

VILLAGE OF EAST NASSAU  
ROADWAY AND DRIVEWAY STANDARDS  
As adopted on 12-13-06

Section 1 - General

1.1 Standards

All new private roadways and driveways must meet the Village of East Nassau Roadway and Driveway Standards and shall not be constructed until approved by the Village of East Nassau as set forth herein. All new roadways proposed to qualify for takeover status by the Village of East Nassau shall comply with section 2 below. However, acceptance of all such roadways will be at the sole discretion of the Village Board of Trustees as advised by the Village of East Nassau Superintendent of Public Works.

1.2 General Approval

The Village of East Nassau reserves the right to establish additional qualifications on an individual case by case situation. All construction shall be subject to the approval of the Superintendent of Public Works prior to initiation. The Superintendent of Public Works will also determine if construction follows the application specifications and will be responsible for granting, or not granting, any variance requests that arise during construction at his discretion.

Section 2 - Minimum Specifications For Roads

2.1 Written Approval

A. No construction of any road within the Village of East Nassau shall begin without a written prior approval issued by the Superintendent of Public Works. If a new road is proposed as part of a subdivision, the road shall also be reviewed and approved by the Board of Trustees as part of the subdivision process.

B. All roads shall meet the following specifications, except for very limited use roads, such as a road used for temporary logging or construction activities, the Superintendent of Public Works may at his discretion relax some of these standards if he believes they are excessive for the particular location. The Superintendent of Public Works may relax standards only if it will not affect safety in his judgment.

2.2 Right of Way

There must be a 50 foot right of way cleared of trees, stumps and boulders. The fifty foot right of way will be measured from approximately 25 feet either side of the road centerline. The Superintendent of Public Works shall determine the appropriateness of any such right of way.

### 2.3 Driving Surface Width

The driving surface width shall not be less than 20 feet with 5 feet of shoulders on each side creating a no less than a 30 foot road bed.

### 2.4 Road Bed

The road bed shall consist of at least 2 feet of gravel type fill on the top of cleared and cleaned existing ground that is free of stumps, large rocks, and any foreign objects or materials. The Superintendent of Public Works may require that an approved fabric be applied for part, or all, of the Road Bed before any additional materials are applied. All fill must be free of stones larger than 4 inches and be pre approved by the Superintendent of Public Works.

### 2.5 Top Base Layer

A top base layer of the road bed shall be no less than 4 inches of New York State Highway standard item 4, or an equal approved material. It will be added as the top layer of the prepared road and shoulders base.

### 2.6 Paved Roadway Final Surfacing

The binder course must be no less than 4 inches of compacted dense binder. The binder course shall be adequately compacted by a machine roller or vibrating tampers to a minimum of 95% of optimum density. The finish course shall be a minimum 2 inch hot, asphalt mix. The finish layer shall also be compacted the same as the binder and crowned sufficiently to insure proper run off. All material must be approved by the Superintendent of Public Works.

### 2.7 Road Intersections

All roads at intersections shall have a paved radius at the edge of the driving width of at least a 20 foot radius. This radius shall meet the requirements of the gravel base and shoulders specified in 2.4 and 2.5.

### 2.8 Road Shoulders

All shoulders shall be 5 feet wide and even with the pavement surface providing for moisture drainage away from the road surface. Material used for topping shoulders shall be no less than 4 inches of New York State Highway standard item 4, or an equal approved material.

### 2.9 Road Grades

Road grades shall conform to the surrounding terrain but shall not, in any case, exceed 8% or more than 3% within 50 feet of any intersection. Run off shall drain into ditch lines or other appropriate drainage, never onto an intersection roadway.

### 2.10 Drainage Culverts

Culverts under the roadway should be a minimum of 15 inches in diameter and covered with at least as much fill as their diameters. All stumps, rocks and foreign materials must be removed prior to installation of drainage ditches. All

drainage culverts must be approved by the Superintendent of Public Works prior to their installation and covering.

#### 2.11 Drainage Ditches

Finished grades of all road ditches shall be a minimum of 1-1/2 feet below the center of the road surface and designed to have a minimum hydraulic capacity as determined necessary by the Superintendent of Public Works. All rocks, stumps and foreign materials must be removed from drainage ditches. All drainage ditches must be approved by the Superintendent of Public Works after completion.

#### 2.12 Sloping

When sloping is determined to be needed of a steep bank or embankment, then this shall be accomplished on a 2 feet to 1 foot maximum slope basis. Attached must be a description of how soil erosion will be prevented on the slope.

#### 2.13 Dead End Roads

In the case of a dead end road, a turn around area will be created of no less than a 65 foot radius and shall have pull offs or turnarounds not less than every half(1/2) mile. Dead end roads should be planned to allow for creation of a through road in the future.

#### 2.14 Guard Rails

Guardrails shall be required in accordance with County and State guidelines and must be approved by the Village of East Nassau Superintendent of Public Works prior to initiating their installation.

#### 2.15 Intersections

Blind intersections and jogs must be avoided. All streets, private roads, access lanes, drive-through and driveways must intersect existing roads as close as possible to a 90 degree angle. All intersections must not have a finished surface higher than the connecting road. The slope of the connection road at the intersection must be of an equal or greater angle of slope than the crown of the existing road to facilitate snow plowing. A grade of not more than 3% for a distance of 55 feet from the existing center line must be maintained beyond the intersection.

#### 2.16 Drainage

Draining of all moisture must take place into appropriate ditches and drains. When required all culverts must meet standards outlined in Section 2.10. All such construction, whenever possible, must avoid steep sloping, stream crossings and other natural features. The Superintendent of Public Works must approve the installation of all culverts or bridges before any such construction may begin.

#### 2.17 Sight Lines

Blind intersections and jogs must be avoided. Sight lines of at least 500 feet, in all directions, must be assured. All planned intersections onto roadways must be approved by the Superintendent of Public Works prior to their installation.

### Section 3 – Driveway Permits and Culverts

#### 3.1 Permits

Prior to construction or reconstruction of any driveway, the property owner must obtain a curb cut or construction permit from the East Nassau Superintendent of Public Works. The landowner(s) must sign all permit applications, and a legible sketch must accompany all applications. All conditions established by the Village Board of Trustees in these standards and any additional requirements imposed by the Superintendent of Public Works based on site conditions, must be met before any construction can take place.

#### 3.2 Access across private property.

No access across a separate, privately owned parcel shall be constructed without prior approval of both the private parcel owner(s) whose parcel is being accessed and the Village of East Nassau Superintendent of Public Works. The nature of the access, its construction features and surfaces shall be described when the initiation of the approval process is submitted.

#### 3.3 Culvert Specifications

Culverts under driveways shall be of such size in diameter and length as is appropriate to carry anticipate storm water through the drainage way. Generally such driveway culvert should be a minimum of 15 inches in diameter and covered with at least as much fill as their diameters.

#### 3.4 Installation.

For the purpose of ensuring that Village drainage ways are functioning and maintained properly, the Village of East Nassau shall install all driveway culverts in Village right-of-ways for driveways that intersect with Village roads. Under no circumstances shall property owners, their contractors or agents install any driveway culverts or perform any work in the Village right-of-way unless specifically authorized by the Village.

#### 3.5 Responsibility For Cost of Material and Installation

##### A. Village Road Maintenance and Reconstruction Projects.

Whenever a driveway culvert needs to be replaced as part of the maintenance or reconstruction of a Village Road, right-of-way or drainage way, the Village shall be responsible for the cost of the culvert, other materials and installation

up to 20 feet in width. Any driveway that requires a culvert of more than 20 feet in width, the property owner shall be responsible for reimbursing the Village for the cost of materials in excess of that incurred for 20 feet.

#### B. Replacement/Repair of Existing Culverts and Curb Cuts.

Whenever a driveway culvert needs to be replaced due to said culvert being corroded or damaged, the Village shall be responsible for the cost of removing, replacing and installing a new culvert up to 20 feet in width. The property owner shall be responsible for reimbursing the Village for the cost of materials in excess of that incurred for 20 feet or for the entire installation where the culvert was damaged from overloading or misuse.

#### C. New Driveways or Extensions.

Whenever a driveway culvert needs to be installed due to the installation of a new driveway or extension of an existing driveway, the Village shall be responsible for the cost of installing the new culvert and the property owner shall be responsible for reimbursing the Village for the cost of the culvert and materials.

### 3.6 Determinations.

In all cases, determinations as to diameter sizing of culverts, specifications and materials for culverts, the need for a new culvert, and assessment of damage/costs shall be made by the Village of East Nassau Superintendent of Public Works.

### 3.7 Appeals

The appeal of any determination or decision with respect to driveway curb cuts, construction permits or driveway culvert installation and cost may be made to the Village of East Nassau Board of Trustees within 62 days from the date that the property owner was notified of said decision or determination.

## Section 4 - Definitions

### Right of Way (Road section)

A road extension to insure that the Right of Way includes a total width of 50 feet of which no less than 20 feet shall include a driving width.

### Roadway

That part of a road section which consists of at least 20 feet of surface over which travel occurs and the accompanying shoulders.

### Road Course

That part of the roadway which includes Base, Binder and finish courses. (see appendix A)

### Shoulders

The edge of the road way shall include at least 5 feet of surface on each side to the roadway which is accessible to users of the road way. Its dimension is included in the entire Road Section (50 feet).

**Superintendent of Public Works:**

The Village official responsible and authorized by the Village Board of Trustees to issue road, driveway and culvert permits and to administer the provisions of these standards and specifications. If a Superintendent of Public Works has not been appointed by the Village Board of Trustees, the Mayor shall act as the Superintendent of Public Works.

**Section 5 - DIAGRAM OF A TYPICAL ROAD CONSTRUCTION.**

- Road Section Right of way: 50 feet
- Roadway: 20 feet minimum
- Base Course: 2 feet
- Top of Base Layer: 4 inches
- Binder course: 4 inches
- Finish course: 2 inches
- Shoulders: 5 feet



