

LITCHFIELD PUBLIC WORKS DEPARTMENT  
101 RUSSELL STREET, LITCHFIELD, CT 06759  
PHONE: 860-567-7575 FAX 860-567-7578

DRIVEWAY PERMIT

BOND POSTED: \_\_\_\_\_

Map \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

→ Exact Street Location: \_\_\_\_\_

→ Owner of Property: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

→ Contractor: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

→ Pursuant to an ordinance adopted April 14, 1976, a permit is hereby issued to the above named owner for construction or alteration of a driveway at the location named and as more specifically described below. ***A MAP IS REQUESTED OF THE PROPOSED DRIVEWAY LOCATION INCLUDING A REFERENCE DISTANCE TO A NUMBERED UTILITY POLE. A STAKED LOCATION IN THE FIELD IS REQUIRED.***

**REMARKS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

→ Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

.....

This permit is valid only for the EXACT location above, and if the following guidelines are adhered to: 1) Sightline, 2) Drainage, 3) Culvert Installation, 4) Width, 5) Grade and 6) Pavement. Failure to adhere to these guidelines will be cause for the Town of Litchfield to correct any defects at the expense of the property owner listed above.

No construction may take place until this application is returned to the property owner listed above and signed under the Conditional Approval section. The applicant agrees to notify the Town when the project is completed and ready for final inspection and final approval.

**TOWN'S APPROVAL NOTES & CONDITIONS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## DRIVEWAY PERMIT GUIDELINES

### A PERMIT IS NEEDED FOR:

1. Installation of a new driveway
2. Rebuilding of an existing driveway
3. Hard-surfacing of any driveway

**CONDITIONS:** The proposed location, design and construction of any driveway(s) under permit shall be evaluated by the Town in accordance with the following criteria:

**Sightline:** All entrances and exits shall be located so that vehicle operators approaching or using them will be able to obtain adequate sight distances in both directions along the highway.

**Drainage:** Drainage discharged from a Town highway or flowing within the right of way shall not be altered or impeded. A drainage facility may be installed under any filled area, but must be adequate to carry the water along the highway. See Diagram B.

**Culvert Installation:** Culverts with a catch basin may be installed with permission from the Town Highway Department and shall be paid for by the owner. See Diagrams B and C.

**Width:** The maximum width of any homesight driveway (this does not include the flared portion of the driveway directly adjoining the Town highway which should have a 20'-28' maximum width), shall not exceed 20', measured parallel to the direction of the Town highway. No parking areas may be installed within the Town highway taking line (Right of Way).

**Grade:** The grade of entrance and exit shall match the edge of the shoulder. See Diagram A.

**Pavement:** The owner will be required to construct, at his own expense, a blacktop apron extending at least 5' beyond the outer edge of the shoulder, and the thickness of this apron shall be not less than 2". The purpose of the apron is to prevent structural damage to the shoulder edge. This only applies to connection of a private driveway to a paved Town highway.

### OF PARTICULAR IMPORTANCE TO THE TOWN

All areas disturbed as a result of the operation will be restored to the equivalency of their original condition.

- Requirements of the Permit are subject to change at any time when field conditions warrant such changes be made.
- No open drainage pipes are to be laid across the top of the driveway. This applies to the area immediately adjacent to the Town right of way.

To avoid icy conditions during winter months and to prevent damage to the highway, water must not be allowed to flow down a steep driveway onto the highway.

DIAGRAM A

Overway Profile

Gutter Center Line

Road Center Line

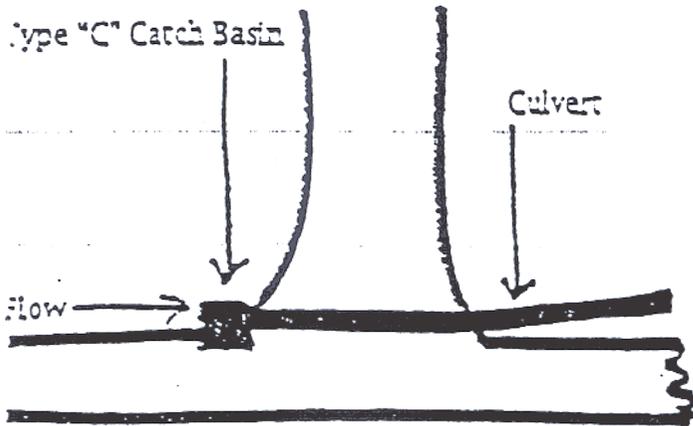


DIAGRAM B

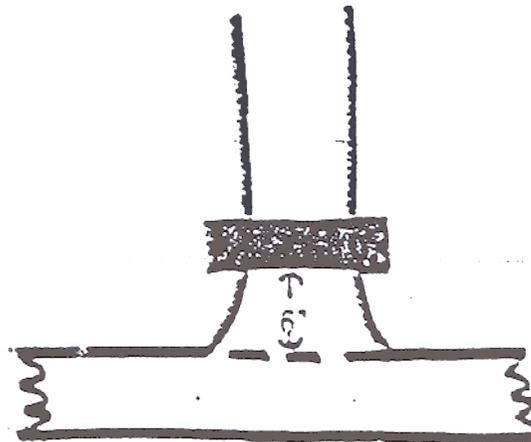
Type "C" Catch Basin

Culvert

Flow

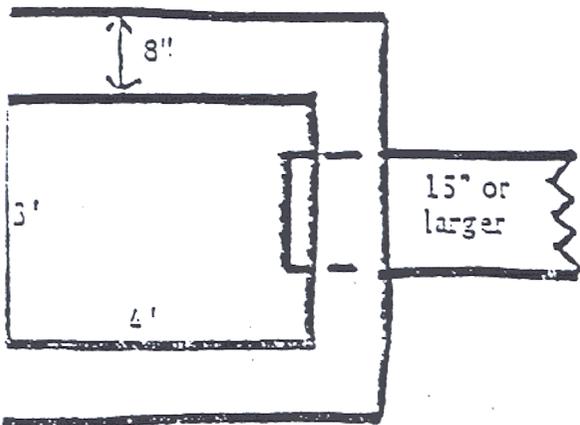


Catch basin and culvert with flow-line below frost line (4')

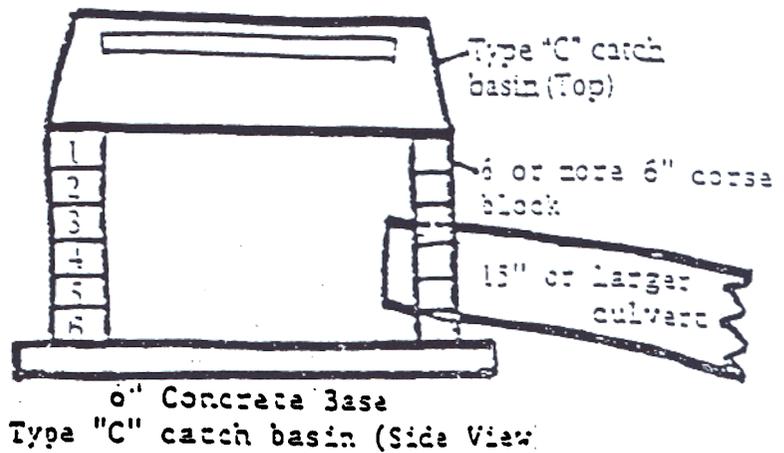


Open culvert and ditch 6' from road edge

DIAGRAM C



Type "C" catch basin (Top View)



Type "C" catch basin (Side View)