



ORANGE COUNTY DEPARTMENT OF PUBLIC WORKS

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PROJECT NAME

Review Checklist for Proposed Projects Along County Roads Policy & Standards of the Orange County Department of Public Works

All projects being proposed along County Roads must have plans prepared in conformance with the Policy & Standards of the Orange County Department of Public Works (OC DPW). All projects requiring Municipal Planning Board approval must be submitted to the OC DPW by the Planning Board in conformance with the provisions of Section 239-f of the NYS General Municipal Law. Any new submissions shall also be submitted to OC DPW and depending upon the nature of any revisions, further review and comments may be required.

Please note, **this list is to be used as the minimum requirements for a comprehensive review.** OC DPW may require additional information, studies, notes, details, revisions, etc. on a project by project basis prior to granting approval. The complete full set of Policy & Standards is available online on the County website. These standards shall be reviewed in detail and implemented by the applicant's licensed professional prior to submitting to OC DPW.

The following checklist items shall be incorporated on the plans prior to consideration of County approval:

1. Standard Plan Information

- 1.1. ____ Name and address of applicant
- 1.2. ____ Name and address of property owner (if different from applicant)
- 1.3. ____ Tax map data (Section-Block-Lot)
- 1.4. ____ Date of plan preparation and/or plan revisions
- 1.5. ____ Surveyor and Engineer Certification and Title Block
- 1.6. ____ Scale the plan is drawn to (Max: 1 in. = 50 ft.)
- 1.7. ____ Plan Legend (symbols & labels)
- 1.8. ____ North arrow
- 1.9. ____ Location Map with property outlined
- 1.10. ____ Standard County Highway Work Permit note on all sheets of the project plan set as well as all other Standard County Notes on the first page of the plan set as per OC DPW Policy & Standards. Provide all applicable details and notes from OC DPW Policy & Standards.
- 1.11. ____ Metes and bounds of parcel
- 1.12. ____ Lot areas
- 1.13. ____ Name of adjacent property owners with tax map data (Section-Block-Lot)

2. Existing Conditions

- 2.1. ____ Show all existing buildings, utilities (identify type), poles and anchors, structures (catch basins, cable boxes, manholes, etc.), shoulders (label material), guiderail, signage, pavement markings, driveways, adjacent roads (with names labeled), traffic signals (with location of signal heads and other applicable components such as cabinets, loop detectors, etc.), trees, etc.
- 2.2. ____ Show waterways, wetlands, buffers, culverts, piping, swales, headwalls, flared end sections, and all other drainage features and indicate direction of flow

- 2.3. _____ Show County Road names and numbers and names of adjacent roads and speed limits
 - 2.4. _____ Distances from all angle points and corners from the front property line to the center of existing pavement on the County Road
 - 2.5. _____ Show topographical data with 2 ft. contours extending approximately 100 ft. from the property line
 - 2.6. _____ Show all existing easements (note any restrictions)
3. Proposed Conditions – Driveways
- 3.1. _____ Residential: Minimum of -2% grade from the edge of the travel lane (white line) for 20 feet
 - 3.2. _____ Residential: Shall be paved from the edge of the travel lane for 20 feet with 12 in. of compacted NYSDOT Item 304.12 subbase and 2 in. of Top Course Hot Mix Asphalt.
 - 3.3. _____ Roads and Commercial: Minimum of -6% grade from the edge of the travel lane (white line) for 6 feet (shoulder grade). From the end of the -6% grade, provide a -2% grade and use a vertical curve at a length to create a low point 25 ft. from the edge of the travel lane.
 - 3.4. _____ Roads and Commercial: Shall be paved from the edge of the travel lane for 50 feet with 12 in. of compacted NYSDOT Item 304.12 subbase, 3 in. of Binder Course Hot Mix Asphalt, and 2 in. of Top Course Hot Mix Asphalt.
 - 3.5. _____ All driveways must have turn-around area to ensure vehicles will not back out onto any County Road.
 - 3.6. _____ Show ALL existing and proposed driveway entrance sight distances (Stopping Sight Distance, Turning Left Sight Distance, Turning Right Sight Distance, profiles, maintenance easements as necessary)
4. Proposed Conditions – Other
- 4.1. _____ Show all improvements (i.e. drainage, water, sewer, gas, electrical, telecommunications, and other utilities, grading, roadways, buildings, structures etc.)
 - 4.2. _____ All trenches within pavement areas must be backfilled with compacted (12 in. lifts) Controlled Density Backfill (K-crete) from the top of the pipe cushion to the bottom of the asphalt.
 - 4.3. _____ All trenches within 8 feet of pavement areas must be backfilled with compacted (12 in. lifts) NYSDOT Item 304.12 from the top of the pipe cushion to the bottom of the asphalt.
 - 4.4. _____ Show location of proposed and/or modifications to existing guiderail as well as all necessary details
 - 4.5. _____ Show locations and provide details for all required signage and pavement markings as per MUTCD and other County standards
 - 4.6. _____ Show proposed easements/ROW dedications and label as per OC DPW Policy & Standards
 - 4.7. _____ No trees, bushes, fences, landscape walls, stone walls, pillars, retaining walls, or any other permanent structure is allowed within the County Road ROW.
 - 4.8. _____ Show location and details for Erosion and Sediment Control devices (ditches, silt fence, hay bales, stabilized construction entrances, etc.)

The plan for the proposed site has been prepared in accordance with this checklist.

By: _____
Applicant's Licensed Professional

Date: _____

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