

Driveway and Drainage Permit Application
(Required for all driveways entering Town roads)

Note: Driveway Zoning Bylaw Requirements is at the end of the form questions for detailed reference.

Instructions:

1. Applicant completes applicant data and driveway plan measurements.
2. Highway Superintendent approves plan.
3. Highway superintendent inspects and approvals actual driveway.
4. Be sure project and lot are marked for easy location/identification

Owner Name:

Mailing Address:

Home Phone:

Cell Phone:

Email:

Applicant Name (if not owner):

Phone:

Cell Phone:

Assessors Map and Lot Number:

Project Location (lot and street):

Project Description

Location and Dimensional Requirements

Distance from Abutters: Required Minimum: 10 feet from property line(s) at all points.

Plan:	Approved	Actual:	Inspector	Approval Date
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Slope Requirement: Less than 10% within 50 feet of edge of traveled roadway

Plan:	Approved	Actual:	Inspector	Approval Date
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Width Requirement: 12 feet minimum

Plan:	Approved	Actual:	Inspector	Approval Date
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Sight Lines:

For entering Route 57 or roads with 45 +MPH speed limit. 100 ft Minimum in each direction.

All other roads: Minimum 75 feet in each direction.

Drainage Requirements:

Adequately crowned to drain surface water.

Drainage gutters within 50 feet of traveled road.

Culverts divert water from traveled road.

On Plan:	Approved	Crowns, gutters/culverts adequate Yes No	Inspector	Approval Date
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Slope of Cuts and Fills and Stabilization:

Minimum requirements: No greater than 1 foot rise to 2 feet run:

Plan:	Approved	Actual:	Inspector	Approval Date
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Apron:

Minimum 15 feet wide and greater than 10 feet long.

Plan:	Approved	Actual:	Inspector	Approval Date
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Surface: 4 inch concrete or 3 inch bituminous concrete (tripled chip seal)

Plan:	Approved	Actual:	Inspector	Approval Date
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Surface and Fill:

Type of Fill:

Fill Thickness:

Surface Type:

Size of Culvert at Roadside:

FOR HIGHWAY SUPERINTENDENT ONLY

Lot Drainage: ____ Good ____ Fair ____ Poor

Highway Drainage ____ Good ____ Fair ____ Poor

Comments or Conditions:

Permit Granted. Date:

Permit Rejected. Date:

_____, Superintendent, Department of Public Works

Section VII – J, General Regulations, Tolland Zoning Bylaw, Driveways.

1. **Purpose:** This section is intended to govern the location, design and construction of driveways within the town of Tolland to maintain the integrity and safety of public ways and to insure that access for emergency vehicles is properly considered.
2. **Definition**
Driveway: A way lying within a lot or lots, which is used or intended to be used by registered motor vehicles as the primary access to a year-round or seasonal dwelling, a place of business, a group of residential or commercial buildings or any other principal building(s), whether publicly or privately owned. This definition shall not include any public way. Nor shall it include any private way which has been approved under the Subdivision Bylaw or any new access roadway for a Personal Wireless Service Facility approved under Section XII of this Bylaw. Nor shall it include any farm lane, logging road, earth removal access road, foot trail, bridle path or other minor travel route which is not used as the primary vehicular access to a residential or commercial building.
3. **Applicability:** This section shall govern the location, design and construction of driveways intersecting with any way open to the public. A driveway in existence and in regular use prior to the effective date of this Bylaw as provided in MGL 40A, Section 6 as amended shall not be subject to these requirements unless and until it is reconstructed or improved so as to alter its grades or paving. Any such alteration shall be in conformance with this Bylaw section VII.J to the extent possible. However, paragraphs 5.a. and 5.b. concerning the impact on Town roads caused by runoff and debris from driveways shall apply to every driveway in the town, regardless of the date of construction.
4. **Location and Dimensional Requirements:** A driveway entrance onto a public way shall be situated so that a driver has a minimum sight line of 75 feet in each direction when entering the way, except that a minimum sight line of 100 feet shall be provided for entrance onto State Highway 57 and for entrance to any other public way having a speed limit of 45 miles per hour or higher. If achieving adequate sight lines is made difficult by local topography the Highway Superintendent may require clearing, the placement of mirrors or other provisions to assure safe access between the driveway and the public way. No driveway entrance shall be located closer than 75 feet to any intersection of public ways.
 - a. **Distance from Abutters:** No portion of a driveway, including its cuts, fills, culverts, etc. shall come closer than 10 feet to any abutting property.
 - b. **Slope:** Driveways entering a public way shall have no grade steeper than 10% within the first 50 feet from the edge of the traveled roadway.
 - c. **Apron:** Any new or additional driveway entering onto a paved public way must have a 4 inch concrete or 3 inch bituminous concrete (triple chip seal) or greater thickness apron not less than 15 feet wide and not less than 10 feet long connecting the driveway and the paved public way. Existing driveways being improved shall also comply with this requirement.
 - d. **Width:** Driveways shall be a minimum of 12 feet wide with a surface of 6 inches of well compacted gravel or a suitable paved surface within the first 50 feet from the edge of the traveled roadway.
 - e. **Drainage:** Driveways shall be adequately crowned to direct surface water runoff to appropriate gutters within the first 50 feet from the edge of the traveled roadway.
 - f. **Gutters and Culverts:** Driveway gutters and culverts shall be of adequate size and location to handle all anticipated surface runoff, shall be directed to follow previous natural runoff patterns, and shall in no instance direct flow onto abutting property or public ways.
 - g. **Slope of Cuts and Fills and Stabilization:** Driveway cuts and fills shall be sloped no steeper than 1 foot rise to 2 feet run. Cuts and fills must be stabilized with vegetation or stone covering, and protected from erosion until the vegetation or stone covering is effectively in place.
5. **Flow of Debris onto the Public Way:**
 - a. **Discharge Creating Safety Hazards:** Every driveway and all associated earthworks and drainage structures shall be designed, constructed, stabilized and maintained to prevent the discharge of water, snow, ice, mud, gravel, or any other foreign material onto the traveled surface of any way open to the public. Faulty construction or maintenance of a driveway or associated drainage structures shall not be permitted to cause obstruction or overloading of any drainage structure or system lying within a public right-of-way. Violation of these requirements will be sufficient cause for emergency action by the Town to eliminate safety hazards to the public. The costs of any such emergency action shall be borne by the owner of the defective driveway.
 - b. **Requirements to Repair:** The Highway Superintendent may require a driveway owner to install culverts, rip-rap, retaining walls, curbs or berms, or to take other appropriate measures to ensure that drainage related to the driveway does not adversely affect a public way. The Highway Superintendent may require this work to be completed within a specified time. The installation and maintenance of all such structures or improvements shall be the responsibility of

the driveway owner. Failure to comply with the provisions of this paragraph after adequate notice shall constitute a violation of this Bylaw.

6. **Access for Emergency Vehicles:** Every driveway shall permit emergency vehicles to turn safely from public way to driveway and vice versa, in any direction. Driveways shall be graded, laid out and have sufficient clearance from obstructions so that emergency vehicles have adequate access to structures on the lot.
7. **Administration and Enforcement:** The Highway Superintendent is responsible for the administration of this Bylaw Section. Responsibility for Enforcement is in accordance with Section IX A of this Bylaw.

Driveway Permits: Any property owner intending the construction, substantial alteration or paving of a driveway shall apply to the Highway Superintendent for a Driveway Permit in accordance with the Applicant's Guide to the Approval Process available in Town Hall.

Driveway Permit Requirements: The Highway Superintendent shall issue a Driveway Permit when satisfied that the driveway as described in the application will comply with the requirements of this section. The Superintendent may require the submission of engineering layouts of the driveway showing all curves, grades and nearby obstacles to assist in making this determination. He may request the opinion of the Fire Chief as to compliance with the requirements of paragraph 6. If the proposed driveway has any grade over 15% or is more than 750 feet in length, the Superintendent shall request the opinion of the Fire Chief as to compliance with the requirements of paragraph 6

Enforcement Actions: The Selectmen or their agent may order the cessation of any unauthorized driveway construction until a driveway Permit is issued for it. Failure to stop work after proper notification shall constitute a violation of this Bylaw. If the Highway Superintendent observes that a driveway has not been constructed in conformance with the driveway Permit, he shall so notify the property owner. Failure to bring the driveway into conformance after proper notification shall be deemed a violation of this Bylaw.

Completion Required before Occupancy: No dwelling or structure open to the general public may be occupied before the driveway is completed in accordance with the Driveway Permit. No final Certificate of Occupancy shall be issued until the Highway Superintendent determines that the driveway has been properly completed. A temporary Certificate of Occupancy may be issued by the Building Inspector for weather-related delays in completing the driveway

8. **Appeal:** Any person aggrieved by his or her inability to obtain a Permit or by any other action taken under this Bylaw section VII.J may take an appeal in accordance with Section IX.C.3. (Appeals).