

## **RIGHT-OF-WAY ACCESS PERMIT PROCEDURES**

Please complete this form and mail to the County Engineer's Office at 401 Grand Street, Paterson, NJ 07505, 973-881-4450, along with a legible sketch of your proposal with dimensions, and two color photographs. Applicable Passaic County design standards are listed on the attached sheet. **You may apply** for a waiver from any of these standards if you provide justification – the County will then review your request and **either approve or disapprove** the waiver request.

**If the permit is approved**, we will send you the following:

- Approved Right-of-Way *Access* Permit
- Permit and Bond Computation Form
- Right-of-Way *Entry* Permit form (to be completed by you)

Before construction may begin, you (or your contractor) must then mail or bring those documents, along with the fee, performance bond, and proof of insurance, to our Operations Department (*307 Pennsylvania Ave, Paterson, 881-4500*).

If you have any questions on the Right-of-Way *Access* Permit, please call the Engineering Department. If you have any questions on the fee, performance bond, or insurance requirements, please call the Operations Department.

1. If part of approved subdivision or site plan, ***all conditions*** must first be met, and driveway must conform to the approved plans.
2. If not part of an approved plan, ***photographs must be submitted.***
3. Review for conformance to the following criteria:
  - Sight Distance, according to AASHTO
  - Driveway not within 10 feet of a property line
  - Driveway not within 20 feet of a P.C. of an intersection
  - Two driveways on same lot must be 50 feet apart (edge to edge)
  - Max. Grade of 2% for 20' from property line for cars, distance to be increased according to other design vehicles
  - Angle with street as close to 90° as possible
  - Maximum width of 15' for one-way
  - For two-way, width between 24 and 30 feet
  - Curb radius range from 15 to 30 feet
  - Backing onto County Road is prohibited
  - No drainage should be directed to County road (pitch driveway back, if possible)