



# APPLICATION FOR DRIVEWAY PERMIT

Permit No: \_\_\_\_\_

Fee Paid: \$ \_\_\_\_\_

Application to be filled out completely and returned with sketch to:

Land Use Office  
158 Main St.  
Thomaston, CT 06787

Approval Date: \_\_\_\_\_ By: \_\_\_\_\_

Final Approval Date: \_\_\_\_\_ By: \_\_\_\_\_

Application is hereby made for a permit to construct a driveway in accordance with the construction specifications of the Town of Thomaston, CT.

Location of Proposed Work: \_\_\_\_\_

Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_

Completion Date: \_\_\_\_\_

Bond Amount Posted: \$ \_\_\_\_\_

**Driveways without culverts \$1,500.00**  
**Driveways with culverts \$2,000.00**

***An acceptable form of a bond is cash, a bank check or a money order. Bonds will be released upon final inspections.***

Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

License Number: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Issue Permit To: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

I agree to reimburse the Town of Thomaston for any expenses caused by the execution of the work and to perform the work in accordance with the plan as submitted.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

OR

The owner of the property for whom this work is being performed agrees to accept all future maintenance responsibility for the work as described herein.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

Nearest utility pole number: \_\_\_\_\_

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(OFFICE USE)

**PRE-CONSTRUCTION INSPECTION**

Date: \_\_\_\_\_

Inspected By: \_\_\_\_\_

**FINAL INSPECTION**

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Disapproved: \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date Bond Released: \_\_\_\_\_ By: \_\_\_\_\_

# Town of Thomaston

## Driveway Permit Specifications

RESOLVED: That the Board of Selectmen, pursuant to the Town of Thomaston Driveway Ordinance, adopted April 7, 1986, as authorized by Connecticut General Statutes, Section 7-148(c)(6)(C), adopts the following changes:

1. The Board of Selectmen appoints the Zoning Enforcement Official or the Superintendent of Highways or designee as its duly authorized representative.
2. The Permit Applications for Driveway Installations will be required when installing a new driveway. If the Town's right of way or street needs to be excavated, a Road Excavation Permit will be required also.
3. A minimum of five (5) working days, excluding weekends and holidays, notice is required before issuance of a permit. The Town's duly authorized representatives must inspect the site of the proposed work before any permit for construction is issued.
4. The amount of the fee, payable to the Town of Thomaston, to be charged for permits shall be: Driveways \$25.00 per driveway, Road Excavations \$125.00 (see Road Excavation Ordinance).
5. All work shall be performed in accordance with the requirements of the Driveway Specifications (see Appendix A attached).
6. A cash bond shall be posted by the applicant or applicant's contractor to insure completion as required set forth in paragraph 8, in which time the bond would be called in and the work completed by the Town. The bond schedule is as follows:

Driveways without culverts	\$ 1500.00
Driveways with culverts	\$ 2000.00
Road Excavations	\$ 5000.00

**See Road Excavation application for further bonding information.**

Should extraordinary conditions exist, including but not limited to, extensive site work or grading to maintain an adequate site distance, then the bond amounts shown above may be adjusted higher, but in no instance will they be lowered. Any permit granted by the Town shall be conditioned upon the receipt by the Town of a cash bond in a form and amount and with surety and conditions satisfactory to it to ensure the completion of the work. Said bond will be held for one hundred-eight (180) consecutive calendar days after the completion of the work.

7. The owner and the owner's contractor shall hold the Town of Thomaston, the Board of Selectmen and their agents and employees harmless against any action for personal injury or property damage sustained by reason of the exercise of this permit. A Certificate of Insurance must accompany the permit application.
8. The work will be completed as promptly as possible after the first cut is made to prevent road edge pavement from breaking up. All construction work covered by the permit will be subject to the inspection and approval by the Town and be completed within thirty (30) days of issuance of a permit. An extension of time is granted by the Town upon written request by the owner showing good cause. Said extension shall not be reasonably withheld.

9. No dirt, gravel or other material shall be allowed to wash onto or be deposited on the Town roadway; said material will be removed promptly by the owner. Should the owner fail to remove said material the Town of Thomaston may remove said material and make repairs to the Town road that may be necessary. The Town of Thomaston will charge the owner full cost of said removal and repair.
10. No Zoning permit will be issued unless a permit has been issued with the appropriate cash bond where applicable.
11. No Certificate of Occupancy shall be issued until the Town approves the work or extends the permit under paragraph 8.
12. In the event that the Zoning Regulations or Subdivision Regulations applicable to the Town of Thomaston provide different specifications than the specifications herein, or provided for in Appendix A, then the more stringent requirements shall govern.
13. A permit is needed for:
  - a. Installing a new driveway
  - b. Rebuilding an existing driveway
  - c. Hard-surfacing any driveway

## Appendix A

### Specifications for Driveways

1. A driveway, access road or road excavation serving private property and intersecting with a Town street will be constructed in such a manner that it does not interfere with the existing drainage, the movement of traffic or the removal of snow from the abutting street. The owner or contractor will maintain and protect the vehicular and pedestrian traffic while the work is under construction for the full length of the project and will provide a sufficient number of travel lanes and pedestrian pass ways to move traffic. The owner or contractor will maintain construction signs and barricades approved by the current issue of The Manual of Uniform Traffic Control Devices so as to forewarn traffic of the construction.
2. The driveway will be constructed in such a manner that it does not permit runoff of water from the abutting Town street to enter the property of the owner or adjacent properties thereby creating a nuisance to the Town and a property owner, unless an easement in a form satisfactory to the Town Attorney and approval by the Board of Selectmen is granted by such owner to the Town of Thomaston for such runoff.
3. While construction is in progress a temporary “tracking pad” using one and three quarter inch (1<sup>3</sup>/<sub>4</sub>”) stone and is twelve (12) feet in length and covering the width of the proposed driveway shall be constructed next to the Town street so as to prevent material being tracked onto the Town’s street.
4. All slopes within the Town’s right-of-way shall be no steeper than two:one (2:1) and will be covered with a minimum, four (4) inches of topsoil and will be suitable seeded with a permanent grass type seed mixture or planted with other acceptable vegetative ground cover to prevent erosion. A sedimentation/erosion control plan may be required. The plan will be submitted for approval prior to issuance of the permit. Field adjustments may be required to this plan.
5. No more than one combination entrance and exit will be allowed for any property with frontage of less than fifty (50) feet. Parcels having frontage from fifty (50) feet to one hundred (100) feet may be permitted two (2) entrances if a minimum of one-third (1/3) the total frontage is used to separate the driveways. Lots with frontage excess of one hundred (100) feet shall conform to such driveway and channelization layouts as the Town shall prescribe.
6. Driveways **shall not** encroach a property to within three (3) feet from any property line.
7. Driveways **shall not** be permitted to enter a Town road within twenty five (25) feet of an intersection of corner. (exemptions must be in writing and approved by the Police Department and Highway Department).
8. Driveways shall maintain a minimum sight distance of one hundred (100) feet in both directions. This shall be measured from six (6) feet into the driveway to a point in the center of the abutting street.
9. Driveways shall be graded for a distance of twenty (20) feet into the private property from the right-of-way line of an abutting Town street so as to prevent erosion of earth materials onto Town property and shall be designed in a manner so as to confine the surface water to the gutter areas and permit free flowage of the water in drainage ways of the Town street.
10. Driveway grades within the street right-of-way shall not exceed eight (8) percent and not exceed an overall grade of twelve (12) percent.

11. Paved driveway aprons shall be provided at each intersection of a driveway with an abutting Town street. The driveway apron is that portion of the driveway extending from the Town street pavement to the right-of-way line of the Town street or to a distance of ten (10) feet which ever is greater. Aprons shall be constructed of eight (8) inches of well-graded compacted gravel sub base and a minimum of two (2) inches Class II asphalt. In case of uncertainty as to the true location of a street right-of-way in a particular instance, for the purpose of this specification a reference right-of-way line shall be established by measuring twenty-five (25) feet from the centerline of the existing pavement. However, this clause shall not be construed as establishing any rights of ownership of land, its purpose being merely to establish a reference line for driveway improvement purposes.
12. The minimum corner radius at the intersection of a Town street and sides of a driveway shall be five (5) feet.
13. The width of a driveway shall be twenty (10) feet and a maximum of twenty (20) feet not including the flared portion.
14. Where culverts are required within the Town right-of-way, such culverts will be constructed of ADS or equivalent pipe, or reinforced concrete pipe and will be of such size, not less than fifteen (15) inches in diameter, as to adequately convey surface runoff which may be reasonable expected to withstand AASHTO H-20 loadings and will have a minimum cover over the top of the culvert of a minimum one (1) foot unless otherwise approved. Inlet and Outlet ends shall have flared ends with six (6) inch rip-rap stone.
15. Final inspection of all work performed under the permit shall be made by the Town before a Certificate of Occupancy will be issued.