

TOWN of SHEFFIELD, VERMONT

SELECTBOARD POLICY REGARDING DRIVEWAY ACCESSES to TOWN HIGHWAYS

Pursuant to Title 19 Vermont Statutes Annotated, section 1111, a written permit shall be required from the Select board for the construction, alteration, relocation or change of use of any driveway or private road access to a Town highway (curb cut). All permits issued for highway access shall comply with the following:

1. Applications shall be made to the Select Board on a standard form adopted by the Board.
2. Accesses will be built to Vermont Agency of Transportation revised standard specifications B-71 (attached) and the exact location shall be identified by the applicant on a map submitted with the application.
3. A minimum fifteen (15) inch polyethylene N12 or 16 gauge steel driveway culvert shall be installed and maintained in a working condition by the owner. The Select Board may waive this requirement or require a larger culvert as deemed necessary to accommodate drainage conditions.
4. Visibility between an access and the highway will be a minimum of one hundred and fifty (150) feet in all directions, without obstruction. Trees, brush, fences, posts, or other structures which obstruct clear vision will be removed. No access shall be constructed closer than one hundred and fifty (150) feet to a sharp curve or blind area.
5. Driveway accesses will be constructed level at a level of road shoulder or below for safe starting and stopping to the limit of the town right of way.
6. All access roads should enter perpendicular to the existing Town highway.
7. Safety of traffic on the Town highway shall be the primary criteria for establishing where an access will be permitted on a parcel.
8. The property owner shall maintain the highway access to the satisfaction of the Town.
9. Violation of any condition(s) established in this policy or in a permit shall be grounds for the revocation of the permit by the Select Board and the physical closure of the access at the land owner's expense.
10. All construction approved in the granting of an access permit shall be completed within one year from the date of approval, or such permit shall terminate.

11. Upon completion of construction, applicant will schedule a final inspection with the Town's Road Agent. Following said inspection, a certificate of completion will be issued and a copy recorded in the Sheffield Land Records.

12. The Select Board shall establish the fee for highway access applications.

13. This policy shall supersede all policies regarding access to Town highways previously adopted.

This policy was adopted by the Town of Sheffield Select Board on December 2, 2015.

Signed:

Erik Lavalley, Chairperson

Kate Berry-Buonanno

Benjamin Robinson

TOWN of SHEFFIELD, VERMONT

APPLICATION for ACCESS to a TOWN HIGHWAY (Curb Cut)

Town of Sheffield, 37 Dane Road, Po Box 165, Sheffield, Vermont 05866, (802) 626-8862

Name(s) of Property Owners: _____ Telephone: _____

Mailing Address: _____

Applicant's Name (if different): _____ Telephone: _____

Mailing Address: _____

Town Road Name: _____ Town Highway #: _____

Parcel ID#: _____ Road Frontage of Parcel: _____

Proposed use of curb cut (check as many as apply):

- | | | | |
|---------------------------------------|--------------------------------------|--|---|
| ☐ Agricultural | ☐ Residential | ☐ Commercial | ☐ Development Road |
| ☐ Alteration | ☐ Relocation | ☐ Change of Use | |

Describe the exact location of the proposed access (distance from property lines, distance to nearby landmarks, etc.):

On a separate sheet, please prepare a sketch of the parcel and road frontage indicating the location of the proposed driveway access, other existing accesses, the Town highway, drainage/ditches, trees, buildings, etc.

I represent that the information contained in this application is true and that I am authorized to file this application.

Owner(s) Signature(s)

Date

Applicant(s) Signature(s)

Date

For Town Use Only:

Application #

Date Received:

Total Fee Paid:

Date of Select Board meeting:

TOWN of SHEFFIELD, VERMONT

TOWN ROAD AGENT RECOMMENDATION REGARDING
APPLICATION for ACCESS to a TOWN HIGHWAY
(CURB CUT)

Application #: _____

Owner/ Applicant Name: _____

Property Location: _____

I recommend approval / denial of the above application for the following reasons or subject to the following conditions:

Signature of Town Road Agent

Date

TOWN of SHEFFIELD, VERMONT

HIGHWAY ACCESS PERMIT

(Curb Cut)

Permit #: _____ Date of Issue: _____

Property Owner: _____

Applicant: _____

If other than owner.

Town Road Name and #: _____

Parcel ID#: _____

Approved for : _____
(Type of Use)

Permission to do the work described in Application # _____, dated _____,
For access to a Town highway is hereby granted, subject to the requirements of Vermont
statutes, the Sheffield, Vermont Select Board Policy Regarding Driveway Accesses to Town
Highways, the Vermont Agency of Transportation revised standard specifications B-71 and the
following special conditions:

All work authorized by this permit must be completed within one year of the approval date
written above.

Chairman

Sheffield Select Board

TOWN of SHEFFIELD, VERMONT
ACCESS to a TOWN HIGHWAY
(Curb Cut)
CERTIFICATE of COMPLETION

Application #: _____

Fee received: _____

The applicant has / has not successfully completed construction of project meeting all conditions and restrictions of this application.

Select Board:

Permit: _____ Approved
 _____ Denied