

TOWN OF ANDOVER, CT

DRIVEWAY APRON PERMIT APPLICATION & PROCEDURES

**NO WORK SHALL BEGIN UNTIL ALL PROCEDURES ARE MET
AND THE PERMIT IS ISSUED**

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. All driveways constructed in the Lake zone require additional review by the Zoning Agent for compliance with Zoning Regulations 7.6.

The applicant shall submit the following:

- **Completed driveway permit application,**
- **Contact information for the contractor and homeowner,**
- **Payment of the required fee, Minimum \$75 for the apron, other fees may apply.**
- **Posting of the required \$500 bond at the Building Department Office,**
- **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)**
- **Home Improvement Contractors License must be attached to the application**
- **Liability Insurance Certificate**

When all required information and payments have been submitted, the application shall be reviewed and signed off by the Zoning and Wetland Agents, followed by the Driveway Inspector. Upon completion of the initial inspection and review of the proposed driveway, the inspector will contact the applicant to report and discuss any concerns needed 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 (Public Works Supervisor or his designate), 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 other required permits (Inland Wetlands, Zoning, etc.).

Prior the paving, the Inspector shall be given at least 48 hours advanced notice in order to inspect the prepared driveway apron to meet and coordinate with the paving contractor and review all requirements and conditions. Paving operation shall not begin until authorized by the Driveway Inspector.

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 noting any deficiencies, recommendations for approval, approval with conditions, retainage of bond, denial, etc., so noted.

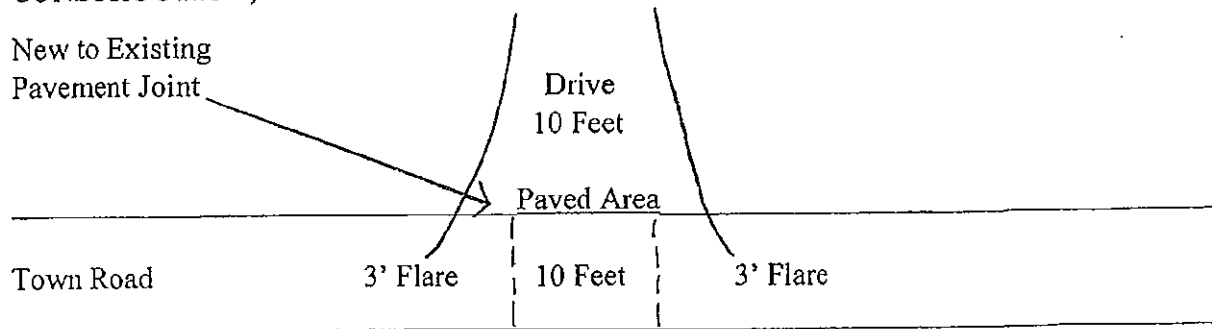
The driveway shall then be approved for use, approved for use with conditions, or denied for use pending completion of conditions or correction of deficiencies. Bond shall be released upon approval and satisfactory completion and correction of any conditions or deficiencies.

Driveway minimum standards:

- a. The Apron shall be constructed from class 2 Bituminous Concrete, a minimum of 2.5" compacted thickness or Portland Cement Concrete a minimum of 5" thickness.
- b. Pavement surface shall be placed 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"
- c. 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. 2.5" compacted depth. Surfaces of new and existing pavement shall be flush unless noted in plans.
- d. Where curbing is present, or apron is downhill from the street a 1 1/2" lip or crown will be provided at the gutter line.
- e. A larger paved area may be required if conditions or circumstances warrant.
- f. Where the driveway meets the Road, a Flare of at least 3' on each side shall be used.
- g. 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 the property of the owner.
- h. The owner and contractor shall be responsible for all claims of damage resulting from the construction of the driveway apron.
- i. The driveway entrance shall be paved and constructed and shall be designed in a manner to confide and maintain existing surface water flow along gutters and adjacent waterways and to prevent erosion.
- j. Any areas within the Town's right-of-way disturbed during construction shall be repaired by the owner or contractor.

- k. A sketch must be provided with the application showing a cross section of the layers of material used, a cross section of the elevations within 20' of the town road, and a plan form sketch of the Apron. The sketch should provide enough information than a site walk without the contractor is sufficient for approval. **see below for example.*

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



- l. 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 contractor's expense.
- m. Cash bond of \$500.00 payable to the Town of Andover must be submitted with the completed application form this will be retained by the Andover Finance 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 an 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, including inability to pave during the winter season. The bond shall not be released until final approval.
- n. 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.
- o. 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.
- p. 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.

TOWN OF ANDOVER ZONING REGULATIONS

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 feet 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.

DRIVEWAY & DRIVEWAY APRON PERMIT APPLICATION FORM

Date: _____ Fee \$75.00 Date received: _____

PROPERTY LOCATION: _____

Assessor's Map: _____ Block: _____ Lot: _____

Property Owner Name: (if different than Applicant Name): _____

Property Owner Phone: _____ Email: _____

Applicant Name: _____

Address: _____

Phone: _____ Email: _____

Paving Contractor: _____

Contact Name: _____

Address: (if different than applicant name) _____

Phone: _____ Email: _____

Description of Driveway Work

Construction () Reconstruction () Drainage () Catch Basin () Other: _____

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

Applicant Signature: _____ **Date:** _____

IWWC Approved: _____ Date: _____

Zoning Approved: _____ Date: _____

Apron Location Approved: _____ Date: _____

(Public Works Officer)

OFFICE USE ONLY

Permit Fee Paid \$ _____ Recpt# _____ Date: _____

Bond Received by: _____ Recpt# _____ Date: _____

Bond Amount \$ _____ Bond Type Cash () Check () Check # _____ Surety ()

Bond Released by: _____ Date: _____

PLEASE CONTACT THE DIRECTOR OF PUBLIC WORKS WHEN THE JOB BEGINS AT 860-742-4048

TOWN OF ANDOVER, CT
DRIVEWAY APRON BOND

Date Received: _____

Property of (owner) _____

Location: _____
Address _____ Map/block/lot _____

Phone: _____ Email: _____

Bond Amount: _____

Bond Paid by (Signature): _____

Bond to be returned to: _____

Address: _____

Phone: _____ Email: _____

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

.....

To be completed by Public Works Agent:

Work Bond is to cover: _____

Bond Amount: \$ _____

Bond is to be retained until:

Agents Approval for Release:

Signature: _____ Date: _____

Amount: _____