

Municipal Town Hall
181 Business Route 4
Center Rutland, VT 05736

(802) 773-2528



C. (802) 353-0540
V. (802) 773-8128
F. (802) 773-7295

www.RutlandTown.com

Highway Department

Town Driveway Installation Permit Application

Instructions

- 1) Applicant to complete Part 1 and submit with a **permit application fee of \$35.**
 - a. Provide a hand drawn sketch of the proposed driveway installation. Sketch to include a scale, proposed driveway width and diameter of any drainage lines.
 - b. When required an HDPE culvert with a minimum diameter of 15" inches (or sized as specified by the Road Commissioner) to be installed under the driveway.
- 2) If the project is approved, the driveway to be installed meeting any / all conditions and driveway installation standards. **Applicant to pay a \$30 recording fee.**
- 3) Once the project is completed a site inspection, Part 2, must be completed PRIOR to any use.
- 4) The applicant agrees to construct access in accordance with the Town of Rutland Street and Sidewalks Ordinance, and to notify the Town Road Commissioner once the driveway installation is complete, prior to any use.
- 5) The permit holder shall be responsible for all repairs or maintenance costs of the driveway, culvert or other structure within the Town Highway Right of Way. No parking area installations are allowed within the Town Highway Right of Way.
- 6) The permit holder shall meet any or all special conditions in this application.
- 7) NOTICE: This permit is issued in accordance with Title 19 of The Vermont State Statute relative to all highways within the control and jurisdiction of the Town of Rutland. The issuance of the permit DOES NOT release the applicant from any requirements of statutes, ordinances, rules and regulations administered by other government agencies. The permit will be effective upon compliance with such of these requirements as are applicable and continue in effect for as long as the present land use continues. Any change from the present land use will require a new permit. The permit is issued subject to the directions, restrictions and conditions contained herein and on this form and any attachments hereto, and covers only the work described in this application, and then only when the work is performed as directed. Violations are subject to the penalties set forth in Title 19 of fines of not less than \$100.00 nor more than \$10,000 for each violation.

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Highway Department Part 1

Driveway Installation Permit Application

Owner's Agent Information

Owner Information (If Different)

Name: _____

Name: _____

Address: _____

Address: _____

City: _____

City: _____

State / Zip: _____

State / Zip: _____

Phone Number: _____

Phone Number: _____

Parcel ID: _____

Project Information

Contractor Name: _____

Contractor Phone Number : _____

Project Address: _____

City / State / Zip: _____

Approximate width of new driveway proposed to be installed - _____ feet

Owner's Agent Signature: _____ Date: _____

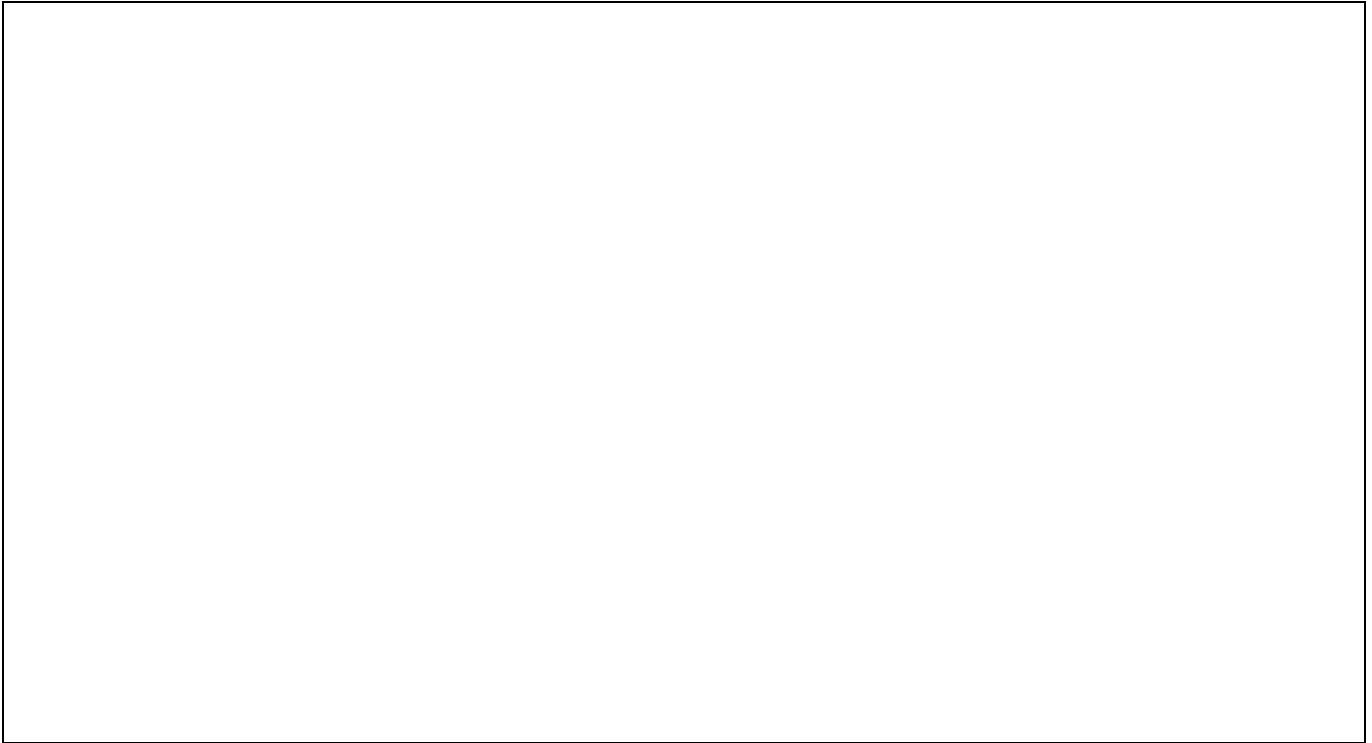
Owners' Signature: _____ Date: _____

By signing above, the requesting party and / or owner agree to all conditions detailed in this permit, agree to pay all associated and required costs prior to the start of construction, and to be responsible for any costs above and beyond the security deposit to correct any unacceptable conditions created as a result of this work.

SPECIAL CONDITIONS

- 1) The permit holder shall take all necessary precautions to safeguard the traveling public until the work is completed.
- 2) Backfill shall be thoroughly compacted to prevent future settlement of highway.
- 3) Gravel, base and surface courses shall be replaced, if disturbed, by the permit holder.
- 4) All new drainage pipes within highway right of way shall be approved by the Select Board or Road Commissioner before back filling trenches.
- 5) An additional inspection and approval shall be necessary prior to paving drives.
- 6) No installations or parking will be allowed within the highway right of way.
- 7) All materials and construction costs are the responsibility of the permit holders.
- 8) All applicable Town regulations and State Agency of Natural Resources regulations must be met.
- 9) A 15" (or size requested by the Select Board or Road Commissioner) minimum diameter HDPE culvert will be installed under the drive.
- 10) Drives to be constructed as per Standard for Residential & Commercial Drives, Vermont Standard B-71A / B-71B, included at the end.
- 11) The applicant, or applicants agent shall be responsible for any damage, repair or maintenance of the facility within the highway limits.
- 12) No effluent from septic tank or drainage field will be allowed to drain onto highway right of way.
- 13) The slopes within the highway right of way shall be graded in a workman like manner, seeded and mulched.
- 14) The driveway to be constructed will enter town right of way at an elevation not higher than that of the shoulder of the highway, and that the driveway to be constructed shall not exceed 5% grade per 20 feet from the edge of the traveled portion of the road, and the angle that the driveway enters the road shall be determined by the Select Board or Road Commissioner who in their determination will be guided by safe and practical ingress and egress to the Town Highway.
- 15) Underground services will require a sleeve and markers to locate it and will be referenced on a map submitted with the permit or before use of the driveway.
- 16) All construction shall be completed within 1 (one) year of the approved application.

This section for drawing of project



The above applicant, being the owner [] or owner's agent [] of the parcel subject to this permit application is hereby granted permission [] denied permission [] to construct the driveway installation as depicted on the included plans.

If denied, reason: _____

Conditions to be met

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____

Part 2

Driveway Installation Site Inspection

Post Construction Follow-up Information

Approved By: _____ Inspection date: _____ Permit #: _____

All Conditions Met? Yes – [] No – []

If no, list conditions not met _____

THIS PAGE FOR ADMINISTRATIVE USE ONLY

Pre-Construction Information

Permit Application Received on: _____ Driveway Permit #: _____

Project Type: Residential [] Commercial []

Permit Fee Paid By: Cash ___ Check ___ Check #: _____

Filing Fee Paid By: Cash ___ Check ___ Check #: _____

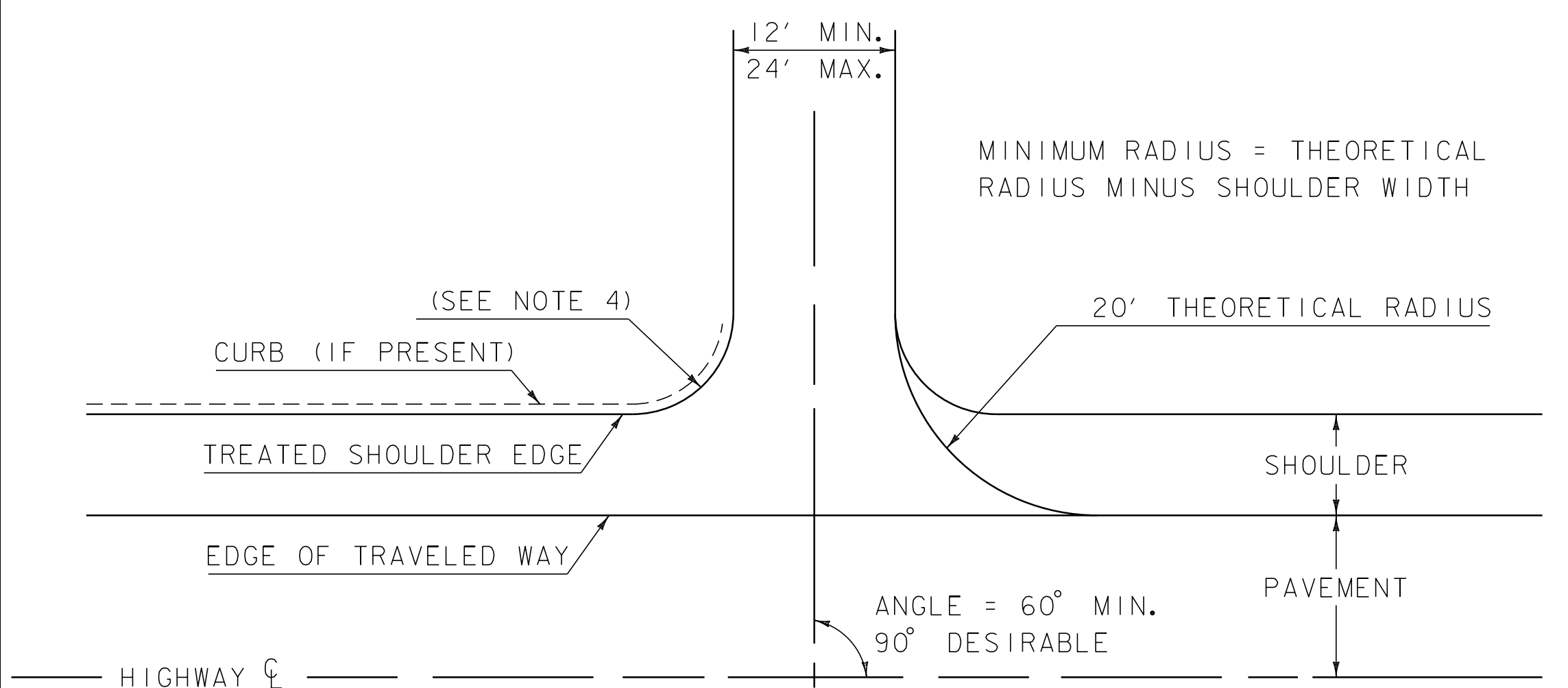
Post Construction Information

Approved By: _____ Date: _____

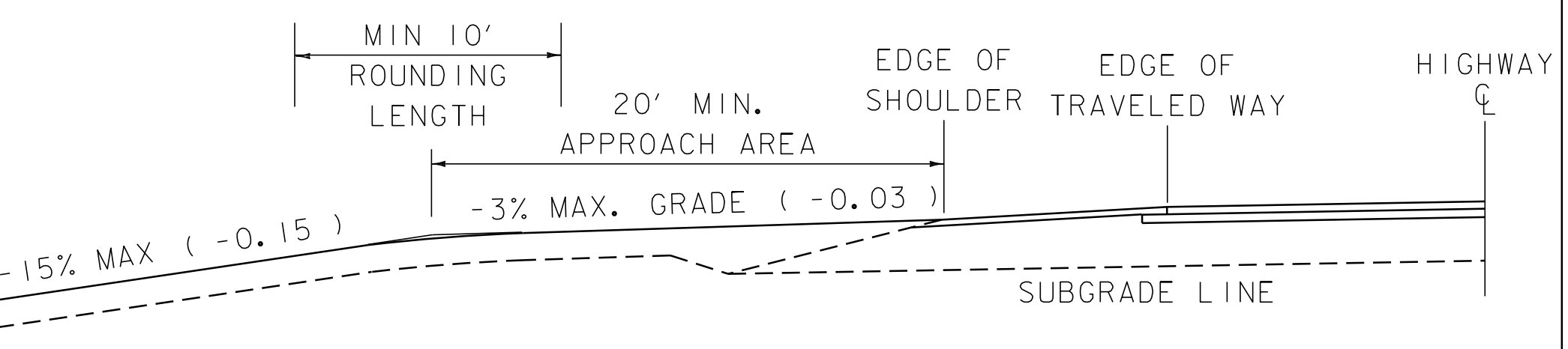
Issues requiring additional work Yes - [] No - []

If yes, list issues: _____

DETAIL A RESIDENTIAL DRIVE

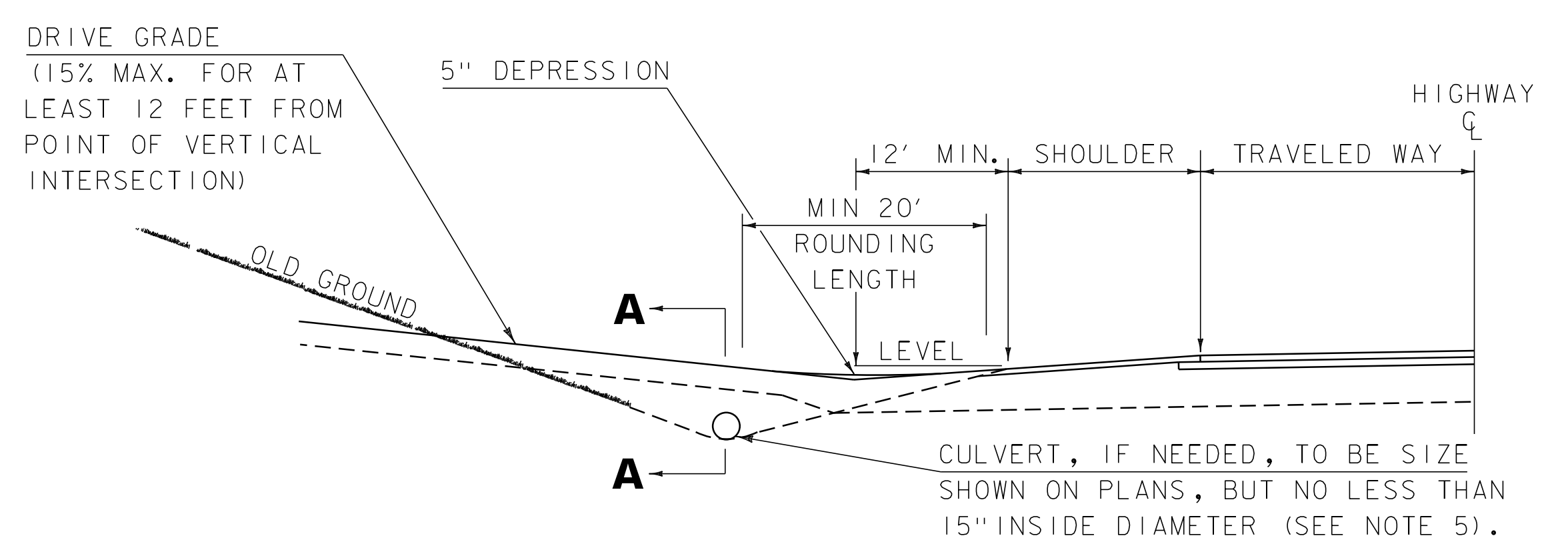


DETAIL B PROFILE OF DRIVE INTERSECTION (FILL SECTION)

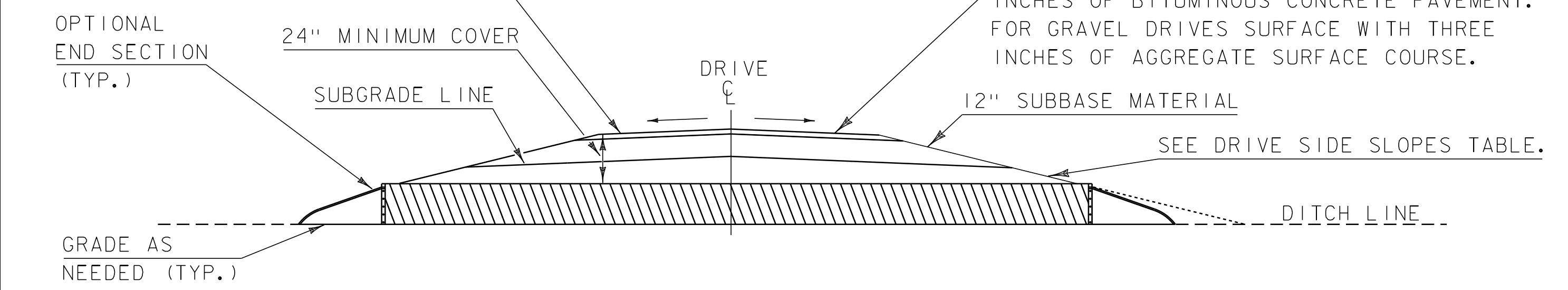


1. THIS SHEET IS INTENDED FOR USE BY DESIGNERS ON HIGHWAY PROJECTS AND IN CONJUNCTION WITH A PERMIT FOR WORK WITHIN HIGHWAY RIGHTS OF WAY. ALL CONSTRUCTION REQUIRED BY THE PERMIT AND INDICATED ON THIS SHEET SHALL BE THE RESPONSIBILITY OF THE APPLICANT AND IS SUBJECT TO THE APPROVAL OF THE VERMONT AGENCY OF TRANSPORTATION. WHEN USED WITH THE PLANS FOR A HIGHWAY CONSTRUCTION PROJECT, THIS SHEET IS INTENDED TO BE A GUIDE FOR THE DESIGNER CONCERNING DRIVE WIDTHS, HORIZONTAL, VERTICAL AND GEOMETRIC CHARACTERISTICS.
2. DEPTH OF SUBBASE AND PAVEMENT TO BE THE SAME AS HIGHWAY OR AS SHOWN IN DETAIL D WITHIN THE LIMITS OF THE HIGHWAY RIGHT-OF-WAY.
3. VEHICULAR ACCESS FROM PARKING AREAS TO THE RIGHT-OF-WAY AT OTHER THAN APPROVED ACCESS POINTS WILL BE PREVENTED BY THE CONSTRUCTION OF CURBING OR OTHER SUITABLE PHYSICAL BARRIER.
4. IF CURB IS PRESENT, SEE APPROPRIATE CURB DETAIL STANDARD.
5. CIRCULAR DRAINAGE CULVERTS UNDER DRIVES SHALL HAVE A MINIMUM INSIDE DIAMETER (I.D.) OF 15" OR AS OTHERWISE SHOWN ON THE PLANS. PIPE ARCHES USED UNDER DRIVES SHALL HAVE A MINIMUM INSIDE CROSS-SECTIONAL AREA EQUIVALENT TO THAT PROVIDED BY A 15" CIRCULAR PIPE. IF A CULVERT LARGER THAN 15" IS LOCATED UPSTREAM OF THE PROPOSED CULVERT THEN THE NEW CULVERT SHALL, AT A MINIMUM, MATCH THE SIZE OF THE UPSTREAM CULVERT.
6. THE OFFSET BETWEEN THE PROPERTY LINE AND THE EDGE OF THE DRIVEWAY MAY BE GOVERNED BY LOCAL ZONING LAWS. DRIVEWAY WIDTH RESTRICTIONS SHOWN PERTAIN ONLY TO THE AREA WITHIN THE HIGHWAY R.O.W. OR THE END OF THE TURNING RADIUS WHICHEVER IS GREATEST.
7. DRIVEWAY GRADES STEEPER THAN THOSE SHOWN MAY BE ALLOWED AS LONG AS A 20' APPROACH AREA IS ACHIEVED FOR THE VEHICLE TO PAUSE BEFORE ENTERING THE HIGHWAY.
8. THIS STANDARD APPLIES TO FIELD DRIVES, LOGGING DRIVES, AND RESIDENTIAL ACCESSES SERVING UP TO TWO SINGLE FAMILY HOMES OR A DUPLEX. FOR LARGER RESIDENTIAL DEVELOPMENTS, SUBDIVISIONS AND OTHER COMMERCIAL ACCESSES SEE VTRANS STANDARD B-71B.
9. INTERSECTION SIGHT DISTANCES, AND STOPPING SIGHT DISTANCE, EQUAL TO OR GREATER THAN THOSE SHOWN BELOW, SHOULD BE PROVIDED IN BOTH DIRECTIONS FOR ALL DRIVES ENTERING ON PUBLIC HIGHWAYS, UNLESS OTHERWISE APPROVED BY THE AGENCY OF TRANSPORTATION. INTERSECTION SIGHT DISTANCE IS MEASURED FROM A POINT ON THE DRIVE AT LEAST 15 FEET FROM THE EDGE OF TRAVELED WAY OF THE ADJACENT ROADWAY AND MEASURED FROM A HEIGHT OF EYE OF 3.5 FEET ON THE DRIVE TO A HEIGHT OF 3.5 FEET ON THE ROADWAY. STOPPING SIGHT DISTANCE IS MEASURED FROM AN EYE HEIGHT OF 3.5 FEET TO AN OBJECT HEIGHT OF 2.0 FEET ON THE ROADWAY.
10. FOR DRIVEWAY AND INTERSECTION SPACING DISTANCES REFER TO THE "VERMONT AGENCY OF TRANSPORTATION ACCESS MANAGEMENT PROGRAM GUIDELINES" LATEST REVISION.

DETAIL C PROFILE OF DRIVE INTERSECTION SHOWING 5" DEPRESSION (CUT SECTION)



DETAIL D SECTION A-A DRIVE SIDE SLOPES TABLE



LOCATION OF SLOPE	SLOPE RATE
DESIGN SPEED > 40 MPH	1:6 OR FLATTER
URBAN AREAS, OR DESIGN SPEED < 40 MPH	1:4 DESIRABLE 1:2 ALLOWABLE
OUTSIDE CLEAR ZONE	1:2 OR FLATTER

SIGHT DISTANCE TABLE

POSTED SPEED OR DESIGN SPEED (MPH)	MINIMUM STOPPING SIGHT DISTANCE (FT)	MINIMUM INTERSECTION SIGHT DISTANCE (FT)
25	155	280
30	200	335
35	250	390
40	305	445
45	360	500
50	425	555
55	495	610

THE ABOVE VALUES ARE TAKEN FROM THE 2011 AASHTO "A POLICY ON GEOMETRIC DESIGN OF HIGHWAYS & STREETS."

REV.	DATE	DESCRIPTION
0	JUL. 1, 2019	ORIGINAL APPROVAL
OTHER STANDARDS REQUIRED:		

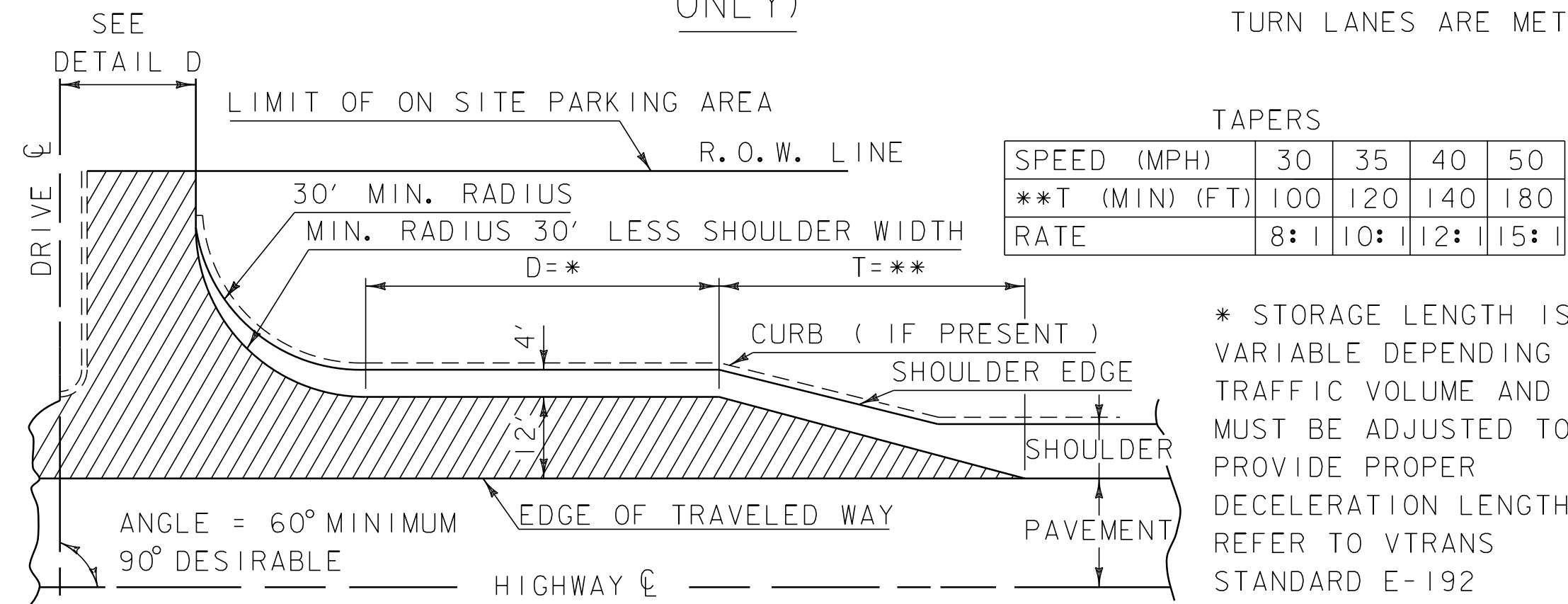
RESIDENTIAL DRIVES



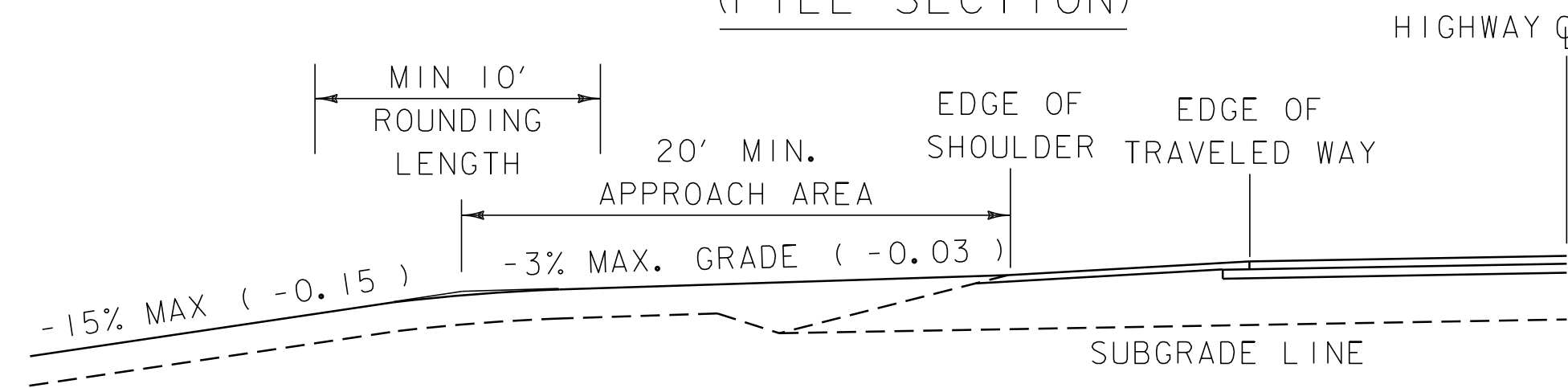
STANDARD B-71A

DETAIL A RIGHT TURN LANE FOR COMMERCIAL DRIVE (UNSIGNALIZED INTERSECTIONS ONLY)

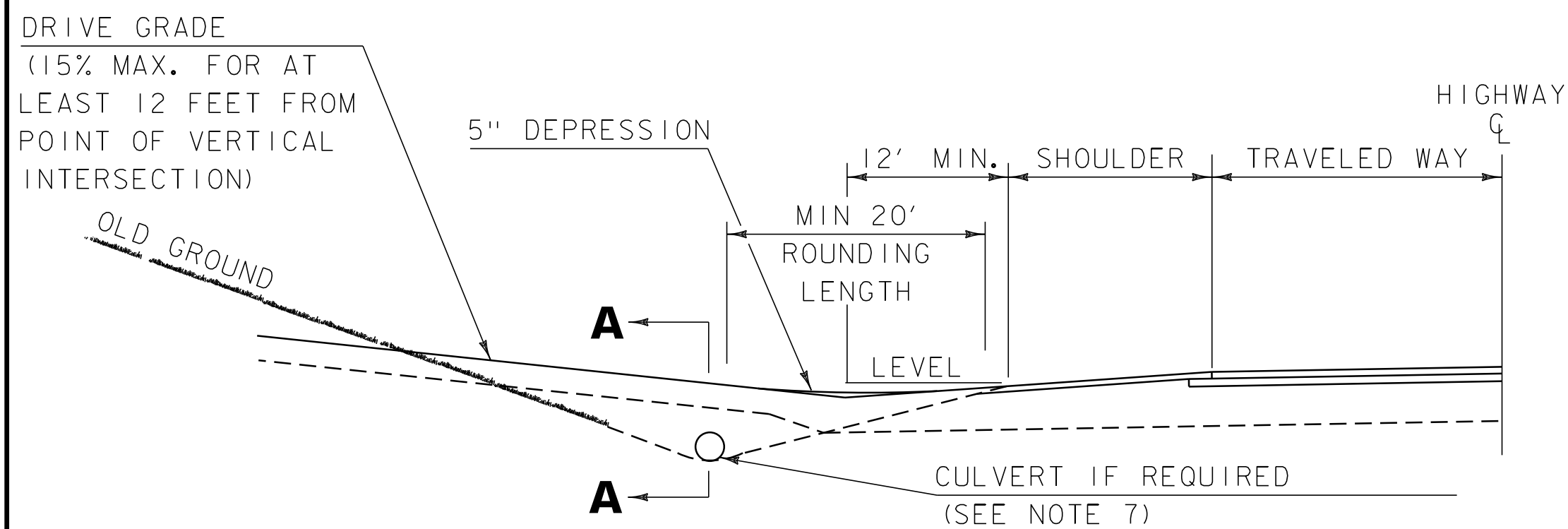
USE WITH DETAILS B AND D WHEN VOLUME WARRANTS FOR RIGHT TURN LANES ARE MET.



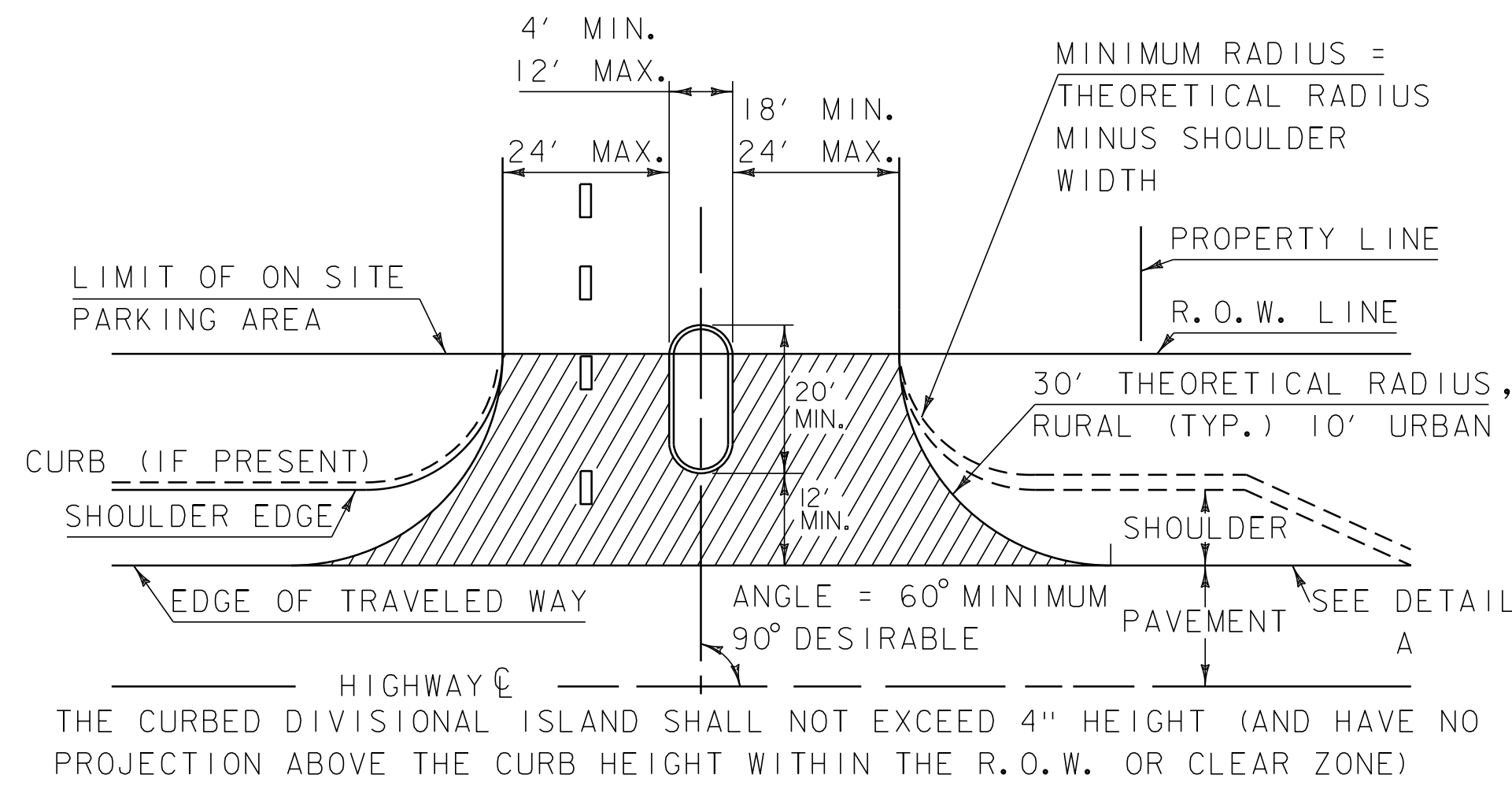
DETAIL C PROFILE OF DRIVE INTERSECTION (FILL SECTION)



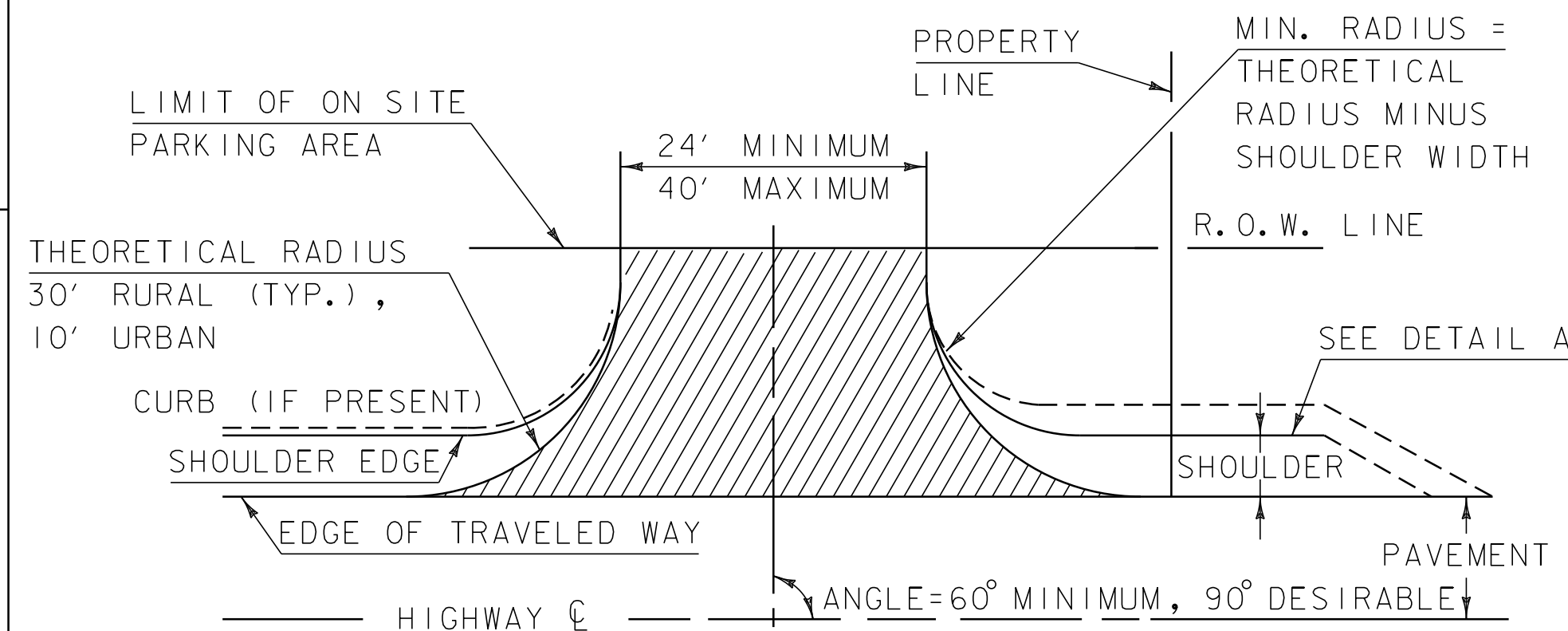
DETAIL E PROFILE OF DRIVE INTERSECTION (CUT SECTION)



DETAIL B TWO-WAY COMMERCIAL DRIVE WITH DIVISIONAL ISLAND



DETAIL D TWO-WAY UNDIVIDED COMMERCIAL DRIVE



THIS DETAIL WILL ALSO APPLY TO COMMERCIAL SERVICE DRIVES, WHEN AUTHORIZED, HAVING A MAXIMUM WIDTH OF 20'. THE SERVICE DRIVE WILL HAVE A "SERVICE VEHICLES ONLY" SIGN PLACED AT THE HIGHWAY ROW LINE.

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2. ALL COMMERCIAL DRIVES SHALL BE PAVED FROM THE EDGE OF THE TRAVELED WAY TO THE HIGHWAY RIGHT-OF-WAY, TO THE FARTHEST POINT OF CURVATURE ON THE DRIVEWAY EDGE OR AS DIRECTED BY THE DISTRICT TRANSPORTATION ADMINISTRATOR. THIS PAVING IS INDICATED IN DETAILS (A, B AND D) BY HATCHING.

3. DEPTH OF SUBBASE AND PAVEMENT TO BE THE SAME AS HIGHWAY OR AS SHOWN IN DETAIL F WITHIN THE LIMITS OF THE HIGHWAY RIGHT-OF-WAY.

4. VEHICULAR ACCESS FROM PARKING AREAS TO THE RIGHT-OF-WAY AT OTHER THAN APPROVED ACCESS POINTS WILL BE PREVENTED BY THE CONSTRUCTION OF CURBING OR OTHER SUITABLE PHYSICAL BARRIER.

5. IF CURB IS PRESENT, SEE APPROPRIATE CURB DETAIL STANDARD.

6. WHERE TRAFFIC VOLUME FOR A PROJECT IS SUBSTANTIAL THE AGENCY MAY REQUIRE SPECIAL LANES FOR TURNING, SIGNALS OR OTHER MODIFICATIONS. BASED ON TRAFFIC STUDIES THE AGENCY WILL DETERMINE SPECIFIC TREATMENT TO BE USED.

7. CIRCULAR DRAINAGE CULVERTS UNDER DRIVES SHALL HAVE A MINIMUM INSIDE DIAMETER (I.D.) OF 15" OR AS OTHERWISE SHOWN ON THE PLANS. PIPE ARCHES USED UNDER DRIVES SHALL HAVE A MINIMUM INSIDE CROSS-SECTIONAL AREA EQUIVALENT TO THAT PROVIDED BY A 15" CIRCULAR PIPE. IF A CULVERT LARGER THAN 15" IS LOCATED UPSTREAM OF THE PROPOSED CULVERT THEN THE NEW CULVERT SHALL, AS A MINIMUM, MATCH THE SIZE OF THE UPSTREAM CULVERT.

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10. THIS STANDARD APPLIES TO LARGER RESIDENTIAL DEVELOPMENTS, SUBDIVISIONS AND OTHER COMMERCIAL ACCESSES. SEE VTRANS STANDARD B-71A FOR FIELD DRIVES, LOGGING DRIVES, AND RESIDENTIAL ACCESSES SERVING UP TO TWO SINGLE FAMILY HOMES OR A DUPLEX.

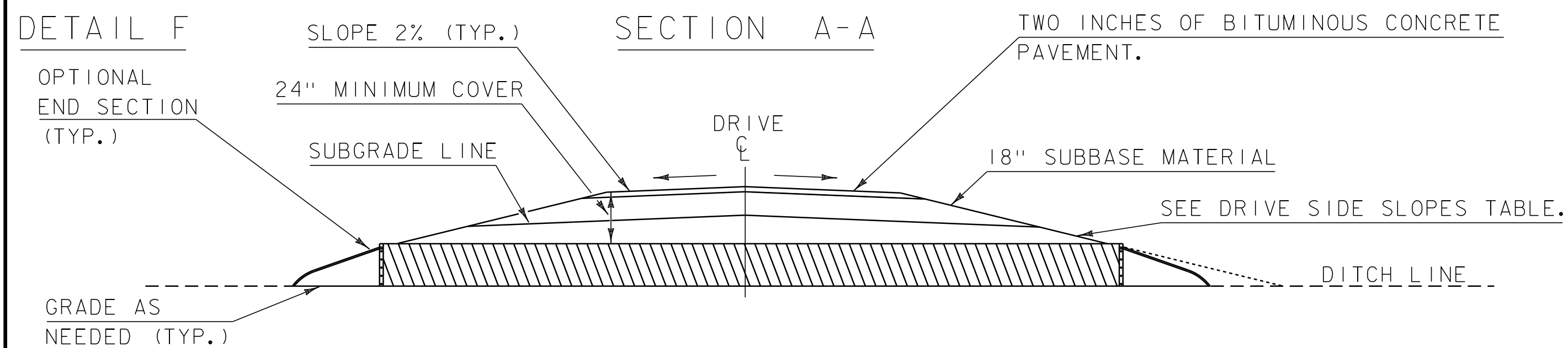
11. FOR DRIVEWAY AND INTERSECTION SPACING DISTANCES REFER TO THE "VERMONT AGENCY OF TRANSPORTATION ACCESS MANAGEMENT PROGRAM GUIDELINES", LATEST REVISION.

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REV.	DATE	DESCRIPTION
0	JUL. 1, 2019	ORIGINAL APPROVAL
OTHER STANDARDS REQUIRED:		

COMMERCIAL DRIVES



STANDARD
B-71B