

**TOWN OF WOODSTOCK
APPLICATION FOR DRIVEWAY & ENCROACHMENT PERMIT**

Owner's name: _____ Phone _____
Address: _____

Contractor's name: _____ Phone _____
Address: _____

Street number of proposed work: _____
Assessor's Map# _____ Block# _____ Lot# _____
Utility Pole Numbers: _____ Landmarks: _____
When will work start: _____ Estimated completion date: _____

APPLICANT CERTIFICATION:

I am applying for permission to construct a driveway or encroach upon the right-of-way of a town highway. I will reimburse the town for any damage to municipal property resulting from this work. I will accomplish this work as specifically approved, and that such work will be subject to inspection after the project is accomplished. I understand that this project must conform to all standards set forth in Article I, Section 15 of the Woodstock Zoning Regulations. I also understand I may need to obtain permits from the Northeast District Department of Health and the Woodstock Inland Wetlands and Watercourses Agency before construction can proceed.

I understand this permit is valid for a maximum of six (6) months.

Signature of Owner

Date

Please: Attach a sketch/diagram detailing the driveway location and design

Below For Town Official Only

Driveway is approved if the following is accomplished:

The builder/homeowner must stake out the location of the driveway and to write on the stakes "DRIVEWAY LOCATION BOUNDARY," with arrows indicating where the driveway will be.

An apron of bituminous concrete or similar material, in accordance with the attached page titled "RESIDENTIAL DRIVEWAY DETAILS," is to be constructed at roadway end.

Pipe of _____ shall be installed as shown on plan.
(size)

Installation of driveway requires the following changes as made to applicant's sketch or other information as attached.

Other recommendations: _____

I deny the application for the following reasons: _____

Highway Foreman

Date

Zoning Enforcement Officer

Date

Highway Foreman (860) 974-0330

Zoning Enforcement Officer (860) 963-2128 ext. 332

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Please include a diagram or site plan with your driveway application showing the portion of the property next to the road and in the vicinity of the proposed driveway location.

The diagram needs to include the following:

- be drawn to scale, to show the width of the driveway and where it accesses the road, any proposed paving or culverts, any trees to be removed or significant trees to remain, etc.
- Any identifying landmarks should be included such as the closest telephone pole with the ID number, stone walls and/or mailboxes with the street number.
- Name and address of the property owner
- Name and address of the contractor
- If there is sufficient room, the diagram can be drawn below, otherwise please attach a

Woodstock Zoning Regulations, Article VI, B. Driveway Standards

Updated as of 8/24/2013

I. General

- a. No new driveway connecting to a Town Road shall be commenced until a written permit for its construction is issued by the ZEO after consultation with the Town's Highway Foreman.
- b. There shall be no charge for issuing the permit.
 - i. The permit shall be valid for a period of six (6) months or for some lesser period as determined by the ZEO.
- c. All driveway slopes shall not exceed:
 - i. a five (5%) percent slope for the first ten (10) feet from the adjacent street line; and,
 - ii. a five (5%) percent slope for the twenty (20') foot terminus of the driveway.
- d. All Common Driveways shall meet the requirements and standards of the Woodstock Subdivision Regulations and
- e. The construction of the driveway shall be completed during the period of the permit or such period of renewal as may have been granted.
- f. Specifications: All driveways must conform to the following requirements before a permit is issued:
 - i. Any driveway shall be so graded that it will not be necessary to change the established grade of the adjacent Town Road.
 - ii. No part of any driveway shall extend beyond the road line in such a manner as to change the grade of the road or obstruct the free flow of water draining off the road or on the road.
 - iii. Where a driveway crosses an open ditch or where such construction will interfere with the drainage of the storm water along the side of the road, a culvert of such size and material as may be determined by the ZEO and Highway Foreman shall be installed at the property owner's expense. The property owner will be responsible for maintenance and repair of the culvert.
 - iv. The driveway shall be so constructed that there will be drainage from the driveway onto the Town Road only to the degree approved by the Highway Foreman.
 - v. If the driveway abuts a paved Town Road, and protection is required for the shoulder and/or the edge of the Town Road, an apron of suitable material approved by the Highway Foreman shall be installed. Reference is made to the Appendix to these Regulations for minimum design standards for aprons.
 - vi. All driveway shall provide for adequate sight lines so as to permit safe access to and from the premises to be served. The ZEO and Highway Foreman may require brush, trees, banking or other obstacles to be removed or excavated along the property street line in order to facilitate adequate and safe sight lines. The ZEO and Highway Foreman may take into consideration the Connecticut Department of Transportation standard (see the Appendix) in determining the adequacy of the sight lines for a proposed driveway design.
 - vii. All required construction and or sight line improvement work shall be at the property owner's expense.

Woodstock Zoning Regulations, Article VI,
B. Driveway Standards

Updated as of 8/24/2013

- viii. Construction standards for Common Driveways shall conform to the Regulations set forth in the Woodstock Subdivision Regulations.

- g. The ZEO may inspect the work in progress to ensure that such construction conforms to the requirements of these Regulations.

- h. Upon completion of such construction, the applicant shall notify the ZEO who shall perform a final inspection to accept or reject the project.
 - i. In the event of rejection, the owner shall be given a period of thirty (30) days to bring construction into compliance with these Regulations.
 - ii. No unacceptable driveway shall be utilized after this thirty day period has expired unless it has been brought into compliance with these Regulations and the ZEO has approved the driveway.

- i. Bonding: No Certificate of Occupancy shall be issued until the driveway permit has been issued and the work thereon completed to the satisfaction of the ZEO and Highway Foreman except or unless the applicant deposits with the Town a bond in a form and amount satisfactory to the Town to insure the completion of the driveway in accordance with the permit conditions and prior to the time the permit or any extension thereof expires.

- j. Repair and reconstruction: The ZEO and Highway Foreman shall have the authority to require repair or reconstruction of any existing driveway to a Town Road that does not conform to the requirements of these Regulations.