

**DRIVEWAY APPROACH PERMIT**  
**APPLICATION**

(9-1-2021)

\_\_\_ RESIDENTIAL \_\_\_ COMMERCIAL \_\_\_ NEW CONSTRUCTION \_\_\_ MODIFICATION

LOCATION: \_\_\_\_\_  
                    No. Street Village Assessors Map Lot

**OWNER INFORMATION**

NAME \_\_\_\_\_ PHONE NO. \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**CONTRACTOR INFORMATION**

NAME \_\_\_\_\_ PHONE NO. \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**TERMS AND CONDITIONS:**

1. Driveway must conform to the requirements of the "Essex Driveway Specifications". A copy is attached to this application.
2. **Applicant must submit a plot plan or scaled drawing showing the location and dimensions of the driveway in relation to the abutting property lines and street lines; also, location of all utilities, storm drainage, utility poles, transformers...etc., which may conflict with the proposed driveway.**
3. All driveway approaches shall be so graded that it will not be necessary to change the established grade of the adjacent road.
4. No part of said driveway approach shall extend beyond the roadway in such manner as to change the grade of the road or obstruct the free flow of water draining off the road.
5. Where driveway approaches cross open ditches or where such construction will interfere with the drainage of storm water along the side of the road, culverts of such size and material as determined by the Board of Selectmen, or its authorized agent, shall be installed.
6. The driveway access shall be designed and constructed so that it does not interfere with the movement of traffic or snow removal from the abutting road.
7. The driveway approach shall be constructed in such a manner that it controls and prevents the runoff of water from the abutting road onto the property of the owner/applicant or adjacent properties. In addition said driveway approach shall be constructed in a manner that controls or prevents the runoff of water from the property of the owner/applicant onto the abutting road or onto adjacent properties.
8. Driveway approaches shall be graded so as to prevent erosion of earth materials onto the abutting road, or adjacent properties.
9. Driveway grades within the road right of way shall not exceed 6% and shall conform to the specifications as shown on the application for the driveway permit.
10. The lateral paved or surfaced portion of any driveway shall not be located closer than five (5) feet to any side or rear lot line. Driveway grades shall not exceed twelve (12) per cent.

11. The owner and the owner's contractor shall hold the Town of Essex harmless against any action for personal injury or property damage sustained by reason of the exercise of this permit. The contractor's certificate of liability insurance must accompany this permit application.
12. If an applicant is proposing a driveway on to a private right-of-way, the applicant must provide the Town with documented proof that the applicant has rights to use such right-of-way.
13. Applicant must obtain a permit from the Town of Essex Tree Warden prior to the removal of any trees within the Town right-of-way.
14. If for any reason paving cannot be completed at time of Certificate of Occupancy issuance, a bond in the form of an \$800.00 Certified Check must be posted with the Town of Essex. The bond will be held by the Town until paving is complete, **or the bond may be forfeited and the Town of Essex will take legal action against the owner or applicant to complete the required paving.**
15. Upon completion of paving, please call the Building Department (860) 767-4340 x 117 to request a final inspection. Please allow 3 days for inspection to take place. After approval, allow 14 days for return of any funds.
16. Permit is valid for one year from date of issue.
17. For construction projects which do not have a paved driveway approach in place, the applicant/owner is required to create a construction entrance as specified on page 3 of 3 attached, prior to the start of any land development.
18. The Board of Selectmen or the Public Works Department may require the removal of sight obstructions including but not limited to trees, bushes, shrubs, boulders, rocks and stonewalls, or adjustments to cut slopes adjacent to intersections of a private driveway or street cut with a Town highway in order to assure an adequate sight distance at the intersection, and to ensure a safe and efficient means of access for emergency vehicles. A minimum sight distance of one hundred fifty (150) feet or more, as required by specific site conditions, will be provided unless otherwise permitted by the Board of Selectmen or the Public Works Department. The sight distance will be measured from a point in the driveway ten (10) feet from the edge of pavement to a point on the center line of the approaching traffic lane of the Town highway.

I agree to all the terms and conditions specified in this Application.

\_\_\_\_\_  
Property Owner or Authorized Agent

\_\_\_\_\_  
Date

**DEPARTMENT APPROVAL**

Permit Number: \_\_\_\_\_ **Fee: \$40.00** Cash/Check# \_\_\_\_\_

Public Works Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Director of Public Works)

Street Cut Permit Necessary? Yes \_\_\_\_\_ No \_\_\_\_\_

Department Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Building Official)

First Selectmen Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Agent for the BOS)

At the discretion of any of the above, additional signatures may be required.

### **DRIVEWAY SPECIFICATIONS (6/7/13):**

1. 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) to one hundred (100) feet may be permitted two entrances if a minimum of one-third of the total frontage is used to separate the driveways. Lots with frontage in excess of one hundred (100) feet shall conform to such driveway and channel layout as the Board of Selectmen or the Public Works Department shall prescribe. Note: The Zoning Regulations may have specific requirements for driveways in commercial and industrial zones.
2. 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 highway 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 area and permit free flowage of all the water in the drainage ways of the Town highway. **A standard anti tracking pad will be required for any driveway under construction and/or all construction vehicle access way(s) to a property across the Town's right-of-way. In addition, other erosion and sedimentation control measures may be necessary to prevent material from washing onto the street.**
3. **Driveway grades within the street right-of-way shall not exceed six (6) percent unless approved by the Board of Selectmen. Any driveway that is steeper than 8% shall be paved to the top of the slope. Driveways that are being constructed off a roadway that is under construction and intended to be accepted by the Town shall be constructed to this standard regardless of current ownership.**
4. Paved driveway aprons shall be provided at each intersection of a driveway with an abutting Town highway. The driveway apron is that portion of the driveway extending from the Town highway pavement to the right-of-way line of the Town highway or to a distance of twelve (12) feet in from the edge of Town highway pavement, whichever is greater. In case of uncertainty as to the true location of a street right-of-way line 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 center line of the existing road pavement. However, this clause shall not be construed as establishing any rights in ownership of land, its purpose being merely to establish a reference line for driveway improvement purposes.
5. The minimum residential driveway pavement shall be twelve (12) feet and the minimum corner radius at the intersection of a Town highway and sides of a driveway apron shall be five (5) feet. The maximum corner radius shall be as approved by the Board of Selectmen or the Public Works Department. The driveway apron paving shall consist of a minimum of two (2) inches, after compaction, of bituminous concrete over a minimum of eight (8) inches of well graded bank run gravel. The driveway apron shall have a one (1) inch lip to maintain gutter line grade. Alternative pavement surfaces (such as concrete or cobblestone) may be

approved by the authorized Town agent depending upon the overall material and installation specifications.

6. No Certificate of Occupancy shall be issued until the Board of Selectmen or the Public Works Department approves the work, extends the permit, or receives a bond in an approved amount.
7. Per the Essex Zoning regulations (Section 40R), the edge of the driveway pavement must be at least five (5) feet from the property line (except where the driveway crosses onto the property). Maximum grade for any new driveway cannot exceed 12%.