

TOWN OF WATERFORD
Application for Driveway Access Permit

WATERFORD Road Foreman - Telephone 748-9133
WATERFORD Town Clerk's Office - Telephone 748-2122

Instructions for Application for Access Permit to Waterford Town Roads

In accordance with Vermont law and Waterford Ordinance Regulating Access to and Use of Public Rights of Way, anyone seeking a driveway entrance on a town road must obtain a permit from the Selectboard prior to construction. The Waterford Selectboard has adopted a procedure to obtain a driveway access permit. The six steps are:

1. Consult the Road Foreman about your proposed access for recommendations about design, drainage, visibility, etc.
2. Fill out application form and attach a drawing, preferably to scale, showing the proposed driveway, its exact location on the town road (show distances to landmarks or cross-roads), and any proposed drainage facilities. If a survey map exists, please include it. Stake and flag each side of the driveway where it will meet the town road, showing the application number on the flags.
3. Submit your completed application to the Zoning Administrator who will forward it to the Road Foreman. There is a place on the form for his review and recommendations.
4. The Selectboard will make the decision to approve or disapprove the permit. Construction on the access shall not begin until the Selectboard has issued approval for use. Applicant should allow thirty days for the completion of these four steps.
5. Once the driveway construction has been completed you must notify the Town Office for final inspection. The purpose for the procedure is to "adequately protect and promote the safety of the traveling public"; by, for example, ensuring adequate visibility, preventing drainage problems, and possibly providing for a single access road for larger developments. The Selectboard has adopted these procedures to obtain informed advice from the Road Foreman and the ORB so that it can properly apply these standards. The applicant will follow the Vermont Agency of Transportation Standard B71 Form "Standards for Residential and Commercial Drives" which may be obtained from the Town website at the Vtrans website at: <https://outside.vermont.gov/agency/vtrans/external/CADD/WebFiles/Downloads/Standards/English/PDF/stdb71.pdf>

Date: _____ Permit #: _____ Fee: \$100.00

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Part I – Please complete this portion of the application on your computer.

Applicant: _____

Phone: _____ Mailing Address: _____

Owner of Property: _____

Person Performing Work: _____

Town Highway being accessed: _____

Please attach a site plan drawing to this application.

Use Of Access: Residential Agricultural Commercial Sub-Division
Please check appropriate box

Description of access requested: Include location (indicate the two 911 addresses that the proposed access will be between), distances to other roads and intersections, etc:

The undersigned requests an access permit for construction of a driveway access in accordance with Vermont Agency of Transportation standards to serve the property described in this application. The applicant agrees to maintain said access and adhere to the directions, restrictions and conditions forming a part of this permit.

Dated: _____

Signature of Applicant or Applicant's Agent

Part II - Road Foreman Review for Construction

Recommendation: Approval Disapproval Conditions
Conditions:

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Road Foreman: _____ Date: _____

Part III – Zoning Administrator Review for Construction

Open Permits Related To The Property:

Recommendation: Approval Disapproval Conditions

Zoning Administrator: _____ Date: _____

Part IV - Selectboard Review for Construction

Recommendation: Approval Disapproval Conditions
Conditions:

Permit is hereby Approved for Construction. This permit remains valid for one year from this date. If construction is not completed within twelve months of approval by the Selectboard a new permit must be obtained.

Selectboard: _____ Date: _____

TOWN OF WATERFORD
Approval for Use of Driveway Access

Part V - Final Inspection - Approval for Use

Notice: This permit is issued in accordance with the Town of Waterford Regulations Access to and Use of Public Rights of Way ordinance and Title 19, Section 1111 VSA, relative to all highways within the control and jurisdiction of the Town of Waterford. The issuance of this permit does not release the applicant from any requirements of statutes, ordinances, rules and regulations administered by other government agencies. The permit will be effective upon compliance with such of these requirements as are applicable and continue in effect for as long as the present land use continues. Any change from the present land use will require a new permit. This permit is issued subject to the directions, restrictions and conditions contained herein and on the reverse of this form and any attachments hereto, and cover only the work described in this application, and then only when the work is performed as directed. Violations are subject to the penalties set forth in Title 19, Section 1111, VSA of fines of not less than \$100 nor more than \$10,000 for each violation.

Date of Approval Inspection: _____

Approved by the Selectboard: _____
WATERFORD Selectboard's Duly Authorized Agent

Access is hereby approved for use.