

Permit # _____

Date Approved: _____

Town of Westfield
**RESIDENTIAL DRIVEWAY
PERMIT APPLICATION**

Town Offices ♦ 38 School Street, Westfield, VT 05874 ♦ Phone: (802) 744-2484 ♦ Fax: (802) 744-6224
Eric Kennison, Road Commissioner ♦ (802) 673-5648 (cell)

**♦ There is a \$15 fee for recording: payable to the Town of Westfield
♦ Permits are valid for 60 days ♦ Culvert minimum size is 18"**

Owners/Applicants Name & Address: _____

Phone: () _____ Email: _____

Co-Applicants Name & Address: _____

Phone: () _____ Email: _____

The location of proposed work: _____

- Parcel ID: _____
- Property Deed Reference: Book: _____ Page: _____
- Is a Zoning Permit required? (Y/N) _____ If Yes, Permit #: _____
- Is an Act 250 Permit required? (Y/N) _____ If Yes, Permit #: _____
- Other Permit required? (Y/N) _____ If Yes, Permit #: _____

Date Applicant expects work to begin: _____

Owner/Applicants Signature: _____

Co-Applicant Signature: _____

PERMIT APPROVAL

- Is a culvert required: (Y/N) _____ If Yes, culvert diameter: _____ Culvert length: _____
- Minimum depth of material over top of culvert: _____

Special Conditions: _____

Road Commissioners Signature: _____

Date Work Accepted: _____

IMPORTANT NOTICE: *This permit covers only the Towns jurisdiction over Class 2, 3 or 4 highways. It does not release the applicant from the requirements of any other statutes, ordinances, rules or regulations. Driveways on a state highway require a state permit. Logging and agriculture use may be exempt from certain provisions of this residential driveway permit.*

Town of Westfield ♦ Restrictions and Conditions for Residential Driveways
Eric Kennison, Road Commissioner 802-673-5648 (cell)

- The “Owner/Applicant” means the party(s) to whom the permit is to be issued.
- The “Co-Applicant” means the party who performs the work, if other than the Owner/Applicant.
- All references to the Owner/Applicant also pertain to the Co-Applicant.
- The Owner/Applicant shall be responsible for all damages to persons or property resulting from any work done under this permit, even if the Applicant’s Contractor performs the work.
- The Owner/Applicant must comply with all federal and state statutes or regulations and all local ordinances controlling the occupancy of public highways. In the event of a conflict, the more restrictive provision shall apply.
- The Owner/Applicant must in every case, where there is a possibility of injury to persons or property from blasting, use blasting mats and bags of sand, if necessary, to prevent the stone from scattering. All existing utility facilities shall be protected from damage or injury.
- The Owner/Applicant shall erect and maintain barriers needed to protect the traveling public. The barriers shall be properly lighted at night.
- The Owner/Applicant shall not do any work or place any obstacles within the town highway right-of-way, except as authorized by this permit. Roadway shoulder areas will be maintained free of unnecessary obstructions, including parked vehicles, at all times while work is being performed under this permit.
- The Owner/Applicant shall install catch basins and outlets, as may be necessary, in the opinion of the Road Commissioner, to preclude interference with the drainage of the town highway. All grading within the highway right-of-way shall be subject to inspection and approval by the Road Commissioner. In areas to be grass covered, the turf shall be restored by preparing the area and applying topsoil, limestone, fertilizer, seed, and mulch to the satisfaction of the Road Commissioner. A new culvert shall be placed under the access. The size shall be a minimum of 18 inches in diameter. The culvert shall be placed so that existing normal drainage flow is undisturbed and ponding is not created. Culvert location shall be staked, reviewed and approved by the Road Commissioner prior to installation. There shall be no headwalls allowed within the high right-of-way on the ends of drive culverts. If water prevention measures are not constructed satisfactorily, the Road Commissioner can order reconstruction at the expense of the Owner/Applicant.
- The Owner/Applicant will pay the entire cost of the salary or other compensation of any inspector appointed by the Road Commissioner to supervise such work. Upon completion of the work by the Owner/Applicant, a final inspection will be held.
- The Road Commissioner may modify or revoke the permit at any time for safety-related reasons, without rendering the Town of Westfield liable in any way.
- In addition to any other enforcement powers that may be provided for by the law, the Road Commissioner may suspend this permit until compliance is obtained. If there is continued use or activity after suspension, the Road Commissioner may physically close the work area and take corrective measures to protect the safety of the highway users.
- As development occurs on land abutting the highways, the Town of Westfield may revoke a permit for access and require construction of other access improvements such as the combination of access points by adjoining owners.
- **By accepting this permit, or doing any work hereunder, the Owner/Applicant agrees to comply with all of the restrictions and conditions.**
- **This permit does not become effective until the Owner/Applicant records in the Town Clerk’s office, the attached Permit Approval. There is a \$15 recording fee payable to the Town of Westfield.**
- The Owner/Applicant shall obtain the written consent of the adjoining landowners regarding the cutting of or injury to trees on property lines.
- In general, all utilities shall be located adjacent to the highway right-of-way boundary line and shall be installed without damaging the highway or highway right-of-way. No pole, push-brace, guy wire or other aboveground facilities shall be placed closer than 10 feet to the edge of the traveled-way. If the proposed utility facilities are in conflict with the above, each location is subject to the approval of the Road Commissioner. Poles and appurtenances shall be located out of conflict with ditches and culverts.
- Where the cutting or trimming of trees is authorized by permit, all debris resulting from such cutting and trimming shall be removed from the highway right-of-way.
- Open cut excavation for highway crossings is NOT the option of the Applicant, and may be utilized only where an attempt at jacking, drilling, or tunneling methods fail or are impractical. The Owner/Applicant shall obtain an appropriate modification of the highway permit from the Road Commissioner before making an open cut.
- The party or parties to whom the permit is granted shall be responsible for corrective action within the work area for a minimum of 18 months from the date of the completion or acceptance.
- A joint permit application is required when more than one party will be involved with the construction, maintenance, and ownership of the facility being constructed under this permit.
- All work shall be accomplished in accordance with the detail of the attached drawing.
- Any excavation at any location requires a state “Dig Safe” permit at least 48 hours prior to work. Telephone 1-888-344-7233 for compliance.

