edition, as a resource guide and estimate the number of additional trips generated by the proposed development during the peak travel periods. The times analyzed are usually the AM/PM weekday peak hour. For restaurant and retail development, the weekday noon, Friday PM and Saturday midday should be analyzed. If the proposed development is part of a chain that has other similar local developments, it is desirable to count an existing similar development in lieu of using the ITE data.

5. Proposed Conditions

Describe how trips were assigned/distributed to the highway network and prepare a diagram showing the routes utilized by the traffic destined to/from this development. Analyze the affects the additional traffic has on the study area - identify the level of service and any problems. Consideration should be given to active transportation alternatives. Conduct any other traffic analyses needed based on the findings, (i.e.: signal warrants, auxiliary lane warrants, etc.). Consider safety concerns from queueing on or near controlled approaches.

6. Recommendations

Discuss the findings of the study including what improvements, if any, are necessary to maintain a reasonable level of service. Explore the feasibility of encouraging development to utilize alternative modes of transportation, (transportation demand management), (i.e., buses, walking, bicycling, ridesharing, etc.), and stagger work hours to minimize the impact on adjacent highways. Evaluate internal queueing arrangements for drive through sites.

VARIOUS TRAFFIC CONSIDERATIONS

1. Accesses: Driveways and dedicated roadways
 - a) It is the County's goal to minimize the number of driveways and possible conflict points on County highways.

MCDOT will allow the following number of accesses based on property use. The number of accesses will be granted as follows:

- (1) Two accesses to County roads will be allowed for the following property developments:
 - (a) Subdivisions/single family homes having over 30 dwelling units
 - (b) Multifamily residential projects having more than 100 total dwelling units and no automatic sprinklers
 - (c) Commercial, institutional or healthcare facilities that generate more than 100 trips overall from the property use.
- (2) A single access to County roads will be allowed for:
 - (a) All other property uses not permitted to have two accesses.
 - (b) Single family residential (developed) lot
 - (c) Multifamily projects of up to 200 dwelling units that also having automatic fire sprinklers
 - (d) Properties that are part of a greater common plan for development shall be designed for two total site accesses, with cross access or dedicated Town right of way, between larger parcels. For example, a larger apartment or townhome/single family project that is developed over time (in phases), across two or more individual properties, shall only be granted two total access. Cross access agreements between the properties shall be required for accesses that will be approved by MCDOT.
- (3) Three or more access to a single property will not be allowed.

For existing developments that are being expanded/modified, we recommend a thorough analysis be conducted of the existing accesses. Our intent is to minimize the number of accesses by consolidating them with ones under the developer's control, or combining them with accesses of adjacent properties.

For multiple lot developments on high traffic volume highways as determined by MCDOT, or where the sight distance is limited, we require the use of frontage roads in lieu of individual or common driveways.

c) Location of new accesses:

When new streets, commercial driveways or driveways to multifamily residential projects result in new connections to County roads, a minimum of 200' shall be provided between centerlines of existing and new driveways/streets. A minimum of 15' shall be provided between residential driveways adjacent to each other, from outside edge to outside edge.

It is not desirable to locate an access directly opposite another access unless there is a reasonable chance that the location could be signalized in the future. Otherwise, they are competing for the same gaps in traffic to enter and exit. It is also not desirable to locate an access at a negative offset to an existing access where conflicts between left turning vehicles may occur.

d) Width of new accesses:

When the two way average daily entrance road/driveway traffic volume exceeds 1,000 vehicles, then two outbound lanes shall be provided. When delays to left turning exiting vehicles are excessive and/or right turn exiting traffic volumes are significant, then two outbound lanes shall be provided.

Residential streets shall conform to Town standards or be a minimum of 20' in width uncurbed or 24' curbed at the approach, where they intersect the County highway. (Minimum 100' from the edge of County highway pavement)

e) Driveways

- (1) Residential - The minimum width is 10', maximum width is 20' per Monroe County's standard detail.
- (2) Commercial - For a two way two lane driveway, the standard width shall be 24'. Driveways in excess of 30' in width will be considered on an individual basis.

f) Accesses on curbed County highways:

- (1) Radius curb will be considered for subdivision streets and commercial accesses:

- (a) Residential Street: Radii 20-35' *
- (b) Commercial: Radii 10-50' **

*30' is the preferred radius, although this may be adjusted based on existing or proposed conditions.

**Radii should be determined by the largest type of vehicle frequently using the proposed access.

- h) If the proposed roadways will be a dedicated Town road, and may become a bus route, then the radius may be adjusted to 35' based on the surrounding conditions. Similarly, for all cases, each intersection must be reviewed to determine the existing conditions with respect to vehicle turning movement types and frequency, turning lane and shoulder widths, approach angles, traffic movements.
- i) The point of tangency or curvature of the radii shall meet the line of the existing curb on the County highway. Where radius curbing is used at driveways, drop curbing is not needed unless the driveway slopes away from the roadway. However, when accesses will have curbed radii on County highways without curbs, the point of tangency or curvature must be located at least 17 feet offset of the centerline to the front face of the curb.
- j) Drop curb will be approved for residential driveways and commercial accesses as follows:

If it is determined that the width of the access must be wider than the maximum allowed, we will consider them on an individual basis.

	DRIVEWAY WIDTH	APRON	TOTAL WIDTH AT CURB LINE
Residential	10' minimum - 20' maximum	5' each side of driveway	20'- 30' max.
Minor Commercial	10' minimum - 30' maximum	20'- 50' max.	

- k) Auxiliary Lanes:

Left turn lanes on the County highway shall be installed when traffic volumes exceed those in Table I on page 18. Left turn lane warrants for four-lane, at-grade intersections shall be determined from the nomograph following this section. However, for 2 lane roads, if a traffic study, gap study, etc., determines that a left turn lane is not justified, the County Highway Superintendent or designee will consider alternatives, such as:

A bypass lane, constructed with a minimum of a 10' wide travel lane, and maintaining the existing paved shoulder width, long enough to accommodate the peak hour left turn volumes with tapers in accordance with MCDOT standard details, and the National Manual on Uniform Traffic Control Devices and the New York State Supplement (MUTCD).

A full depth asphalt shoulder, 8' wide, 200' long, 100' each side of the centerline of access with 25' tapers. Refer to Monroe County's standard detail for Full Depth Asphalt Shoulder.

If a left turn lane or a right turn lane is justified and recommended, then the consultant must determine the proposed transitions and storage lengths. For left turn lanes, the taper lengths shall be in conformance with the *Federal Manual of Uniform Traffic Control Devices*, latest edition. The storage length of a left turn pocket should be calculated by considering both the volume of left turn traffic, gaps in traffic, and the queue of the through traffic.

For right turn only lanes, the transition may be 50-75 feet in length. Similar to left turn lanes, the length of the right turn lane shall consider the right turn volume and the queue of the through vehicles.

l) Geometric Modifications:

If the County Highway Superintendent determines that the proposed development requires geometric modifications to the County highway network, a 1" = 20' plan and specifications shall be prepared by the developer in accordance with County standards showing the modifications. The highway modifications will be completed by the developer at their cost, with all work subject to the review and approval of the County Highway Superintendent. Record plans will be required to be prepared and submitted to the Monroe County Department of Transportation for review and approval.

If the modifications include traffic signalization, the traffic signal plans and specifications shall be prepared in accordance with County of Monroe standards. Record plans will be required to be prepared and submitted to the Monroe County Department of Transportation for review and approval.

m) Traffic Signal Analysis

The study should evaluate if a specific intersection meets the warrants for a traffic signal in accordance with the MUTCD. As part of the analyses, the non-conflicting right turn volumes should be removed.

Example: 85th percentile speed is 50 mph, with the following volumes:

Table 1				
Warrants for Left Turn Lanes on 2 Lane Roads				
Opposing Volume (VPH/Lane)	Advancing Volume (VPH/Lane)			
	5% Left Turns	10% Left Turns	20% Left Turns	30% Left Turns
40 mph Operating Speed				
800	330	240	180	160
600	410	305	225	200
400	510	380	275	245
200	640	470	350	305
100	720	575	390	340
50 mph Operating Speed				
800	280	210	165	135
600	350	260	195	170
400	430	320	240	210
200	550	400	300	270
100	615	445	335	295
60 mph Operating Speed				
800	230	170	125	115
600	290	210	160	140
400	365	270	200	175
200	450	330	250	215
100	505	370	275	240

1. Use the table #1 for the corresponding speed, therefore, since the speed was 50 mph, use the middle table.
2. Find the volume opposing the left turns into the proposed subdivision in Column 1 opposing volume = 400 - Column 1, Row 3.
3. Find the advancing volume (thrus and lefts) on Row 3 of either Column 2, 3, 4 or 5. Advancing volume = 320 - Column 3, Row 3.
4. The heading for Column 3 is 10% left turns, therefore in order for a left turn lane to be warranted, at least 10% of the advancing volume must be turning left. $10\% \text{ of } 320 = 32$, however our generated left turning volume is 15, therefore, a left turn lane is not warranted.

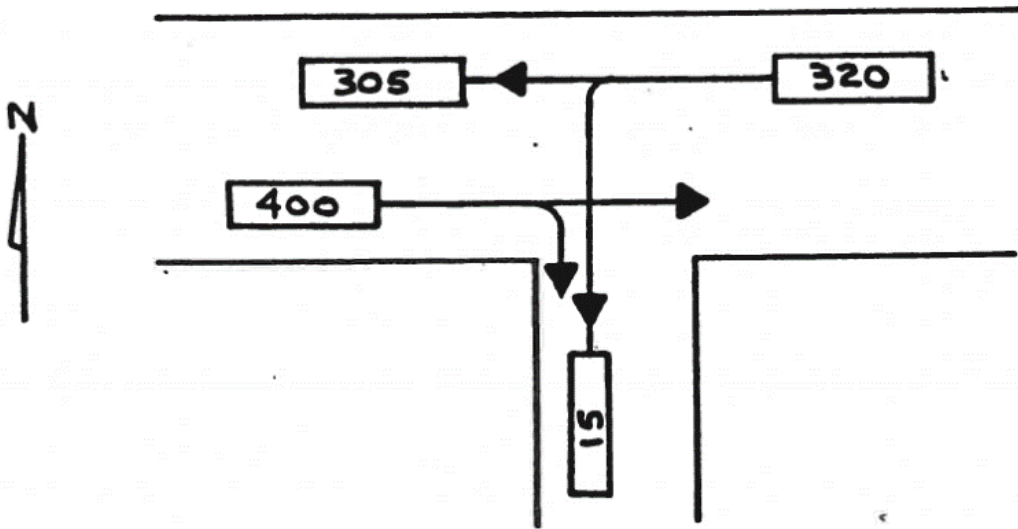
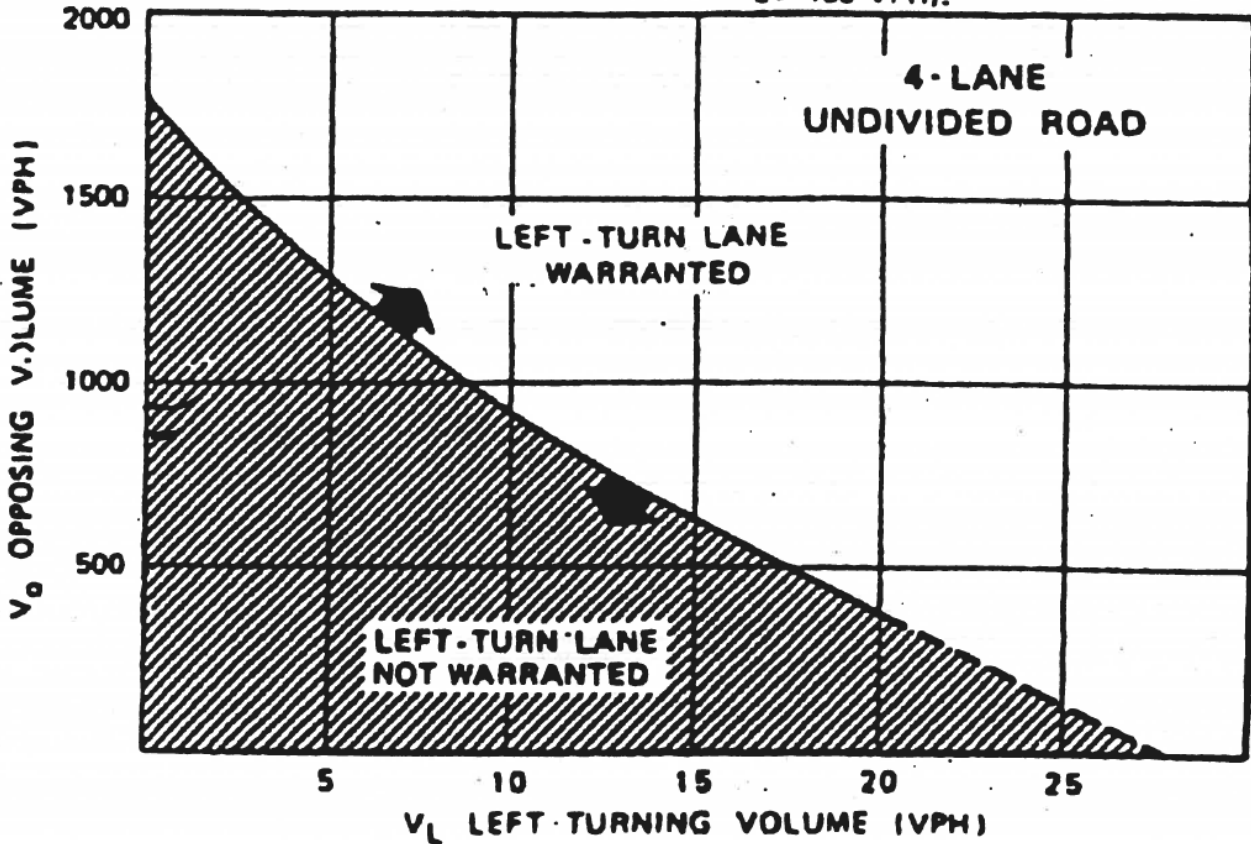
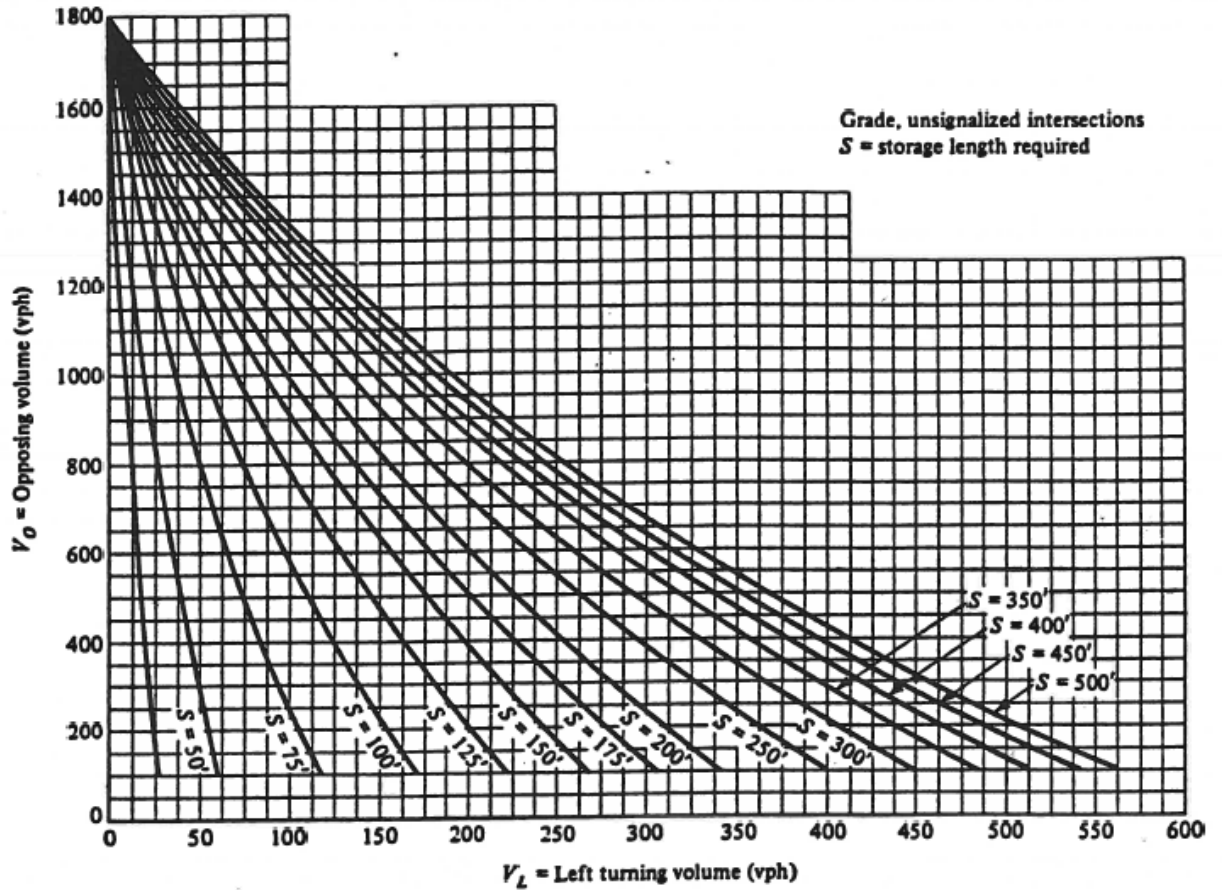


TABLE 2

WARRANTS FOR LEFT TURN LANES ON 4 LANE ROADS

NOTE : WHEN $V_o < 400$ VPH (dashed line). A LEFT-TURN LANE IS NOT NORMALLY WARRANTED UNLESS THE ADVANCING VOLUME (V_a) IN THE SAME DIRECTION AS THE LEFT-TURNING TRAFFIC EXCEEDS 400 VPH ($V_a > 400$ VPH).





Nomograph for left-turn storage at nonsignalized intersections. The nomograph is used by reading horizontally from the opposing traffic volume, V_O , on the vertical axis and reading vertically from the left-turn volume, V_L , on the horizontal axis and locating the minimum storage length, S , at the point where the horizontal and vertical lines cross. For example, 100 left-turning vehicles per hour, V_L , with an opposing through volume, V_O , of 950 vph, will require a minimum storage length of about 150 feet.

PROJECT DRAFTING, DESIGN AND CONSTRUCTION GUIDELINES

1. DRAFTING GUIDELINES

- a) The developer/engineer shall submit, as a minimum, a 17" x 22" with a maximum of 22" x 34" drawing, using a minimum scale of 1" = 50', for the proposed development. At a minimum the following should be shown:
- (1) Development frontage, plus 500' for major development or 200' for minor development, in each direction, on both sides of the County highway showing driveways and intersecting roads.
 - (2) All roadways where improvements are proposed by the applicant.
 - (3) Property lines, tax account numbers, owners name and addresses of adjacent properties.
 - (4) Names of roadways with right-of-way lines and widths including reservations for highway purposes.
 - (5) Curb lines - existing and proposed.
 - (6) Drainage structures, headwalls, etc., existing and proposed.
 - (7) Sidewalks, existing and proposed (where applicable).
 - (8) Intersection sight distances for proposed accesses. Trees, bushes and other obstructions that may affect sight distance.
 - (9) Utilities - overhead (pole #'s) and underground, existing and proposed (type, dimension and location).
 - (10) Storm and sanitary sewers - rim and invert elevations and dimensions of all cross culverts, existing and proposed. Show directional flow arrows
 - (11) Permanent easement descriptions to Monroe County (if required).
 - (12) A MCDOT approval stamp is required on all sheets showing proposed work on a county road or applicable details. If the stamp is not provided, a 3 inch wide by 2 inch tall space shall be reserved near the title block on each sheet of the plans for the MCDOT project approval stamp. The stamp is available on MCDOT website.
 - (13) Existing traffic signs and pavement markings.
 - (14) Show north arrow on all site, demolition, utility, etc. plans as up or to the right on the plan sheet.

2. DESIGN AND CONSTRUCTION GUIDELINES

- a) Storm sewer connections may be allowed to County storm sewers, however, it is the developer's responsibility to determine if the post development runoff rate is less than or equal to or greater than the pre development rate. These calculations, in summary, shall be included on the approved plans. MCDOT may request a copy of the detailed calculations for review, as needed. If the post development rate is determined to be greater than the pre development rate, it is the developer's responsibility to perform a drainage study to determine if the downstream County storm sewer system has the capacity to accept additional (greater than pre development rate) flows from any proposed storm sewer connection.

In the event the sum of the pre-existing drainage run off and the additional run off as a result of the development requires the existing storm sewer to be replaced, the costs for such will be borne by the developer. If, in the opinion of the County Highway Superintendent, our existing system is in need of an upgrade, MCDOT may participate in a share of the upgrade. A cost estimate shall be prepared by the developer showing both the developer's and the County's share breakdown.

- b) It is desirable that linear storm sewer systems be installed along the frontage of County roads for all residential developments larger than one lot and all commercial developments bordering a County Highway. The size and type of the storm sewer will be determined by the County Highway Superintendent, or his/her designee, upon review of drainage calculations submitted by the developer.
- (1) Field inlets (MCDOT Type A, or NYSDOT Type S) shall be required at the upstream side of all access points and at 200' intervals, or as directed by MCDOT.
 - (2) All storm sewer systems and driveway culverts must be installed on a line and grade with existing upstream and downstream systems to adequately maintain existing roadside drainage.

- c) Driveway Culverts and Closed Drainage Systems:
- (1) Existing and new driveway culverts, are the responsibility of the property owner.
 - (a) The owner shall maintain the culvert in working order. This includes keeping the end of the pipe clean and free of debris
 - (b) The driveway at, around or above the culvert pipe is the responsibility of the property owner.
 - (c) The cost of all repairs or reconstruction of the culvert and other appurtenances shall be borne by the property owner. Should the driveway culvert be replaced as part of a Monroe County DOT Capital Improvement or a Highway Maintenance project, the County shall bear the cost. Upon completion of the MCDOT project, responsibility and ownership of the culvert pipe is transferred back to the property owner and along with it, future repairs and maintenance.
 - (2) When enclosed drainage systems are being constructed for roadway drainage, existing storm drainage systems from private residences may be connected to the County system in compliance with Monroe County DOT standard details, provided the runoff is storm drainage only and does not contain household or sanitary runoff.
 - (3) Enclosed drainage systems that encompass less than 3 consecutive properties must be maintained by the property owner.
 - (4) Closed systems conveying flows across 3 or more properties shall only be the responsibility of MCDOT once they are constructed to MCDOT standards.
- d) If a storm sewer system is not deemed feasible based on a review by the MCDOT, regrading of the existing drainage ditches/swales, and use of practices to enhance stormwater quality shall be considered.

If regrading is required, grading work may be needed both upstream and downstream of the property by the developer; or possibly MCDOT. The swales/ditches should conform to the following parameters:

- (1) 3 rod (49.5') R.O.W.- maximum depth = 3'.
- (2) 4 rod (66.0') R.O.W.- maximum depth = 4'.
- (3) All ditch front slopes should be a maximum of 1 on 3.
- (4) The cross sectional capacity of the ditch shall be maintained to be equal to or greater than the capacity of all upstream systems.
- (5) Considerations for stormwater quality enhancement shall be shown on plans for all development.

- e) Projects which require a driveway culvert, and/or piping in the right-of-way will need the following:
- (1) Documentation as to how the proposed pipe grade, proposed inverts and size were obtained. The minimum standard culvert size is 12" in diameter.
 - (2) Upon submitting a site plan for review with a proposed culvert pipe, the plan must also show the invert elevations of the first existing culvert that exists upstream and downstream, or for all culverts 200' upstream and downstream, whichever is greater.
 - (3) If a cross culvert exists within 200' up or downstream of the proposed culvert and the project is changing the invert elevation, the project may be required to collect, and show invert elevations on the opposite side of the road as well, to ensure proper storm water flow is maintained.
 - (4) A minimum of 20' between adjacent driveway culverts should be maintained; otherwise a linear system
 - (5) A culvert certification form must be completed certifying that the culvert was installed to the designed culvert elevations. This certification form should be completed, and signed by the engineer, surveyor or contractor. In the event a culvert was installed by the contractor without engineered plans, the contractor must complete the certification form to certify that the culvert was installed on the existing line and grade between the existing upstream and downstream culverts. Note that all driveway culverts must extend 10' beyond the edge of the driveway and have galvanized end sections in accordance with standard MCDOT details.
- f) A Type A field inlet shall be placed upstream of each driveway or access where a roadside ditch is enclosed with storm pipe. When pipe for roadside ditch enclosures are 24" diameter or greater, a Type "S" drop inlet must be installed instead of the smaller field inlet.
- g) All drop inlets in paved areas of County highways must be Type "S" for pipe sizes up to 24" in diameter. All drainage grates in paved areas must be reticuline type grates. Manholes or "junction boxes" must be used for pipe sizes larger than 24" in diameter.
- h) On County highways with curbs where the curb lane width is 13' or less, recessed Type "S" drop inlets shall be used.
- i) Maximum spacing of drop inlets shall be no more than 200 feet without curbs or gutters and 300 feet with curb and gutters. All drop inlets or field inlets must be precast or cast in place concrete. Manhole spacing shall be a maximum of 300 feet.

- j) Detention and retention pond outlets shall discharge into an existing drainage channel, not the County roadside drainage ditch, unless the runoff rate can be maintained at the undeveloped rate.
- k) All subdivision streets that do not slope away from a County road shall have a sag vertical curve acceptable to the County Highway Superintendent.
- l) All subdivision street curbs and gutters shall end a minimum of 20 feet from the centerline of pavement or as directed by the County Highway Superintendent.
- m) All utilities are preferred to be located in easement, out of the County right-of-way. If easements cannot be obtained, the utilities should be located within 5' of the right-of-way line, depending upon a review of the existing conditions (i.e., conflicts with other utilities, impacts to trees, etc.). Any conflicts will be reviewed on an individual basis.
- n) All construction of underground utilities shall be completed in accordance with the New York State Requirements for the Design and Construction of Underground Utility Installations within the State Highway Right of Way, latest revision. All references to the New York State Department of Transportation or State shall be construed as the Monroe County Department of Transportation.
- o) If modifications to the approved plans are necessary, then revised plans shall be submitted for MCDOT approval before work commences.
- p) On projects requiring extensive and complex construction procedures, the County may require full time inspection and documentation. These expenses will be the responsibility of the applicant.
- q) "As-Built" record drawings shall be submitted by the engineer to Monroe County as requested, but at a minimum for, all major utility projects (i.e., sanitary sewer mains, water mains, storm sewer mains, gas mains) and/or projects that improve the County highway (both residential subdivisions and commercial/industrial developments).

SEE THE GENERAL REQUIREMENTS SECTION FOR ADDITIONAL DESIGN GUIDELINE REQUIREMENTS.

ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH MONROE COUNTY DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS AND DETAILS IN EFFECT WHEN INSTALLED.

VIII. HIGHWAY ACCESS REQUIREMENTS FOR SPECIAL HAULING PERMITS

A Special Hauling Permit allows a vehicle to carry a non-divisible load (house, large vessels, construction vehicles, etc.) that exceeds the weight and dimensional limits specified in Section 385 of the New York State Vehicle and Traffic Law. The permit shall be subject to the approval of the County Highway Superintendent, County of Monroe, or his/her designee.

In general, a permit shall be required for any vehicles exceeding 80,000 pounds gross vehicle weight, 8'-6" in width, 13'-6" in overall vertical height or 40' in overall single vehicle length.

The applicant shall submit as a minimum, the following information.

- A. Written comments from the affected towns along the hauling route, plus a copy of the building permit if the Special Hauling Permit is for a house move.
- B. Three completed Monroe County Department of Transportation Special Hauling Permit applications.
- C. The proposed route from point of origin to final destination, indicating all roads which are to be used along the route.
- D. All bridges, culverts and overhead utilities, such as traffic signals, electric, and telephone cables located within the right-of-way of the proposed route.
- E. Pavement width, number of travel lanes and widths, and right-of-way lines and widths for all roads to be used along the route. Also, indicate if the pavement has curb, gutters or shoulders.
- F. All existing trees and mailboxes which may be in conflict along the hauling route within the right-of-way.
- G. Any potential conflicts relevant to vertical and horizontal clearance along the hauling route.
- H. The overall vertical loaded height, width, and length of the hauling equipment, including the object to be moved as well as the axle loading on the pavement.
- I. All axle weights and spacing between them.
- J. License plate numbers, year, make, and type of truck or tractor that will be used.
- K. A certificate of insurance as outlined in Appendix A which shall be subject to approval by the County of Monroe for adequacy of protection. The applicant shall also be bonded to perform house moving operations against property damage.
- L. Appropriate permit and review fees for each Special Hauling Permit, payable to the Director of Finance, County of Monroe.
- M. A \$5,000.00 security deposit shall be required for all moves. However, if signals are impacted an additional \$5,000.00 security deposit may be assessed. \$5,000.00 will also be assessed if major bridges/culverts are impacted.

- N. A copy of the New York State Department of Transportation Special Hauling Permit.

The load shall be inspected by the MCDOT Permit office before it is moved onto a County highway. Any and all anticipated site disturbances shall require prior notification of residents along the hauling route, as well as the County of Monroe and affected towns and/or villages. The applicant shall not remove any existing feature(s) within the County of Monroe right-of-way without obtaining prior written authorization from the County of Monroe. Any existing features damaged or removed as a result of the hauling operation shall be repaired or replaced at the applicant's expense.

Once the permit has been approved, the applicant shall notify the Monroe County Department of Transportation (585-753-7710) at least 48 hours prior to the move to indicate actual time and duration of the move. The applicant must also notify in writing the town(s) and or villages(s) officials and all emergency agencies, (police, fire, etc.) of the proposed hauling route.

If the proposed move occurs outside of normal business hours Monday-Friday, MCDOT reserves the right to require additional compensation to cover overtime inspection costs.

The applicant shall not perform the hauling operation during the AM/PM peak hours (normally 7-9 AM and 4-6 PM) so as to minimize the disruption of traffic unless given prior approval by the County Highway Superintendent or his/her designee.

The County of Monroe reserves the right to restrict overweight hauling on County highways due to seasonal limitations such as spring thaws, high ground water or other possible seasonal limitations that preclude use of the County highways by overweight vehicles.

ANY VIOLATION OF THE PERMIT REQUIREMENTS COULD RESULT IN A FINE BETWEEN \$100.00 AND \$1,000.00 PER VEHICLE PER DAY AND/OR REVOCATION OF THE PERMIT.

IX. HIGHWAY ACCESS REQUIREMENTS FOR DIVISIBLE LOAD PERMITS

A Divisible Load Permit allows a vehicle to carry a load that is dividable (i.e., logs, gravel, concrete, dirt, etc.) that exceeds the weight limits specified in Section 385 of the New York State Vehicle and Traffic Law.

An approved New York State Divisible Load Permit is required by the Monroe County Department of Transportation in order to permit vehicles to haul on Monroe County Highways. The Monroe County Department of Transportation issues its own Divisible Load Permit, subject to approval by the County Highway Superintendent, County of Monroe, or his/her designee, and is issued in the form of a letter to the permittee. Copies of the Monroe County Department of Transportation permit letter shall be kept in each permitted vehicle and attached to the applicable New York State Divisible Load Permit.

The applicant shall submit, as a minimum, the following information to Monroe County Department of Transportation when applying for a Divisible Load Permit:

1. A list of Monroe County Highway(s) to be used as hauling routes by the permittee.
2. Copies of valid New York State Vehicle Registration for all affected vehicles.
3. Copies of valid New York Divisible Load Permits for all affected vehicles.
4. A Certificate of Insurance meeting Monroe County's insurance requirements as outlined in the Monroe County Summary of Vendor Insurance Requirements.
5. A table outlining:
 6. Make of Vehicle
 7. License Plate Number
 8. Vehicle Identification Number
 9. New York State Divisible Load Permitted Weight
10. A check for \$10 per truck, per year, made payable to the Monroe County Director of Finance.

The County of Monroe reserves the right to restrict overweight hauling on County highways due to seasonal limitations such as spring thaws, high ground water or other possible seasonal limitations that preclude use of the County highways by overweight vehicles. A copy of Monroe County's restricted roads will be attached to the approved Monroe County Department of Transportation permit. Note: The hauling operation may be observed from time to time.

Any violation of the permit requirements could result in a fine between \$100,000 per vehicle, per day and revocation of the permit.

X. INSURANCE REQUIREMENTS-SPECIAL HAULING & DIVISIBLE LOAD
PERMITS Monroe County Summary of Vendor Insurance Requirements

A. Provide ACORD Certificate of Insurance Form.

Certificate Holder Information:

Monroe County

39 W. Main St., Room 200

Rochester, NY 14614

Attn: Dept. of Transportation, City Place Bldg.

B. Provide the Following Insurance Coverages:

1. General Liability Insurance

a) \$1 million per occurrence

b) \$3 million aggregate

c) Name **Monroe County** as additional insured and provide additional insured

d) endorsement showing same (NOTE: ACORD Form alone is INSUFFICIENT

e) for additional insured proof)

f) If aggregate coverage is less than \$3 million:

g) excess or umbrella coverage in an amount to provide \$3 million total excess/umbrella coverage must name **Monroe County** as additional insured and provide additional insured endorsement showing same

h) Name these entities as additional insureds along with Monroe County as appropriate:

i) Monroe County Department of Transportation

j) Name other entities (such as NYS or grant funders) as additional insureds if required by statute or grant agreement

2. Professional Liability Insurance (if Applicable)

a) \$1 million per occurrence

b) \$3 million aggregate

c) DO NOT name Monroe County as additional insured

3. Automobile Liability Insurance

a) \$1 million per occurrence for bodily injury and property damage

b) Name Monroe County as additional insured and provide additional insured endorsement showing same (NOTE: ACORD Form alone is INSUFFICIENT for additional insured proof)

4. Workers Compensation Insurance (obtain forms from NYS Workers Comp website www.wcb.ny.gov). Provide one of these certificates, depending upon vendor's business and employees:

a) C-105.2 (or U-26.3)

b) SI-12 (or GSI 105.2)

c) CE-200

NOTE: ACORD Form alone is INSUFFICIENT

5. Disability Benefits Insurance (obtain from www.wcb.ny.gov). Provide one of these certificates, depending upon type of coverage:

a) DB-120.1 c) CE-200

b) DB-155

NOTE: ACORD Form alone is INSUFFICIENT

XI. BIBLIOGRAPHY

A Policy on Geometric Design of Highways and Streets. American Association of State Highway and Transportation Officials

Department of Justice 28 Code of Federal Regulations Appendix A. (ADA Accessibility Guidelines). 26 July 1991.

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Highway Capacity Manual Special Report 209. Transportation Research Board, Washington D.C.: 1994.

McKinney. McKinney's Consolidated Laws of New York Annotated. State Highway Law. St. Paul, Minn.: West Publishing Co., 1979.

McKinney's Consolidated Laws of New York Annotated. General Municipal Law. St. Paul, Minn.: West Publishing Co., 1986.

Proceedings of the Legislature of Monroe County. 1971.

Requirements for the Design and Construction of Underground Utility Installations within the State Highway Right-Of-Way. New York State Department of Transportation, 1997.

Monroe County Department of Transportation Standard Specifications.

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Stover, Vergil G. and Frank J. Koepke. Transportation and Land Development. Institute of Transportation Engineers. Prentice Hall, 1988.

Trip Generation Manual. Institute of Transportation Engineers. .

New York State Code of Federal Regulations. Industrial Code Rule 53 and 753.

National Manual of Uniform Traffic Control Devices (MUTCD)

NYS Supplement

APPENDIX

MONROE COUNTY DEPARTMENT OF TRANSPORTATION
PERMIT OFFICE POLICIES

- A-1 Policy - Open Pavement Cuts
- A-2 Boring/Jacking Policy
- A-3 Security Deposit Policy
- A-4 Traffic Signal Easement and Agreement
- A-5 Fine Schedule Policy

OPEN PAVEMENT CUTS POLICY

All underground utility and storm sewer installations/repairs (either crossings or installation along the roads horizontal alignment), etc..shall be placed beneath the pavement (travel lanes and shoulder areas) without disturbance to the pavement section (includes subbase), unless otherwise approved. Such installations shall be by auger boring, slurring boring, pipe jacking, micro tunneling, horizontal directional drilling or utility tunneling or other approved means, in conformance with MCDOT and NYSDOT requirements, not limited to but including NYSDOT Highway Design Manual Appendix 13C, and NYSDOT/MCDOT specifications. Pipe ramming, soil compaction or water jetting shall not be permitted. Special permission may be granted by the Highway Superintendent for emergency road cuts only, only in advance of the road cut being performed

These requirements may be waived by the County Highway Superintendent or his/her designee in the event of an emergency or other unforeseen event.

Test holes at all proposed utility crossings should be done during the design phase to identify any possible conflicts, (i.e., bedrock and/or other utilities). All open pavement cuts shall be sawcut and reconstructed in accordance with the department's pavement restoration and/or paved shoulder restoration details.

All pavement cuts shall be sawcut 45 degrees to 90 degrees to the edge of the pavement, essentially perpendicular to a snow plow blade.

If an open pavement cut is allowed, compaction testing of the backfill material may be required. Flowable fill or other non-shrink alternatives may be required in lieu of standard stone based backfill materials.

The permittee will be required to maintain any future settlements of this open cut area until such time as the roadway is resurfaced by MCDOT.

See New York State Industrial Code 53 and 753 for information on stakeouts and exposing utilities.

BORING/JACKING POLICY

Wherever possible, all utility crossings should be bored. Test holes outside the pavement at all proposed utility crossings must be done during the design phase to identify any possible conflicts (i.e., bedrock and/or other utilities). However, the County will allow pushing or jacking where the utility diameter is 2" or less. Directional drilling will also be considered upon request.

All construction of underground utilities shall be completed in accordance with the *New York State Requirements for the Design and Construction of Underground Utility Installations with the State Highway Right of Way*, latest revision with the following modifications and additions:

A. All reference to the New York State Department of Transportation of State shall be the Monroe County Department of Transportation.

Open pavement cut windows will only be allowed as required by New York State Industrial Code Rule 53, as modified by New York State Industrial Code Rule 753. Refer to Code Rule 753 for information on stakeouts and exposing utilities.

The minimum bore casing thickness shall be 3/8 of an inch. All voids in the casing area shall be filled with flowable fill or sand.

SECURITY DEPOSIT POLICY

Security deposits will be required for various construction activities on County highways. A list of security deposits can be found with the 136 Permit Fee Sheet on MCDOT's website. Security deposits vary based on the type of work activity in the right of way.

Security deposits will be accepted in the following forms:

1. Cashiers Check
2. Official Bank Check or Draft
3. Certified Check
4. Money Order
5. Mastercard or VISA

Utility companies and municipalities will be excluded from providing security deposits.

The check will not be released until all County, Town, and/or Village requirements are met. Security deposits will be held for a minimum of 30 days and up to a maximum of 1 year after satisfactory completion of the work as a guarantee of the work performed in the County right-of-way. The length of time that a security deposit is held is based on whether MCDOT was properly notified of the start of work and/or the weather conditions while the work was being done.

**PRIVATE TRAFFIC SIGNAL
EASEMENT AND AGREEMENT**

Private Traffic Signal Agreements will be required when applicable. Upon review of the project plans and traffic impact report, if a traffic is deemed required, MCDOT will work with the applicant to implement the Agreement.

MONROE COUNTY DEPARTMENT OF TRANSPORTATION
PERMIT OFFICE
FINE SCHEDULE POLICY

Failure to Obtain 136 Permit

Fine Per Business
Day After Written
Notification

Driveways

Residential Driveways	\$ 25
Major Commercial Entrances	\$100
Minor Commercial Entrances	\$ 50
Enlarge Driveway	\$ 25

Streets

Major Subdivision Streets	\$100
Minor Subdivision Streets	\$ 50
Temporary Access Roads	\$ 50

Overhead Utilities

Signals	\$500
Running New Lines	\$ 50
Overhead Utility Work (poles, towers, etc.)	\$ 50
Overhead Service Connections	\$ 25

Underground Utilities

Watermain, Sanitary Sewer, Storm Sewer, Pipe Ditch	\$100
Excavation, Tunneling, Boring	\$ 50
Subsurface Service Connections (commercial or private)	\$ 25
Storm Sewer Connection	\$200
Open Road Cut	\$300

Miscellaneous

Hauling (Overweight Vehicle) (Per Truck Per Highway)	\$ 30
Bridges/Major Culverts Utility Work	\$550
Minor Culverts Utility Work	\$100
Special Hauling	\$200
Right-Of-Way Access	\$100

Permit Violations

Fine Per Day After
Written Notification

No notification of Starting Work	\$ 25
Substandard Temporary Access Installation	\$100
Substandard Ditch Enclosure	\$100
Substandard Right-Of-Way Restoration	\$100
Substandard Driveway Installation	\$100
Substandard Bore Installation	\$100
Substandard Commercial Access Installation	\$200
Substandard Utility Installation	\$200
Substandard Subdivision Street Installation	\$200
Substandard Compaction in Pavement or Right-Of-Way	\$200
Substandard Maintenance and Protection of Traffic	\$500
Substandard Pavement Restoration	\$500

PERMIT OFFICE FORMS

**See the Monroe County web site for the latest version of these forms.
www.monroecounty.gov**

- B-1 136 Highway Permit
- B-2 239-F Permit and Letter of Consent
- B-3 Permit Fee Worksheet
- B-4 6905P Annual Permit Form
- B-5 Special Conditions Checklist
- B-6 Stop Work Order
- B-7 Application For Special Hauling Permit