

**Town of Queensbury**  
**Highway**  
**Department**

742 Bay Road – Queensbury, NY 12804  
Office Phone: (518) 761-8211  
Fax: (518) 745-4466

**Michael F. Travis**  
Highway Superintendent  
Home (518) 798-0413

**Thomas R. Van Ness**  
Deputy Highway Superintendent  
Home (518) 745-0929

**DRIVEWAY PERMIT**

DATE: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_

ADDRESS TO BE INSPECTED: \_\_\_\_\_

RETURN ADDRESS: \_\_\_\_\_

Applicant must show exact location and width of driveway(s) to be connected to the highway by placing stakes at the specified location.

The Superintendent of Highways of the Town of Queensbury has reviewed this application. The following action has been taken:

STEP 1:         Preliminary Approval

- NEED:         Slight swale  
               Deep swale  
               Level with the road  
               Level with the top of the paved wing

Size culvert pipe to be used (if necessary)  
 12"     15"     18"     24"     36"

Preliminary inspection completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Approval by Highway Supt: \_\_\_\_\_ Deputy Supt: \_\_\_\_\_

**Upon completion, please resubmit this approved permit for a final approval.**

- STEP 2:         Final Approval**  
                   Rejected

Date: \_\_\_\_\_

\_\_\_\_\_  
Michael F. Travis, Highway Superintendent

\_\_\_\_\_  
Thomas R Van Ness, Deputy Highway Superintendent