

Driveway Permit # \_\_\_\_\_ Permit Fee: \$ \$20.00 & Recording Fee: \$ \$10.00 = Total of \$30.00.  
Original Document with any attachments is filed in Road Right of Way File in the Town Office

DRIVEWAY DESIGN: Date: \_\_\_\_\_ Approved with requirements\*\* \_\_\_\_\_ Denied: \_\_\_\_\_ Appealed: \_\_\_\_\_

DRIVEWAY INSTALLATION: Date: \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Appealed: \_\_\_\_\_

-----ABOVE FOR OFFICE USE ONLY-----

TOWN OF STAMFORD  
986 Main Road, Stamford, VT 05352 (802) 694-1361  
Driveway/Road Right of Way Permit  
and Memorandum of Municipal Action 24 VSA section 4443 (c)

SECTION I

1. Location of Property: \_\_\_\_\_ District: \_\_\_\_\_  
Deed Recording: Book #: \_\_\_\_\_ Page #: \_\_\_\_\_ Parcel ID #: \_\_\_\_\_

2. Legal name of landowner/applicant: \_\_\_\_\_  
(list all owners of record as shown in deed)  
Mailing address: \_\_\_\_\_ Tel #: \_\_\_\_\_

3. Name of contractor: \_\_\_\_\_ Tel #: \_\_\_\_\_  
Mailing address: \_\_\_\_\_

- 4. Purpose:
  - a. construct new driveway between pole # \_\_\_\_\_ and pole # \_\_\_\_\_
  - b. change existing driveway \_\_\_\_\_
  - c. disturb roadway / change roadside border \_\_\_\_\_
  - d. temporary right of way access \_\_\_\_\_
  - e. culvert size, if needed \_\_\_\_\_
  - f. to lay underground wiring \_\_\_\_\_

Anticipated date of starting work: \_\_\_\_\_ Anticipated date of completion: \_\_\_\_\_

\*\* REQUIREMENTS: \_\_\_\_\_

**Any and all damage done to town property by any person or vehicle pertaining to this permit will be repaired by the applicant, landowner or contractor mentioned in this permit to the full approval of the town. All material to be used, gravel, pipe, etc will meet the town's specifications and approval.**

SECTION II

I swear under the pains and penalties of perjury that the statements contained in this application are true to the best of my knowledge and belief. Permit is valid for one (1) year but can be extended for one (1) year upon written request to the Road Commissioner. Submission of this document authorizes the Road Commissioner to view and inspect the property before, during and upon completion of the project for which this permit is granted.

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

NOTE: Failure to provide any of the above required information will result in this application being returned to the applicant.

Application received by \_\_\_\_\_ Date received in town office \_\_\_\_\_ Fee \_\_\_\_\_  
(does not constitute receipt by Road Commissioner)

\*\*\*\*\* FOR USE OF ROAD COMMISSIONER \*\*\*\*\*

Driveway Permit number: \_\_\_\_\_ Date received by Road Commissioner: \_\_\_\_\_

DRIVEWAY DESIGN: Date: \_\_\_\_\_ Approved with requirements \*\* \_\_\_\_\_ Denied: \_\_\_\_\_  
Appealed: \_\_\_\_\_

Signature of Road Commissioner: \_\_\_\_\_  
David R. Tatro

DRIVEWAY INSTALLATION: Date: \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Appealed: \_\_\_\_\_

Signature of Road Commissioner: \_\_\_\_\_  
David R. Tatro

Permit is not valid until site is viewed and permit is signed by the Road Commissioner

#### 4.16 DRIVEWAYS, ENTRANCES AND APPROACHES

The property owner who wishes to build a driveway shall obtain a permit for the driveway from the Road Commissioner of the Town of Stamford. Permit is valid for one (1) year but can be extended for one (1) year upon written request to the Road Commissioner.

Upon application for a permit to build a driveway, the owner shall submit, in writing, plans for the driveway, including but not limited to location, drainage, width and grade, all of which must meet the approval of the Selectboard's agent, the Road Commissioner.

Upon completion of the driveway for which a permit was obtained, the Road Commissioner shall inspect the driveway. If the driveway does not meet with the Road Commissioner's approval, the owner shall be deemed to be in violation of this ordinance.

Driveways cannot interrupt the natural or ditch line flow of drainage water. In some cases where shallow ditch lines or natural drainage courses exist, driveways may be swelled at a point beyond the road shoulder to accommodate the flow of storm water. In all other case, driveways must have sufficiently sized culverts installed and forever maintained by the homeowner or developer. Driveways are to be constructed in accordance with the Vermont Standard Specifications for Construction B-71.

In no case shall the culvert pipe under a driveway be less than a 15 inch diameter pipe.

An all season safe sight distance of 200 feet in each direction must be present for a driveway building permit to be issued.

Driveways shall intersect the roadway at a preferred angle of 90 degrees but in no case shall the intersecting angle be less than 50 degrees.

No driveway will be permitted to be constructed within 100 feet of an intersecting road and 150 feet is desirable.

Under no circumstances shall a driveway permit allow construction which will result in drainage or washing directly out to a town road.

Any and all damage done to town property by any person or vehicle pertaining to this permit will be repaired by the applicant, landowner or contractor mentioned in this permit to the full approval of the town. All material to be used, gravel, pipe, etc will meet the town's specifications and approval.

In the event a driveway causes damage to a town road through improper construction, maintenance, or grading, it shall be the responsibility of the property owner to make necessary repairs upon notification in writing by the Town. In the event such repairs that are required are not made within 30 days, the Town shall take whatever steps are necessary to insure the interests of the Town and shall bill the property owner for any expenses involved.

(See appendix 6.02 for the application form.)

Town Highway Ordinance  
May 13, 2010