

TOWN OF ROCKINGHAM

TOWN DRIVEWAY ACCESS PERMIT

1. A Town Driveway Access Permit is required for new driveways and curb-cuts, and changes to existing driveways such as widening. This includes a change in the type of use, for example from a driveway serving a residence to a driveway serving a commercial use.
2. Complete the application form and return, with the fee, to the Zoning-Planning Office, Town Hall, P.O. Box 370, Bellows Falls VT 05101.

The application fee is \$25.00 payable to the Town of Rockingham. (Effective July 1, 1998.)

3. If you have questions about how a driveway must be built, call the Municipal Manager at the Town Hall, (463-3964).
4. **SURVEY TIES ARE ENCLOSED IN THE ATTACHED ENVELOPE. PLEASE TIE THESE TO A TREE OR SHRUB AT THE PROPOSED DRIVEWAY LOCATION.**

THIS IS IMPORTANT SO THAT THE HIGHWAY DEPARTMENT STAFF CAN FIND THE CORRECT LOCATION WHEN REVIEWING THE PERMIT APPLICATION.

5. **IF YOU ARE DOWNLOADING THIS APPLICATION FORM ON-LINE, PLEASE MARK THE LOCATION OF DRIVEWAY WITH SURVEY TIES.**
6. Property Owners. List all the names on the property deed, as they are shown on the deed. This is important as information about the permit must be recorded in the land records.

For Office Use Only:	Town Highway Name _____
	Town Highway No. _____
	Parcel Map # _____
Date Received _____	
Fee Paid (amount) _____	
Date Forwarded to Mun. Mang. _____	Hwy. Supt. _____

TOWN OF ROCKINGHAM
APPLICATION FOR DRIVEWAY ACCESS PERMIT

1. Property location: _____
(Name of street or road where driveway work to be done and E911 # if available)
2. Property Owner(s) Names _____
(List all names on deed. Failure to include all names will void the permit)
3. Mailing Address: _____
(Street/P.O. Box) (Town) (Zip Code)
4. Applicant Name(s): _____ Daytime Tel.: _____
(If different from Property Owner)
5. Mailing Address: _____
(Street/P.O. Box) (Town) (Zip Code)
6. Email Address: _____
7. Provide distance between proposed driveway location and the nearest street or /road intersection:

What is name of street which intersects? _____
8. Width of proposed driveway? _____
9. Angle of intersection of proposed driveway with Town Highway. _____
10. Grade of proposed driveway _____
11. Driveway will be surfaced with _____ Pavement (Required if drive slopes toward street).
_____ Gravel
12. Will the Driveway cross a public sidewalk? _____ Yes _____ No
13. Name of person/company who will construct the driveway:
Address: _____ Daytime Tel. _____

Name _____

Location _____

14. Use of driveway: (Check One)

- | | | | |
|--------------|-----|-------------|-----|
| Residential | () | Industrial | () |
| Agricultural | () | Development | () |
| Commercial | () | Other | () |

15. Provide explanation of project for which driveway sought: _____

16. Proposed Work: (Check One)

- | | |
|----------------------------|-----------------------------|
| Construct new driveway () | Alter existing driveway () |
| Other () _____ (Describe) | |

17. Is there an existing driveway which already serves this lot? _____ Yes _____ No.

Will this driveway be eliminated? _____ Yes _____ No.

18. **ATTACH A DRAWING SHOWING LOCATION OF PROPERTY, AND LOCATION, GRADE, WIDTH AND ANGLE OF INTERSECTION OF PROPOSED ACCESS.**

MARK THE DRIVEWAY LOCATION WITH SURVEY TIES.

1 inch = 40 ft. scale BASE MAPS ARE AVAILABLE FOR PROPERTIES LOCATED WITHIN THE VILLAGE LIMITS OF BELLOWS FALLS, along RTE. 121, and WITHIN THE VILLAGE LIMITS OF SAXTONS RIVER.

OTHER MAPPING OF THE TOWN WHICH MAY HELP CAN BE FOUND AT www.mainstreetmaps.com/VT/Rockingham.

19. **TOWN OF ROCKINGHAM, VERMONT 1988 REQUIRED HIGHWAY CONSTRUCTION SPECIFICATIONS:**

Before constructing an entrance onto a town highway for the purpose of a driveway to a private property or an anticipated public highway, the property owner shall obtain a permit in writing, from the Selectmen or Town Manager. In granting said permit, requirements shall be listed which shall insure that no damage to the existing Town Highway will result.

In the event it shall be necessary to place a culvert in the ditching to enter onto a property, culvert diameter and length shall be determined by the party issuing the permit.

Under no circumstances shall a driveway permit allow construction which will result in drainage or washing directly onto a Town Highway.

In the event a driveway causes damage to a Town Highway thru 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 of Rockingham. In the event such repairs as are required are not made within 30 days,

Rockingham Access Permit
Name _____
Location _____

the Town shall take whatever steps are necessary to insure the interests of the Town and shall bill the property owner for any expense involved.

The Vermont Department of Highways Standards specification sheets shall be considered guidelines of acceptable construction.

20. **TOWN OF ROCKINGHAM DRIVEWAY CULVERT POLICY:**

When a permit for a driveway access is obtained for an owner, it is determined whether a driveway culvert is needed or not. If a culvert is needed, the size is specified on the Permit, the driveway is constructed with the culvert installed by the contractor hired by the person who wishes to construct the access. This access is needed by the permitted to get to their property and not by the traveling public. Therefore, it is not a Town culvert. A Town culvert is used to transport water from one side of the highway to the other.

If an access culvert becomes defective so its replacement may improve the integrity or safety of the Highway, the Town will relay that culvert in the drive or access road if the owner purchases the culvert. The culvert size will be determined by the Town as it is within the highway right-of-way.

If someone has a defective culvert which they would like fixed, the Town will put it on a list to fix on an as-time permits basis or the person can have the culvert fixed by a contractor who must obtain a permit to work within the road right-of-way prior to commencing construction. The owner must purchase the culvert necessary for this work also.

The Town will clean the culverts in driveways when they are causing a problem for the traveling public, however, they will not routinely clean or maintain driveway culverts.

Dated and adopted the 16th day of March, 1993 by the Rockingham Selectboard.

The undersigned applicant and owner hereby make application for a Town of Rockingham Driveway Access Permit, and agree to maintain said access, and to adhere to the directions, restrictions, and conditions which form a part of the permit as issued.

Applicant(s) Signature(s) _____ Date: _____

Owner(s) Signature(s) _____ Date: _____

