

COUNTY OF MONROE
DEPARTMENT OF TRANSPORTATION
6100 City Place
50 West Main Street
Rochester, New York 14614-1231
585-753-7710

Permit No. _____

- ☐ File Copy
☐ Applicant Copy
☐ Town Copy
☐ Inspector Copy

PERMIT UNDER SECTION 136 HIGHWAY LAW

WHEREAS, Section 136 of the Highway Law Provides: No street surface or other railroad shall be constructed upon any portion of a road constructed or improved on a county road system, nor shall any person, firm, corporation or municipality enter upon or construct any works in or upon any such road, or construct any overhead or underground crossing thereof, or lay or maintain therein drainage, sewer or water pipes underground, except under such conditions and regulations as may be prescribed by the county superintendent, notwithstanding any consent or franchise granted by any town or by the municipal authorities of any village or town. Any municipal corporation may enter upon any road constructed or improved on a county road system for the purpose of widening the pavement or constructing sidewalks or for any other purpose authorized by this section, but only after securing a permit as provided herein. Notwithstanding the limitations in any general or special law, every municipal corporation shall have and is hereby given authority to deposit with the county superintendent such a sum of money as may be required by the county superintendent as a condition precedent to the granting of the permit provided in this section. Any person, firm or corporation violating this section shall be liable to a fine of not less than one hundred dollars nor more than one thousand dollars for each day of such violation, to be recovered by the county superintendent and paid in to the county treasury to the credit of the county road fund created under article six of this chapter for the construction, reconstruction and maintenance of county roads on the county road system in accordance with the provisions of said article six, and may also be removed therefrom as a trespasser by the county superintendent upon petition to the county court of the county or to the supreme court of the state.

WHEREAS, a certain highway known as Various _____ in the town of _____
(print road name)

Various _____ has been improved and is on the Monroe County Road System and
(print town name)

WHEREAS, _____
(print paving company name)

whose address is _____
(print current mailing address, city, state and zip code)

requests permission to perform the following work **2026 Annual Paving Permit to work within the County right-of-way on existing driveways to the same width. NOTE: Use attached MCDOT 6905P Form to notify MCDOT Permit Office, two (2) business days in advance of the work taking place in the County right-of-way. Fax 6905P Form to 585-753-7730 or scan to email box MCDOTPermits@monroecounty.gov**

at HOUSE #: _____ LOT #: _____ PROJECT NAME: _____
_____ as per sketch or map attached.

_____ Residential _____ Commercial _____ Other

NOW, THEREFORE, a permit is hereby granted in accordance with the SPECIAL CONDITIONS (Attached) - In consideration of granting this permit the undersigned applicant accepts it subject to all methods, conditions and restrictions listed on the back of this form and all special conditions attached to this form.

Applicant Signature

County Superintendent of Highways

By: Applicant Name (please print)

Date Issued

Date Phone #

(For MCDOT Use Only)

Permit Fee: **\$ 400.00**

Review Fee: \$ _____

Security Deposit: \$ _____

All Fees Paid Date: _____

Applicant Email Address

By signing above, Applicant confirms that they have read and agree to Monroe County's Highway Access Guidelines, which are fully incorporated herein by reference and found at: www.monroecounty.gov/dot-access-guidelines.

CONDITIONS AND RESTRICTIONS

1. Work at all locations shall be approved by an authorized representative of the Monroe County Department of Transportation (MCDOT).
2. All pipes or mains crossing highway pavements shall, wherever possible, be driven beneath the roadway without disturbance to the pavement. The point of driving shall not be less than ten (10) feet from the edge of paved surface. Such crossover pipes or main shall, whenever possible, be enclosed in sleeves or larger pipes so that repairs or replacements may be made in the future without any further disturbance of the roadway pavement. Minimum depth of cover of all pipe shall be 36 inches.
3. 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. Non-emergency road cuts will not be allowed during the winter months when the asphalt plants are closed. If the permittee insists on open cutting the road, then temporary restoration must use quick setting concrete, instead of cold patch.
4. During the performance of all work under this permit, great care shall be exercised to prevent any damage to property within and adjacent to the County Highway right-of-way. Any damaged property will be the responsibility of the permittee/contractor to repair/replace.
5. All land monuments and property marks shall be carefully protected from disturbances of any nature. Their removal shall not be permitted until the Monroe County Survey Office has referenced their location. The cost of removal and or replacement shall be borne by the permittee.
6. This permit shall not be transferred.
7. If any work authorized by this permit is not performed to the satisfaction of the County Superintendent of Highways, is not fully completed or is otherwise defective, the said applicant hereby agrees that the County Superintendent of Highways may satisfactorily complete said work or correct any defect therein after the discovery of such unsatisfactory or defective work. The cost or expense thereof shall be paid by said applicant immediately upon receipt of a statement of such cost or expense from the County Superintendent of Highways or may be deducted by the Director of Finance of Monroe County out of any funds deposited as security for the satisfactory completion of said work.
8. Applicant certifies all persons concerned with the actual work under this permit are duly covered by Workmen's Compensation Insurance and the State, County and Town shall be held harmless on account thereof.
9. The said County Superintendent of Highways reserves the right to at any time revoke or annul this permit should the said applicant fail to comply with the terms and conditions upon which it is granted.
10. The said applicant hereby agrees to hold the State, County and Town harmless on account of damages of any kind which may arise or occur as a result of the work authorized by this permit, either during the progress of same or within a period of five years from the date of such completion, and to defend at said applicant's own expense any and all actions instituted against the State, County or Town to recover for such damages.
11. It is understood that any future changes in the highway construction or use that require changes in the proposed work covered by this application and permit, the applicant shall upon reasonable notice from the County Superintendent of Highways, make such necessary changes at their own expense within the time so specified in notice. This includes relocations of utilities on any future MCDOT projects.
12. Care must be taken not to interfere with drainage ditches or structures.
13. The installation of utilities, when permitted, must be made outside of the ditch line and as near to the highway right-of-way line as possible or as designated in writing by the County Superintendent of Highways.
14. Equipment with chains, steel tracks, armored tires, lugs, etc. will not be permitted on the pavement area.
15. Permits issued for work within the limits of a Monroe County contract will be performed in collaboration and conformity with the work schedule and all related specifications for work which the County of Monroe's contractor has submitted to and which has been approved by the County Superintendent of Highways.
16. The person in charge of the work covered by this permit shall have the permit and the approved plans and sketches in his possession on the job at all times.
17. The permittee must notify UDIG NY, the underground facilities protective organization, at 1-800-962-7962 and any affected agencies not covered by UDIG NY at least 48 hours before the start of any work.
18. It is required that the owner (utility company, town, village, sewer district, water district, developer, home owner) of the facility to be installed within the right-of-way of the county highway must sign the permit as the applicant. Contractors will not be allowed to sign the permit as applicant except as permitted by the County Superintendent of Highways.
19. MCDOT does not own or maintain items such as private driveways (including culvert pipes), ditch pipes (unless 3 or more consecutive properties, installed under permit), utility mains or services not installed by MCDOT (water, gas, electric, sanitary, cable, etc), sidewalks or any fixed item/hardscape (such as mailboxes, retaining walls, fences, trees, landscape rocks/boulders, etc) that there is no record of being installed under permit.
20. This permit is valid for a one year period from the date of issuance. The applicant may request additional time by reapplying at the end of the one year term. A fee will be assessed as outlined in the Monroe County Department of Transportation Fee Schedule.

PERMIT FEE WORK SHEET **MONROE COUNTY DEPARTMENT OF TRANSPORTATION**

Permit Number _____

(Prepare and submit one copy with 136 Highway Permit Applications)

Name: _____
Address: _____

Signature: _____
Title: _____
Date: _____
Phone No. _____

CHECK TYPE OF OPERATION		CHECK	REVIEW FEE	PERMIT FEE	SECURITY DEPOSIT REQUIRED (see Pg 2)	ADDITIONAL PERMIT FEES		PERMIT FEE SUBTOTAL
						NO. OF FEET OR POLES	TIMES UNIT RATE	
COMMERCIAL/RESIDENTIAL ACCESSES								
Residential Driveway-New			\$75	\$150	\$			
Residential Driveway-Resurface			\$25	\$50	\$			
Agricultural/Farm Access			\$75	\$150	\$			
Access to Undeveloped Property			\$75	\$150	\$			
Commercial Entrance-Resurface			\$50	\$200	\$			
Commercial Access	Major (Design Hour Volume>100)		\$150	\$550	\$			
	Minor (Design Hour Volume<100)		\$150	\$500	\$			
Subdivision Street Major and Minor Design			\$150	\$500	\$			
Construction Entrance/Temp. Access – residential			\$75	\$100	\$			
Construction Entrance/Temp. Access- for all other			\$75	\$250	\$			
UNDERGROUND INSTALLATION BY PUSHING (<2" dia.) OR OUT OF PAVEMENT EXCAVATION								
Watermain/Sanitary/Storm Sewer Installation			\$75	\$150	\$		\$0.50 per LF (>250 LF)	
Pipe Roadside Ditch			\$75	\$150	\$			
Gas Main/ Duct/Buried Cable Installation			\$75	\$150	\$		\$0.50 per LF (>250 LF)	
Service Installation (Water, Gas, Electric, etc.)			\$75	\$150	\$		\$0.50 per LF (>250 LF)	
UNDERGROUND INSTALLATION BY TUNNELING/BORING (>2" diameter)								
Watermain/Sanitary/Storm Sewer Installation			\$75	\$150	\$		\$0.25 per LF (>250 LF)	
Gas Main/Duct/Buried Cable Installation			\$75	\$150	\$		\$0.25 per LF (>250 LF)	
UNDERGROUND INSTALLATION BY CUTTING PAVEMENT								
Watermain/Sanitary/Storm Sewer Installation			\$150	\$500	\$	Additional pavement Cut Maint. Fee \$5/SF- Roads not recently maintained \$10/SF- Roads resurfaced in past 5 years \$15/SF- Road reconstructed in past 10 years (To be calculated by MCDOT)		
Gas Main /Duct/Buried Cable Installation			\$150	\$500	\$			
Service Installation (Water, Gas, Electric, etc.)			\$150	\$500	\$			
Cross Culverts	Major ≥ 6' span/all box culverts		\$150	\$550	\$			
	Minor < 6' span		\$150	\$500	\$			
OVERHEAD INSTALLATION								
Service Installation (Without a new pole)			\$75	\$150	N. A.			
Erecting Poles, Towers, Luminares, Anchors			\$75	\$150	N. A.		\$2 per unit	
Running New Lines			\$75	\$150	N. A.		\$0.05 per LF (>250 LF)	
MISCELLANEOUS								
Annual Maintenance Permit - Use Form 6905P			0	0	N. A.			
Annual Driveway Paving Permit- Use Form 6905P		X	0	\$400	N. A.			\$400.00
Divisible Load Permit			0	\$10	N. A.		\$10/truck/yr	
House Moving Permit			\$100	\$300	\$			
Special Hauling Permit			\$100	\$300	\$			
Miscellaneous					\$			
TOTALS: (Separate payments needed)								\$400.00

Review fees

Sec. Deposits

Permit fees

1. **NO CASH.** Make checks payable to: **Director of Finance, County of Monroe**
2. Separate payments are required for Review Fees, Permit Fees, and Security Deposits. **They cannot be combined.**
3. Security Deposits of \$1000 or more must be paid by Mastercard/Visa, money order, cashiers, bank, or certified check.
4. Security Deposits of less than \$1000, as well as all Review Fees and Permit Fees, can be paid by personal check.

MISCELLANEOUS FEES CONTINUED

Operation	Review Fee	Security Deposit	Permit Fee	Operation	Review Fee	Security Deposit	Permit Fee
Traffic Signal Permit	\$300		\$550	Abandon Private Service	0		\$50
Modify Traffic Signal	\$150		\$500	Roof Drain/Sump Pump Discharge to Ditch	\$50		\$50
Storm Sewer Connection to Private Property >6"	\$100		\$350	Remove Existing Access	0		\$50
Storm Sewer Connection to Private Property <=6"	\$100		\$350	Replace Existing Culvert	\$75		\$150
Road Closing	\$150		\$300	Handicap Ramp	\$50		\$50
Full Depth Shoulder	\$150		\$500	Permanent or Temporary Sign	\$50		\$50
By-Pass Lane	\$150		\$500	Fill or Clean Drainage Ditch	0		\$50
Left Turn Lane	\$150		\$500	Grading and Seeding	0		\$50
Modify Existing Commercial Access	\$150		\$350	Test Pits or Soil Borings/Road	\$50		\$50
Modify Existing Residential Access	\$75		\$150	Tree Removal	\$50		\$50
Roadway Improvements	\$150		\$500	Permit Renewal	\$50		\$50
Restriping Pavement	\$150		\$300	City Site Plan Review	\$250		0
Sidewalk Installation/ADA Ramp	\$50		\$100	School Warning Device	\$50		\$50
Guiderail Modifications	\$50		\$100	MCDOT Requested Maintenance/Relocation	0		N.C.
Right - Of - Way Access Fee	\$50		\$100	Adopt - A - Highway Program	0		N.C.
Detour	\$150		\$300	Monroe County In Bloom Program	0		N.C.
Fire Hydrant	0		\$50	Beautification	0		0
Paint Traffic Control Box	0		0	Other-As Determined by Co. Hwy Supt.			

Traffic Impact Report Review Fees :

- \$1,500 for Major Traffic Impact Reports (Trip Generation > 100 vehicles/peak hour)
- \$1,000 for Minor Traffic Impact Reports (Trip Generation < = 100 vehicles/peak hour)
- \$ 500 for Traffic Analysis

SECURITY DEPOSIT POLICY

Security Deposits are required for various construction activities on County Highways. The following is a list of those activities and the associated security deposit amounts.

Activity	Deposit	Activity	Deposit
Driveway Installations	\$200	Subdivision Entrance	\$2500
Piping Roadside Ditches	\$1000	Commercial Entrances	\$2500
Open Cut Shoulder	\$2000	Remove Curbs or Gutters	\$2000
Open Cut One Lane	\$2000	By-Pass Lane, Full Depth Shoulder	\$5000
Open Cut Two Lanes	\$3000	Turn Lane	\$10000
Open Cut Three Lanes	\$4000	Right of Way Restoration in Lawn Area	\$2000
Open Cut Four Lanes	\$5000	Bores (Road Crossing)	\$3000
Parallel Cuts (Per Foot)	\$100	Signal Permits	\$15000
Modify Drainage Structure	\$5000	Installation of Drainage Structure	\$10000
PDF As-Built (as requested)	\$1000		
Open Cut > Four Lanes	\$5000 + \$1000/Lane > Four Lanes		

SECURITY DEPOSITS WILL BE ACCEPTED IN THE FOLLOWING FORM:

Security Deposits of \$1000 or more must be paid by:
 Cashier's Check, Official Bank Check, Money Order, Certified Check or VISA/Mastercard
 Security Deposits of less than \$1000 can be paid by personal check.

Utility companies and municipalities are exempt from providing security deposits.

The security deposit will not be released until all County and/or Town requirements are met. Security Deposits will be held for at least 30 days and up to a maximum of 1 year after the work is completed to the County's satisfaction as a guarantee of the work performed in the County right-of-way.

Cost of Inspection and Supervision - If, in the accounts kept by the Monroe County Department of Transportation, costs of supervision are found to be exceedingly high, the department reserves the right to bill the permittee for actual expenses incurred by the supervision and inspection of the permittee's project.