

TOWN OF ANDOVER, CONNECTICUT DRIVEWAY APRON PERMIT APPLICATION & PROCEDURES

In order to assure proper coordination between property owners, contractors, applicants and Town Officials responsible for overseeing driveway installations, the following procedures shall be followed in the Review, Inspection and Approval for the construction of private driveway connections with roads owned or maintained by the Town of Andover. **NO WORK SHALL BEGIN UNTIL ALL PROCEDURES ARE MET AND THE PERMIT IS ISSUED.**

1. After completion of the driveway permit application, payment of the required fee and posting of the required bond at the Building Department Office, the applicant shall attach a sketch or plan of the proposed driveway entrance to connect with the town road indicating the location of the driveway in relation to the nearest property boundary markers, utility poles or other easily identifiable nearby objects. (A copy of the survey map or plot plan of the property, if any are available, may be convenient for this purpose). The applicant's telephone number should appear on the permit form in the space provided in case the Driveway Inspector needs to contact the applicant pertaining to any questions, comments or need for further information. *Home Improvement Contractor License must be copied for file. (If contractor is applying).*
2. Upon completion of the initial inspection and review of the proposed driveway, the inspector will contact the applicant and report and discuss any concerns, problems need for further information, recommended revision, approval of the driveway as proposed, etc. Particular attention will be given to any provisions for erosion and sediment control deemed necessary, and protection of inland wetlands and watercourses along with any required additional permits in connection with these. When the design and requirements for the driveway have been agreed upon and approved by the Driveway Inspector, the driveway construction permit will be issued and the applicant will be authorized to proceed with construction of the driveway apron, pending the obtaining of any other required permits (Inland Wetlands, Zoning, etc.).
3. Prior to paving, the Inspector shall be given at least 48 hours advance notice in order to inspect the prepared driveway apron, to meet and coordinate with the paving contractor, and review all requirements and conditions. Paving operations shall not begin until so authorized by the Driveway Inspector.
4. Upon completion of paving and any other remaining work, the Inspector shall be notified and a final inspection performed. The Inspector shall then issue an Inspection Report to the Selectmen with any deficiencies, recommendations for approval, approval with conditions, retainage of bond, denial, etc., so noted.
5. The driveway shall then be approved for use, approved for use with conditions, or denied for use pending completion of conditions or correction of deficiencies. Bond shall be released upon approval and satisfactory completion and correction of any conditions or deficiencies.

TOWN OF ANDOVER, CONNECTICUT

APPLICATION FORM FOR DRIVEWAY & DRIVEWAY APRON ACCESS CONSTRUCTION

Date: _____

Applicant: _____ Paving Contractor: _____

Address: _____ Address: _____

Town: _____ Town: _____

Phone: _____ Phone: _____

Owner, if other than applicant: _____

Property Address: _____

Assessor's Map _____ Block _____ Lot _____

Your request to construct a driveway at the above property connecting to _____ is subject to the following minimum conditions:

1. The driveway apron shall be constructed in such a manner that it does **not**:
 - a. Interfere with existing drainage, the movement of traffic or the removal of snow from the public roadway.
 - b. Permit the runoff of water from the Town Highway to enter into the property of the owner.
2. The owner and contractor shall be responsible for all claims of damage resulting from the construction of the driveway apron.
3. The driveway entrance shall be paved and constructed in accordance with at least the minimum requirements as specified and shown herein (see reverse side of this form) and shall be designed in a manner to confine and maintain existing surface water flow along gutters and adjacent waterways and to prevent erosion.
4. Any areas within the Town's right-of-way disturbed during construction shall be repaired by the owner or contractor.
5. Where undesirable or unsafe conditions exist within the Town's right-of-way along the front of the owner's property, such as excavations, unstable slopes, exposed tree roots, boulders or trees or other conditions which create safety hazards or obstacles to access or egress shall be corrected at the owners or contractors expense.
6. A minimum cash bond of \$500.00 payable to the Town of Andover must be submitted with the completed application form. This will be retained at the Selectmen's Office and refunded to the applicant along with approval of driveway for use upon recommendation of the Driveway Inspector that all work has been completed and all requirements and conditions have been satisfied. This does not preclude the granting of permission to use

the driveway under certain conditions, prior to completion. Such as inability to pave during the winter season, while still retaining the bond.

6a. Under certain conditions as deemed appropriate, depending on the extent of site or drainage improvements necessary for the apron installation, a larger bond amount may also be required.

7. In addition to any bond deposited with or being held by the Town, the cost to the Town of any additional road or right-of-way maintenance resulting from the use of an unpaved or uncompleted driveway shall be borne by the applicant.

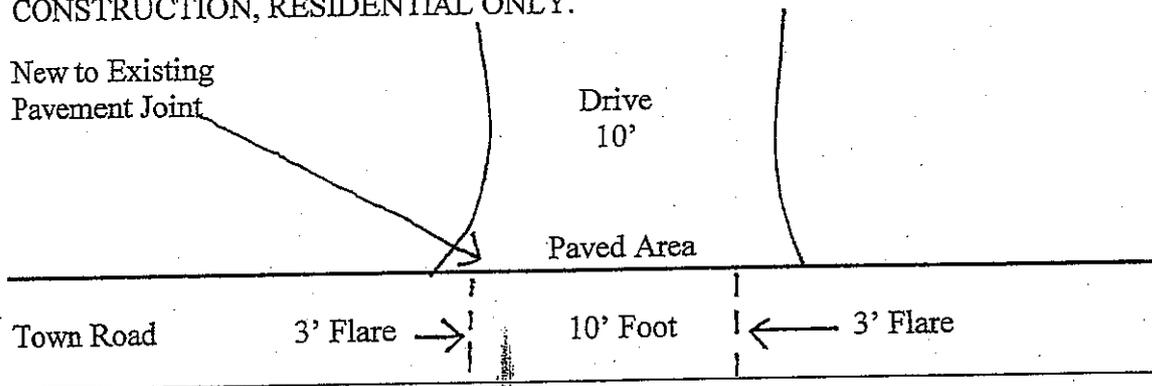
8. No Certificate of Occupancy shall be issued until approval or permission from the Town has been granted for the use of the driveway serving or providing access to the property of facility for which the Certificate of Occupancy is being requested.

I, _____ fully understand and agree to comply with and abide by the above terms and conditions.

Signature _____ Date _____

PLEASE CONTACT THE DIRECTOR OF PUBLIC WORKS WHEN THE JOB BEGINS

SKETCH TO BE USED AS AN EXAMPLE ONLY, AND APPLIES TO NEW CONSTRUCTION, RESIDENTIAL ONLY.



9. A larger paved area may be required if conditions or circumstances warrant. Pavement surface shall be asphalt placed at a minimum compacted thickness of 2" over a 6" min. processed aggregate base. Where soil conditions are silty or otherwise unsuitable for driveway construction, the driveway subgrade shall be prepared by excavating and replacing such material with approved compacted gravel to a minimum depth of 8".

10. Existing pavement to be cut back as necessary to provide a clean stable vertical joint with new pavement. New pavement to butt against vertical clean-cut edge of existing pavement to min. 2" depth. Surfaces of new and existing pavement shall be flush. Where curbing is present or apron is downhill from the street a 1 1/2" lip or crown will be provided at gutterline.

11. Depending on conditions: Total of 18 feet typical.

Driveways

4.16 General Requirements: The following standards shall apply,

- a. Runoff from Driveways. Driveways shall be designed 1) to prevent runoff onto Town property unless the Town has approved such design and 2) to prevent runoff from Town property onto private property. Privately owned and maintained drainage diversion swales, detention areas and/or dry wells shall be utilized to the greatest extent possible. Where private drainage features are utilized, it shall be noted in the land records that maintenance of such features is the responsibility of the lot owner and that, subject to proper notification by the Town, the town may undertake any necessary maintenance and bill the cost to the property owner.
- b. Construction Standards. Driveways shall be constructed of a durable, nonerodible load bearing material capable of supporting emergency equipment up to 70,000 pounds. Subbase and/or base materials per review and approval of the Town Engineer. Culverts in the Town right-of-way shall be a minimum 15 inches in diameter. Use of ACCMP is prohibited.
- c. Grading Standards. Driveway grades shall not exceed 15% and driveways with grades exceeding 10% shall be paved. Driveway grade shall not exceed 5% over the first 20 feet from the road. Driveway side slopes shall not exceed a slope of three horizontal to one vertical (3:1) unless retaining walls or other stabilizing measures are provided.
- d. Width. Driveway width shall be a minimum of 10 feet with a 3 foot wide clearance area on either side. Driveways shall have sufficient radius at curves to accommodate emergency equipment.
- e. Vertical Clearance. To avoid damage to emergency equipment, a minimum vertical clearance of 14 feet shall be maintained over the entire driveway.
- f. Sightline. Minimum sightline distances at the intersection of the driveway with the public road shall conform to the requirements of the Connecticut Department of Transportation. This distance may be increased where the Town Engineer determines that the rate of traffic requires a higher standard for safety.
- g. Angle of Intersection. Driveways shall intersect with the public road at an angle of approximately ninety degrees for at least the first 20 feet adjacent to the public road.

- h. Work in the Town Right of Way. A permit is required for any work in the Town right-of-way, including tree trimming or removal. Any disturbance of the Town right-of-way shall be repaired by the permittee. Any trees damaged by construction shall be removed at the permittee's expense and may be required to be replaced.
- i. Turnaround. A turnaround area shall be provided on each lot to avoid backing into the street, except that this requirement may be waived where it is determined that lot topography or shape makes this requirement impracticable. A turnaround area of sufficient size and load-bearing capacity to accommodate emergency equipment shall be provided where driveway length exceeds 200 feet.
- j. Passing areas. Pullouts to accommodate two way traffic, measuring at least 8 feet by 50 feet, may be required. Passing areas shall generally be provided at 500 foot intervals, depending on site conditions.
- k. Liability. The property owner and the permittee shall be responsible for all claims of damage resulting from the construction or alteration of the driveway.
- l. Completion of Work. No certificate of zoning compliance shall be issued unless the driveway installation is completed or bonded.

TOWN OF ANDOVER

PLANNING & ZONING BOND

Property of _____
owner

Location _____
Address map/block/lot

Bond paid by (signature) _____

Bond to be returned to _____
Address: _____

Date received _____

**WHEN WORK IS COMPLETED, YOU MUST CONTACT BUILDING
DEPARTMENT WITHIN SIX (6) MONTHS FOR RELEASE OF BOND OR
BOND WILL BE FORFEITED**

To be completed by Zoning Agent:

Work Bond is to cover: _____

Bond amount _____

Bond is to be retained until _____

Agents Approval for release _____
Signature date

Amount _____