

**TOWN OF NORTHFIELD  
APPLICATION FOR DRIVEWAY PERMIT**

APPLICANT'S NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

OWNER'S NAME (if different from above): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

LOCATION OF PROPOSED DRIVE (TH #, Distance to nearest intersection, side of road (N, S, E, W))

\_\_\_\_\_  
\_\_\_\_\_

DESCRIPTION OF WORK (attach sketch) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

PROPERTY IS: \_\_\_\_\_ Residential \_\_\_\_\_ Agricultural \_\_\_\_\_ Commercial/Industrial

HAS ZONING APPLICATION OR BUILDING PERMIT BEEN OBTAINED: \_\_\_\_\_ YES \_\_\_\_\_ NO

IF YES, PLEASE ATTACH COPY

DATE WORK IS EXPECTED TO BEGIN \_\_\_\_\_

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF OWNER \_\_\_\_\_ DATE \_\_\_\_\_

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This permit is issued with the following general conditions (see reverse side of this form) and subject to the following special conditions:

CULVERT SIZE \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ APPROVED \_\_\_\_\_ DISAPPROVED BY MANAGER / DATE OF ACTION \_\_\_\_\_

### Section 1. Regulation of Drives and Curb Cuts onto Public Ways.

- (a) No person shall construct, change, or improve a drive, roadway, or other access way for vehicular traffic (herein called a "driveway") onto a public way within the Town of Northfield, Vermont, without first obtaining a written permit for the same from the Manager of the Town of Northfield.
- (b) No person shall construct or maintain a driveway onto a public highway within the Town of Northfield except in accordance with the requirements of any permit issued under this ordinance.
- (c) This ordinance shall not apply within the limits of the Village of Northfield.

### Section 2. Permit Applications.

The Town Manager shall maintain in his/her office forms for application for permits required under this ordinance and shall, within forty-five (45) days of the date on which a properly completed application is submitted, approve or disapprove of such application and provide conditions, if any, deemed appropriate. The Manager shall consult with the Highway Superintendent of the Town of Northfield.

### Section 3. Standards for Driveways and Curb Cuts.

- (a) For the guidance of persons applying for driveway permits, the following mandatory standards are hereby promulgated and shall be deemed a part of every permit issued under this ordinance:
  - i. The driveway shall be constructed in accordance with the Vermont Agency of Transportation Standard B-71 (or its successor in law) for residential and commercial drives except where higher standards or more demanding specifications are required by this ordinance, by recommendation of the Highway Superintendent or Manager.
  - ii. Culvert size shall be not less than the size recommended by the Highway Superintendent after inspecting the site, but in no event shall culvert size be less than fifteen inches (15") in diameter. Metal or high quality plastic culverts may be used and culverts may be spiral or riveted, coated or uncoated.
  - iii. If the driveway enters a public way which is paved, the driveway must be paved over its entire area within the limits of the right-of-way for the public highway.
  - iv. Within the limits of the right-of-way for the public way, the driveway shall be constructed and maintained with a gravel depth of not less than eighteen inches (18").
  - v. The driveway shall enter the town highway at an angle to the public way of at least sixty degrees (60°). Unless otherwise required by unusual site conditions, an angle of ninety degrees (90°) is preferred.
  - vi. During construction, traffic on the public way shall be protected by advance warning with signs and/or barricades.

vii. During construction and for so long as the driveway exists, no material shall be placed in the highway right-of-way except as specifically required by the terms of this ordinance. All work done within the public right-of-way shall be performed under the direction and supervision of the Highway Superintendent.

viii. No construction or maintenance work shall be done within the right-of-way of the public way between November 1 and April 1.

- (b) In addition to the foregoing mandatory standards, the Manager shall consider and may impose conditions and limitations with respect to the following discretionary standards:
  - i. The driveway shall enter the public way at a point which will give reasonably safe site distances for traffic entering the public way. A distance of three hundred feet (300') from any dip, curve, intersection, or visual obstruction is recommended.
  - ii. Other conditions may be imposed at the discretion of the Manager to foster safety during the construction, maintenance, and use of the driveway and to limit the risk of harm to the traveling public, the public highway or its drainage and supports.

### Section 4. Responsibility for Construction and Maintenance

- (a) The property owner shall be responsible for all materials and construction costs.
- (b) The driveway and its appurtenant facilities, including culverts, shall be maintained in good order and repair by the property owner.
- (c) Once the culvert is installed, the property owner is responsible for all of its maintenance.
- (d) The property owner shall be liable for any damage done to the public highway, its drainage, or other public structures within the right-of-way caused by improper construction or maintenance of the driveway.

### Section 5. Penalties

- (a) Each person or persons violating any provision of Section 1 of this ordinance shall be fined not more than One Hundred Dollars (\$100.00) for each violation. Each day such action occurs, and each day when a driveway is maintained or used in violation of the provisions of this ordinance or any permit issued in accordance with this ordinance, shall constitute a separate violation.
- (b) The imposition or collection of a fine under this ordinance shall not limit the rights of the Town to proceed for civil relief in any court of competent jurisdiction to recover damages, obtain injunctions, or other remedies available at law or in equity.