

**2026 Driveway Permit Request**  
**City of Rome, NY**

\$5.00 Permit Fee

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

I, the undersigned, hereby request permission to construct or alter a driveway on my property:

Property Owner: \_\_\_\_\_

Property Driveway Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Property Owner Mailing Address: \_\_\_\_\_

Paving Contractor Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor Mailing Address: \_\_\_\_\_

Curb Cut?                     YES                     NO (Width \_\_\_\_\_ Feet)                    (Include Sketch w/ Dimensions)

Install New Driveway?                     YES                     NO (Width \_\_\_\_\_ Feet)                    (Include Sketch w/ Dimensions)

Remove and Replace Driveway?                     YES                     NO (Width \_\_\_\_\_ Feet)                    (Include Sketch w/ Dimensions)

Overlay Existing Driveway?                     YES                     NO (Width \_\_\_\_\_ Feet)                    (Include Sketch w/ Dimensions)

Modify or Change Driveway?                     YES                     NO (Width \_\_\_\_\_ Feet)                    (Include Sketch w/ Dimensions)

Prior to Construction, UDig-NY must be contacted at 811 or [udign.org](http://udign.org) to locate existing utilities

**PERMIT REQUIREMENTS:**

- Entire Driveway within the City of Rome Right of Way must be constructed at a Minimum of:  
2.5 Inches of Type 3 Binder Course Asphalt and 1 Inch of Type 7 Top Course Asphalt or;  
6 Inches of Class D Concrete or; Another Approved Hard Surface ex. Pre-Cast Concrete Pavers
- If concrete sidewalk replacement is required, work will comply with City of Rome Sidewalk Specifications  
(Ask about the City of Rome Sidewalk Improvement Rebate Program)
- All curb cuts will be coordinated with the City of Rome Engineering Department  
Curb cuts will only be made with a method approved by the City of Rome Engineering Department
- **PLEASE ATTACH A DRAWING SHOWING ALL DIMENSIONS OF THE PROPOSED DRIVEWAY AREA**  
Include Driveway, Property Lines, House, Garage, Sidewalk, etc. and any other pertinent information

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**Office Use Only**

Property Frontage Width: \_\_\_\_\_ Feet

Maximum Driveway Width: \_\_\_\_\_ Feet (25% of Property Frontage Width)

Send to: Rome City Hall, Engineering Dept., 198 N. Washington St., Rome, NY 13440  
Contact: Patrick Surace - [PSurace@RomeNY.gov](mailto:PSurace@RomeNY.gov) – (315) 335-2653