

Town of Bridgewater
Driveway and Access Ordinance

1. Authority and Purpose

Under 19 V.S.A. Section 1111(b), selectmen have the authority to regulate access onto public roads. The rules contained in this ordinance shall guide the Town of Bridgewater Board of Selectmen in providing reasonable and safe access onto public roads and preventing unsafe conditions from developing as a result of poor construction and maintenance practices.

In addition to the minimum standards in this ordinance, the Town of Bridgewater will be guided by the two most recent Vermont Agency of Transportation standard sheets: B-71, Standards for residential and Commercial Drives and A-76, Standards for Town and Development Roads.

The Board of Selectmen may impose various conditions on the permit form to promote safety.

2. General Provisions

Applicants must submit a completed Highway Access Application Form to the Board of Selectmen, attaching a map showing the location of the access point and distances to the nearest driveways and intersections.

No construction shall take place until the town has issued a highway access permit and notification has been received as provided for below under "Notification".

The Board of Selectmen will normally allow only one access point for a single property

3. Notification

The property owner or owner's agent shall notify the Town of Bridgewater a minimum of three days in advance of construction taking place so that the Town has an opportunity to inspect during installation.

Upon completion of work, the property owner or owner's agent shall notify the Town of Bridgewater within a reasonable time, not to exceed ten days, that the intended work has been completed.

4. Liability

The property owner shall save and hold harmless the Town of Bridgewater from any damages as may occur to others as a consequence of work performed.

The Town at the expense of the property owner shall repair any damage to utilities, property or appurtenances, as a consequence of work performed, unless otherwise formally agreed to.

**Town of Bridgewater
Driveway and Access Ordinance**

5. Permit System

A completed application consists of all responses to questions on the application and the payment of the administrative fee and permit fee set by the Selectboard.

Applications shall expire one year from the date of approval, unless otherwise stated.

6. Inspection

The applicant will be expected to arrange site visits with the select board or its agent to review the project: before the permit is issued, during construction, and on completion of construction.

Upon inspection of the completed project, if the selectmen or its agent deem the project satisfactory, the Selectboard or its agent will issue an access permit. If there are deficiencies, the Selectboard or its agent will write an inspection report. The property owner or owner's agent must correct all deficiencies before a permit will be issued.

7. Forms

The Town will provide the necessary forms for applying for an access permit.

8. Design of Driveway or Access Road

In difficult cases, the Town may require professionally engineered designs.

9. SUBBASE

Driveways should have a minimum of 12 inches of sub-base material.

Access roads should have a minimum of 15 inches of sub-base material.

10. Surface

Gravel drives should have a minimum aggregate surface course of six inches. Selectmen may require that roads be paved with a minimum of two inches of bituminous asphalt concrete.

11. Crown

A crown of 1/2" per foot of road width is desirable on driveways and roads.

Town of Bridgewater Driveway and Access Ordinance

12. Gradient of Driveways and Access Roads

All driveways and access roads shall be constructed so as not to impair drainage within the right-of-way, alter the stability of the improved area, or change the drainage of adjacent areas.

The maximum gradient of driveways and side roads should not exceed 10%. Steeper grades may be allowed but with more stringent erosion control, sight distance and other requirements.

13. Width

Recommended entrance widths for a residential driveway should be between 25 and 35 feet measured at the edge of the traveled way.

The minimum throat width for a development mad is in the range of 20 to 24 feet.

14. Approach to Public Road

Entrances should be constructed with no more than 3% grade away from the road for a distance of at least 20 feet on a class 2 road and 12 feet on all other town roads.

Grades immediately adjacent to the roadway pavement and within the road right-of-way can be critical. See details "H" and "I", VAOT Standard B-71.

15. Angle of Approach

Driveways should intersect the road at a preferred angle of 90 degrees but no less than 60 degrees.

The radius of the edge of the pavement must be adequate to accommodate the largest vehicles expected to use the driveway regularly. A typical minimum radius for a rural residential driveway is fifteen (15) feet and the maximum is twenty-five (25) feet.

The types of vehicles entering and exiting the driveway will influence the turning radius. Larger vehicles such as oil delivery trucks need a larger turning radius than passenger cars.

16. Turning Radius of Approach

The turning radius should be a minimum of 15 feet but the Board of Selectmen or its agent may specify larger.

17. Sight Distance

A vehicle operator preparing to exit the access point should be able to see without obstruction a minimum of 150 feet in either direction.

No access shall be constructed closer than 275 feet to a sharp curve, hill or other blind area. Sight Distance is measured from a vehicle 15 feet back from the edge of the pavement or graveled highway.

**Town of Bridgewater
Driveway and Access Ordinance**

The following chart is from the Vermont Agency of Transportation’s Standards for Residential and Commercial Drives B-71. It shows recommended safe sight distances for passenger cars and single unit trucks exiting from driveways onto two-lane roads.

Minimum Corner Sight Distance (feet)	Posted Speed or Design Speed (mph)	Minimum Stopping Sight Distance (feet)
	25	150
	30	200
	35	225
	40	275
	45	325
	50	400

18. Distance between driveways and intersections

Driveways or access roads should be constructed no closer than 20 feet from a property line and no closer than 100 feet from another intersecting street or driveway. Selectmen may designate greater distances.

19. Turn-Arounds

All new driveways or access roads should be constructed so that vehicles can turn around on the property and enter local roads in a forward direction.

20. Culverts

Size: diameter and length

A minimum 15" culvert pipe shall be installed under driveways and access roads if needed. The Town may require larger sizes.

The Town may require an engineering analysis to determine the appropriate culvert size for specific location.

The Town may require a culvert be installed across the town highway at the property owner's expense.

The Town will require that the applicant seek advice from the State Stream Alteration Engineer when stream crossings are involved.

Location

Culverts under driveways and access roads should be placed away from the road as far as practical while maintaining good drainage.

**Town of Bridgewater
Driveway and Access Ordinance**

Compaction during installation

Back-fill for culverts should be compacted in lifts to prevent or minimize settling in the surface, shoulders or slopes and to prevent seepage along the outside of the culvert.

Depth of cover

The town will determine the adequate amount of cover.

21. Culvert Replacement

Repair and/or replacement of existing driveway culverts or private road culverts in the Town right-of-way is the financial responsibility of the property owner. Work will be performed either by others with Town supervision or by the Town.

The Board of Selectmen will determine if the Town or developers will bear the cost for replacing or upgrading culverts due to development upstream or due to road improvements.

22. Culvert and Ditch Maintenance

The Town of Bridgewater will be responsible for regular maintenance of ditches and culverts within the right-of-way.

The property owner shall be responsible for maintaining ditches, culverts and other structures outside of the right-of-way, particularly if they impact or will potentially impact the public road.

If damage to a town highway is caused by improper construction, maintenance, or grading, it is the responsibility of the property owner(s) to make necessary repairs at their expense. If repairs are not made within thirty days of notice, the Town will make repairs and bill the property owner(s) for expenses.

23. Ditches

Along driveway or access roads

Landowners should "daylight" driveway ditches onto their own property if possible, before intersecting with the town right-of-way, conducting water into absorption areas before it reaches town road ditches. Ditches adjacent to roads and driveways should be a minimum of 6 inches below the gravel sub-base or 18 inches below the finished grade of the road. Ditches shall be shaped to prevent erosion of the ditch fore slope, back slope and shoulders.

Town of Bridgewater Driveway and Access Ordinance

Along a public road

No access will be permitted which will result in drainage washing directly onto a town highway.

Riprap and other protection

Driveways and roads intersecting with public roads must be constructed so that water flowing from them does not damage structures within or outside of the right-of-way.

The town may require that open drainage ditches in excess of 5% grade be stabilized with suitably sized and graded stone fill (rip rap). The Town may further require that the ditch be first lined with suitable geotextile designed for erosion control.

Any disturbed or bare soil shall be stabilized by the end of each construction day with erosion control blankets, vegetation or other method approved by the Town. If permanent vegetation cannot be established by September 1, the Town may require alternate erosion control methods.

24. Bank Stabilization

The Town will require that all banks and slopes adjacent to driveways and access road be stabilized by seeding and mulching. The Town may require other methods for stabilizing soils.

25. Head Walls and Tail Walls

The Town may require the installation of head walls and/or tail walls.

When headwalls are required, they shall be installed at the inlet of all culverts and may be either reinforced concrete eight inches thick, large flat rocks tightly placed, or large cemented rock. The inside edge of headwalls should, if possible, be at least eight feet from the outside edge of the shoulder, marker posts four to six inches in diameter shall be installed at both ends of the culvert.

26. Logging Roads and Farm Roads

Logging roads and landings must meet State regulations under the State of Vermont publication Acceptable Management Practice for Maintaining Water Quality on Logging Jobs in Vermont.

Property owner must obtain a permit when altering landings, loading areas, logging road and farm roads that intersect a town right-of-way.

**TOWN OF BRIDGEWATER
45 SOUTHGATE LOOP
BRIDGEWATER, VERMONT 05034**

APPLICATION FOR ACCESS / RIGHT OF WAY PERMIT

Applicant _____ Phone # _____

Mailing Address _____

Property Owner _____ Phone # _____

Mailing Address _____

Property Lot # _____ Town Highway # _____ Road Name _____

PROJECT DESCRIPTION detailed drawing and a location ma must be attached

- | | |
|--|---|
| <p>() construct a new access</p> <ul style="list-style-type: none"><input type="radio"/> agricultural<input type="radio"/> residential<input type="radio"/> development<input type="radio"/> other | <p>() change an existing access</p> <ul style="list-style-type: none"><input type="radio"/> agricultural<input type="radio"/> residential<input type="radio"/> development<input type="radio"/> other |
|--|---|

What is the distance (in feet) of the proposed access to the nearest intersection?
(Specify the intersection) _____

What is the site distance (in feet, each direction) from the proposed access? _____

SITE DISTANCE WILL BE DETERMINED BY THE SELECTBOARD OR ITS AGENT

Has the proposed access been flagged at the site? Yes No

Note: Site must be flagged before the application will be considered.

RIGHT OF WAY

- () **Work in the highway right of way (24 & 112 feet from the road centerline)**
- () install a fence/stone wall (describe: type, dimensions, setback)
 - () install or bury utility line
 - () addition of fill (describe type, volume and purpose)
 - () change in drainage (estimated increase in volume)
 - () other

Has the project area been flagged at the site? _____ Yes No

Note: site must be flagged before the application will be considered

The applicant and/or property owner agree to maintain the said access and/or right of way modification and adhere to the directions, restrictions, and conditions forming part of the permit if issued.

Permit Fee: \$105.00

Received _____

Signature of Applicant: _____

**TOWN OF BRIDGEWATER
45 SOUTHGATE LOOP
BRIDGEWATER, VERMONT 05034**

NOTICE TO PROCEED

ACCESS / RIGHT OF WAY APPLICATION # _____

Applicant/Property Owner: _____

Address: _____

Property Lot # _____ Town Highway # _____ Road Name _____

Project Description: _____

DIRECTIONS, RESTRICTIONS, AND CONDITIONS:

INSPECTION: The applicant is expected to arrange a site visit with the Selectboard or agent thereof to review the project during and upon completion of construction. If there are deficiencies, the Selectboard or its agent will contact the property owner or owner's agent verbally or by written means to correct any deficiencies.

APPROVAL TO PROCEED: Upon receipt of this Notice, you are authorized to proceed with the project in accord with the conditions, specifications and restrictions described herein and any attachments made hereto. Approval covers only the work described in the application (unless modified by a condition, restriction or specification) and must be performed as directed.

NOTICE: This Notice to Proceed is issued in accordance with Title 19, Section 1111, V. S.A. relative to all highways within the control and jurisdiction of the Town of Bridgewater. The issuance of this Notice does not release the applicant from any requirements of statutes or ordinances ruled by other local, regional or state agencies. If all conditions, restrictions and specifications defined herein are not met, violations are subject to the penalties set forth in Title 19, Section 1111, V.S.A. of fines not less than \$100 nor more than \$10,000 for each violation. Any damage caused to the town highway resulting from an activity authorized by this Notice is the responsibility of the applicant to repair as set forth in Title 19, Section 110~ , V.S.A. Repairs must meet the minimum standards defined by the Selectboard or its agent

ISSUANCE/EFFECTIVE DATE OF THE PERMIT: A permit authorizing the use of the access and/or recognizing completion of the project will be issued and become effective when it is determined that compliance with all conditions, specifications, and restrictions described in the Notice to Proceed are met. The Bridgewater Board of Selectmen or their agent will have the authority and responsibility to determine when the conditions, restrictions and specifications defined above are met.

Date:

Selectboard Member

Selectboard Member

Selectboard Member

**TOWN OF BRIDGEWATER
45 SOUTHGATE LOOP
BRIDGEWATER, VERMONT 05034**

ACCESS / RIGHT OF WAY PERMIT

PERMIT # _____

Applicant / Property Owner: _____

Address: _____

Property Lot # _____ Town Highway # _____ Road Name _____

Project Description: _____

Notice: It is the determination of the Bridgewater Selectboard or its agent that all conditions, restrictions, and specifications described in the Notice to Proceed have been complied with and are hereby incorporated into the issuance of this permit. All conditions, specifications, and restrictions of this permit will remain in force as long as the present land use continues. Any change in the present land use will require a new permit.

This permit is issued in accordance with Title 19, Section 1111, V.S.A. relative to all highways within the control and jurisdiction of the Town of Bridgewater. This issuance of this permit does not release the applicant from any requirements of statutes or ordinances ruled by other local, regional, or state agencies. Violations to the permit are subject to the penalties set forth in Title 19, Section 1111, V. S.A. of fines not less than \$100 nor more than \$10,000 for each violation. Any damage caused to the town highway resulting from an activity authorized by the issuance of this permit is the responsibility of the applicant to repair as set forth in Title 19, Section 1108, V.S.A. Repairs must meet the minimum standards defined by the Selectboard or its agent.

Date: _____

Selectboard

Selectboard

Selectboard

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SEVERABILITY - If any section of this ordinance is held by a court of competent jurisdiction to be invalid, such a finding shall not invalidate any other part of this ordinance.

AMENDMENTS - This ordinance or regulations pertaining to it may be amended at anytime by the Board of Selectman of the Town of Bridgewater as provided by law.

NOTICE - This ordinance shall be entered into the minutes of the Town of Bridgewater records and shall be posted in at least five conspicuous places in the Town of Bridgewater. A concise summary of it shall be published in the Vermont Standard within 14 days of its adoption accompanied by information as to where the full text of it may be examined, the right of the voters to petition for a vote, and the name, address and telephone number of a person who is available to answer questions about it

Passed and adopted by the Selectboard of the Town of Bridgewater, County of Windsor, State of Vermont on, April 23, 2002.

Nelson B. Lee, Jr.
Tom Zuba
Stephen G. Tarleton, Sr.

ADOPTION HISTORY

1. Agenda item at a regular Selectboard meeting held on April 18, 2002
2. Read and approved at a regular Selectboard meeting on April 23, 2000 and entered in the minutes of that meeting which were approved on April 23, 2002
3. Posted in five public places on May 2, 2002
4. Notice of adoption published in the Vermont Standard on May 2, 2002 with a notice of the right to petition.