

Town of Colebrook, P.O. Box 5, Colebrook, Connecticut 06021

Driveway Permit Application Form

Property Owner: _____

Property Address: _____

Owner's Mailing Address: _____

Owner's Phone Number: _____

Contractor: _____

Contractor's Address: _____

Contractor's Phone Number: _____

I understand that by signing below, I agree to comply with the Town of Colebrook Driveway Ordinance and will contact the Public Works Foreman for an inspection upon completion of the work.

Property Owner Signature _____ Date _____

To be submitted with the application:

- Driveway Design plans
- Application Fee

The driveway work shall not commence until the property owner has posted a bond in an amount determined by the Board of Selectman or their designee.

Do not write below this line

Date application received _____ Approved ___ Denied ___ Date _____

Bond Amount _____

Signature of Public Works Foreman _____

Town of Colebrook Driveway Ordinance

I. Intent

The intent of the Driveway Ordinance is to set standards for driveway construction to allow safe ingress and egress from private property to Public or Private Rights of Way, to accommodate the needs of the Town's emergency service vehicles when responding to incidents on private property and to provide a set of standards for all driveways to protect the health, safety and welfare of the Town's residents and the motoring public.

II. Definitions

1. Town shall mean Town of Colebrook
2. Selectmen shall mean the Board of Selectmen of the Town of Colebrook or its designee.
3. Driveway shall mean access for vehicles from any public or private road, paved or gravel leading to property adjacent thereto from the traveled roadway to the property line.
4. Person shall include any person, firm, corporation, association or partnership, limited liability company, trust or other legal entity.
5. Road shall mean public and private roads, streets or highways.
6. Property owner shall mean person or persons having legal title to the property.

III. Technical Standards

1. Driveway Width

The driveway shall have a minimum width of 10 feet. For driveways over 300 feet in length, a wide "pull off" area 50 feet long and 10 feet wide shall be provided at 300 foot intervals.

2. Maximum Grade

The maximum grade of a driveway shall be 12%. The maximum grade may be increased to 14% for straight sections of the driveway for a length not more than 100 feet. The grade shall not exceed 4% for a distance of 40 feet from the edge of the road. Where ledge or topography is restrictive, this distance may be reduced to 25 feet when authorized by the Public Works Foreman.

3. Drainage Provisions

A. Low Impact Design techniques are the preferred method of addressing drainage from driveway construction.

driveway serving two adjacent properties. The driveway may be closer than 10 feet, when in the opinion of the Road Foreman, a lesser distance would result in a better sight distance or less grading to construct the driveway.

Driveway shall have a return radius on each side with a maximum dimension of 15 feet and a minimum dimension of 5 feet.

6. Erosion Control

Proper erosion control measures shall be implemented during driveway construction to protect downstream areas from sedimentation. Erosion control measures shall be maintained until the site is stabilized.

7. Driveway Apron

All driveways shall have a bituminous concrete apron extending the full width of the driveway and for a length of 15 feet from the edge of the road. The apron shall be a minimum of 2½ inches thick.

8. Overhead Clearance

A minimum vertical clearance of 14 feet shall be provided along the entire driveway.

IV. Application

No person shall construct or cause to be constructed a new driveway or relocate or reconstruct an existing driveway, including appurtenant drainage improvements, leading onto a private roadway or an existing or proposed public highway without first obtaining a permit in writing from the Public Works Foreman. An application shall be made on forms provided by the Town.

Prior to commencement of any site excavation for any improvement which will ultimately require a Driveway Permit, the property owner shall make application for and obtain, a driveway permit. Such application shall be accompanied by a drawing that, in the opinion of the Public Works Foreman, adequately demonstrates compliance with the Technical Standards included in this Ordinance. The Public Works Foreman may require a detailed design, prepared and certified by a Professional Engineer licensed in the State of Connecticut.

The property owner shall be responsible for complying with all of the provisions of this regulation and any other special conditions set forth on the driveway permit. All work associated with said driveway permit, whether on public or private property, shall be completed within the time allotment established by the Public Works Foreman when issuing the permit, but no more than two (2) years from the date the permit is issued and shall be at the property owner's expense. Driveway permits shall not be transferable. The property owner shall be responsible for assuring that any contractor performing work on his/her behalf complies with all of the provisions of this regulation and any other special conditions set forth on the driveway permit including payment of all costs. The property

VII. Penalties and Enforcement

Any person found to be in violation of this Ordinance shall be fined as specified herein.

Violation of this ordinance shall bear a penalty of \$_____ for each offense.

When a violation of this ordinance is determined to exist, the Selectmen shall give notice of the violation in writing to the property owner. If the violation exists after seven days following the Notice, a Citation shall be issued by the Selectmen. Each day a driveway exists in violation of the ordinance, subsequent to seven days following issuance of the Citation by the Selectmen, either in writing to the property owner at the address set forth in the application, or by hand delivered notice to the owner, shall be considered a separate offense under this ordinance.

In addition to any other remedies, the Selectmen are authorized to prohibit access to the public highway from any driveway constructed, located or relocated in violation of this ordinance. No regular access or egress from any premises by any vehicle shall be provided except by an approved driveway.

The Town of Colebrook may apply the bond to performance of the permitted work should the owner be in violation of this Ordinance.

VIII. Miscellaneous

Nothing in this ordinance shall require the Town to repair or improve any driveway or entrance thereto or shall render the Town liable to a property owner for failure to make said repair or improvement, except where such repair or improvement is made necessary as a result of the widening, repair, maintenance, or relocation of a Town road.

The purpose of this ordinance is to promote safe access to and from driveways on the highways of the Town, and to regulate the discharge of surface water onto said highways. The Selectmen in their discretion may vary the strict application of the terms of this ordinance where the condition of the premises makes strict compliance with the terms of this ordinance impractical or impossible, provided, however, that any such variation shall not be inconsistent with the purposes of this ordinance.