

APPLICATION FOR PERMIT
PERMIT NOTICE
PERMIT FOR INSTALLATION OF DRIVEWAY STRUCTURE

Please read the Instruction Sheet and return the completed application to the Town of Lisbon, 6963 CR 10, Lisbon, NY 13658.

THE PROCEDURE FOR OBTAINING A DRIVEWAY PERMIT IS AS FOLLOWS:

A. Town of Lisbon Highway personnel will review the site for pipe size, sight distance, and other issues related to the driveway location and existing highway.

B. A Permit Notice will be sent to the property owner. The Permit Notice will state the required pipe size and the permit fee. The property owner must submit the Permit Notice and a non-refundable check for the full amount of the permit to the Department of Highways.

C. If you choose to install the driveway yourself or hire a private contractor, the installation will be inspected and approved by a Town Department of Highways employee. Improperly installed pipes will be required to be removed or face a penalty of \$100 per day to a maximum of \$1000.

D. If the Town installs the pipe, you need to return the Permit Notice and associated fees. After the Permit Notice and permit fees are received, the Town will schedule the driveway installation. The driveway installation only covers the portion within the Town's right-of-way.

NOTE: Work schedules are affected by the availability of staff and equipment and by the status of work in progress which may cause a delay in installing your pipe.

INSTRUCTION SHEET

THE FOLLOWING NUMBERS CORRESPOND TO THE NUMBERS ON THE PERMIT APPLICATION:

- (1) Please print your full name clearly. An applicant may be either the owner or a person designated by the owner.
- (2) Please enter your mailing address.
- (3) Please enter your area code/ phone number. A cell phone number is acceptable.
- (4) Please enter your area code/work phone number.
- (5) Please enter your area code/fax phone number. (If available)
- (6) Please enter your 911 address if different from mailing address this should be the location in which you are applying for the driveway permit. If it is the same as your mailing address, you can leave this blank. If it is a new site, contact St. Lawrence Co. Real Property 315-379-2272 for a 911 address.
- (7) Please give complete directions on how to locate the worksite, provide the nearest road intersection and distance to your site from this point. **Please mark the worksite with white flags or stakes.**
- (8) Please circle the purpose of the driveway permit. Residential driveways are a minimum of 20 feet wide and agricultural or commercial driveways are 40 feet wide.
- (9) The property owner **MUST** sign the application.
- (10) Please be sure to date the application.
- (11) The installation fee will be determined based upon the required diameter of the driveway pipe. The 2026 fee schedule is as follows:

<u>Residential 20"</u>		<u>Agricultural or Commercial 40"</u>	
No Pipe Required	\$742	No Pipe Required	\$1484
12" Diameter Pipe	\$900.40	12" Diameter Pipe	\$1800.80
15" Diameter Pipe	\$948.40	15" Diameter Pipe	\$1896.80

This cost will be for full material, culvert pipe, any required connectors and two loads of stone. for a 20 ft pipe and four loads of stone for a 40 ft pipe.

Any driveway which requires a pipe with a diameter larger than 15 inches shall be charged based upon the actual cost of the materials used.

If a resident chooses to have a private contractor install a driveway culvert, upon completion if the contractor has met the Town of Lisbon Specification, then that said driveway becomes the Town of Lisbon responsibilities forever just as if the Town of Lisbon installed it.

ALL FEES ARE NON-REFUNDABLE. Updated 3/20/2026

Permit No. _____

APPLICATION FOR PERMIT
A DRIVEWAY STRUCTURE ON THE TOWN OF LISBON ROAD SYSTEM
Section 136, Highway Law

(1) NAME OF APPLICANT: _____ (3) PH. NO. _____

(2) MAILING ADDRESS: _____ (4) WORK NO. _____

_____ (5) FAX NO. _____

(6) 911 ADDRESS (IF DIFFERENT FROM MAILING ADDRESS): _____

(7) Please give us the name or number of the Town road where worksite is located and directions on how to find the worksite. Mark the worksite with stakes or flags. _____

(8) The driveway will be mainly used for (Please circle one)

Agriculture

Commercial

Residential

(9) Signature of Property Owner

(10) Date

Return to: Town of Lisbon
6963 CR10
Lisbon, NY 13658
(315)276-5370

(The part below is to be filled in by Highway Personnel.)

Approved: _____
Town of Lisbon Highway Dept. Date

Material to be used: _____

Town work area is in: _____ Is ditching required: _____

<u>Fees Received</u>	<u>Date</u>	<u>Permit Status</u>	<u>Date</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____