



TOWN OF WEATHERSFIELD

LAND USE ADMINISTRATOR'S OFFICE

(802) 674-2626

P.O. BOX 550 ASCUTNEY, VT 05030

landuse@weathersfield.org

January 26, 2022

Dear Applicant,

Thank you for taking the time to obtain a highway access permit. This letter serves as a guide to the highway access permit process, and it is our hope that it aids you in your endeavor.

Highway access permits are required for any driveway or access to State or Town roads in Weathersfield. If you are requesting access to a *Town* road/highway, you will need to file an application with the Town Highway Department. Upon receiving a completed Town application, the Weathersfield Town Highway Superintendent will schedule a site visit to go over your proposed access and discuss specifications with you, the applicant. After the site visit, the Highway Superintendent will review, revise and/or sign your application and forward it to the Listers Office and the Town Clerk.

If you are requesting access to a *State* road, you will be required to submit a state permit application at www.vtrans.vermont.gov/planning/permitting, and mail the application to the appropriate VTrans District office. The VTrans staff will inspect the proposed site and issue the permit. After the permit is issued, a copy will be needed at the Town Office. Once you complete the work, a final inspection will be conducted to ensure that the driveway was constructed in accordance with the permit conditions.

The Listers Office is responsible for issuing E-9-1-1 addresses. In order to receive your new address, the Listers Office must receive a signed application from the State of Vermont and/or Highway Department approving the proposed highway access.

Generally, the Land Use Administrator will not need a copy of your approved, signed highway access permit. However, if there is development that will be taking place on your parcel, a copy of the approved highway access permit is required. For example, in order to get a permit to construct a new single-family dwelling, the applicant must include in the application a copy of an approved highway access permit, as well as wastewater and any other applicable permits.

Thank you for your application, and the Town looks forward to working with you on your project. Should you have any questions or concerns, you may contact any of the individuals that are found at the bottom of this letter at the Town Offices.

Sincerely,

Ryan Gumbart
Land Use Administrator

Barbara Thomas
Lister

Ray Stapleton
Highway Superintendent

Town of Weathersfield

Highway Access Permit Application

Town of Weathersfield, ATTN: Highway Superintendent, P.O. Box 550, Ascutney, VT 05030

(802) 674-2626 | highway@weathersfield.org

Please submit this form at least thirty (30) days prior to anticipated construction. All driveways/roads must meet the B-71 standard. It is strongly recommended that any driveway/road accessing three (3) or more parcels be constructed to the A-76 standard.

Property Information

Address _____
Town, Zip Code _____
Parcel ID _____
Road Frontage (ft) _____
Existing access? ☐ Yes: E-911 Address: _____ ☐ No
In the space below, enter the distance of the access from a known landmark (in feet or miles): (e.g. "400 feet from Gulf Road Intersection") _____

Applicant

Name(s) _____
Name(s) _____
Mailing Address _____
Town, State, Zip _____
Telephone # _____
Mobile # _____
E-mail Address _____

Landowner (if different)

Name(s) _____
Name(s) _____
Mailing Address _____
Town, State, Zip _____
Telephone # _____
Mobile # _____
E-mail Address _____

Decision (Staff Use Only)

APPROVED ☐

DENIED ☐

If temporary permit, enter expiration date: _____

Activity accessed by driveway/private road (check all that apply)

- ☐ Single residential lot
☐ Two or more residential lots Enter number: _____
☐ Commercial / Industrial
☐ Logging
☐ Gravel / resource extraction
☐ Agriculture

What Town Highway will be accessed by the new driveway/road? _____

Design Specifics

Intended Surface: ☐ Gravel
☐ Paved
Width of Proposed Access _____ ft.
Length of Proposed Access _____ ft.
Diameter of Culvert _____ ft.
Length of Culvert _____ ft.
Average Grade (estimated) _____

Filing Information (Staff Use Only)

Application Fee _____
Date Received _____
Received By _____
Issued By _____
Date Issued _____
Inspection Dates:
☐ Pre-construction Inspected by: _____
☐ Mid-construction Inspected by: _____
☐ Final Inspected by: _____

Conditions applicable to permit: _____

Applicant Acknowledgement

By signing below, Applicant agrees to build and maintain said access in conformance with the access standards in the Weathersfield Highway Access Ordinance, and to adhere to the directions, restrictions and conditions established as part of this permit. This permit is issued in accordance with 19 V.S.A. §§ 303 and 1111. The issuance of this permit **does not** release Applicant from any other applicable Federal, State or local requirements. This permit will terminate upon a change in land use from that which is described herein. Violations are subject to penalties set forth in 19 V.S.A. § 1111.

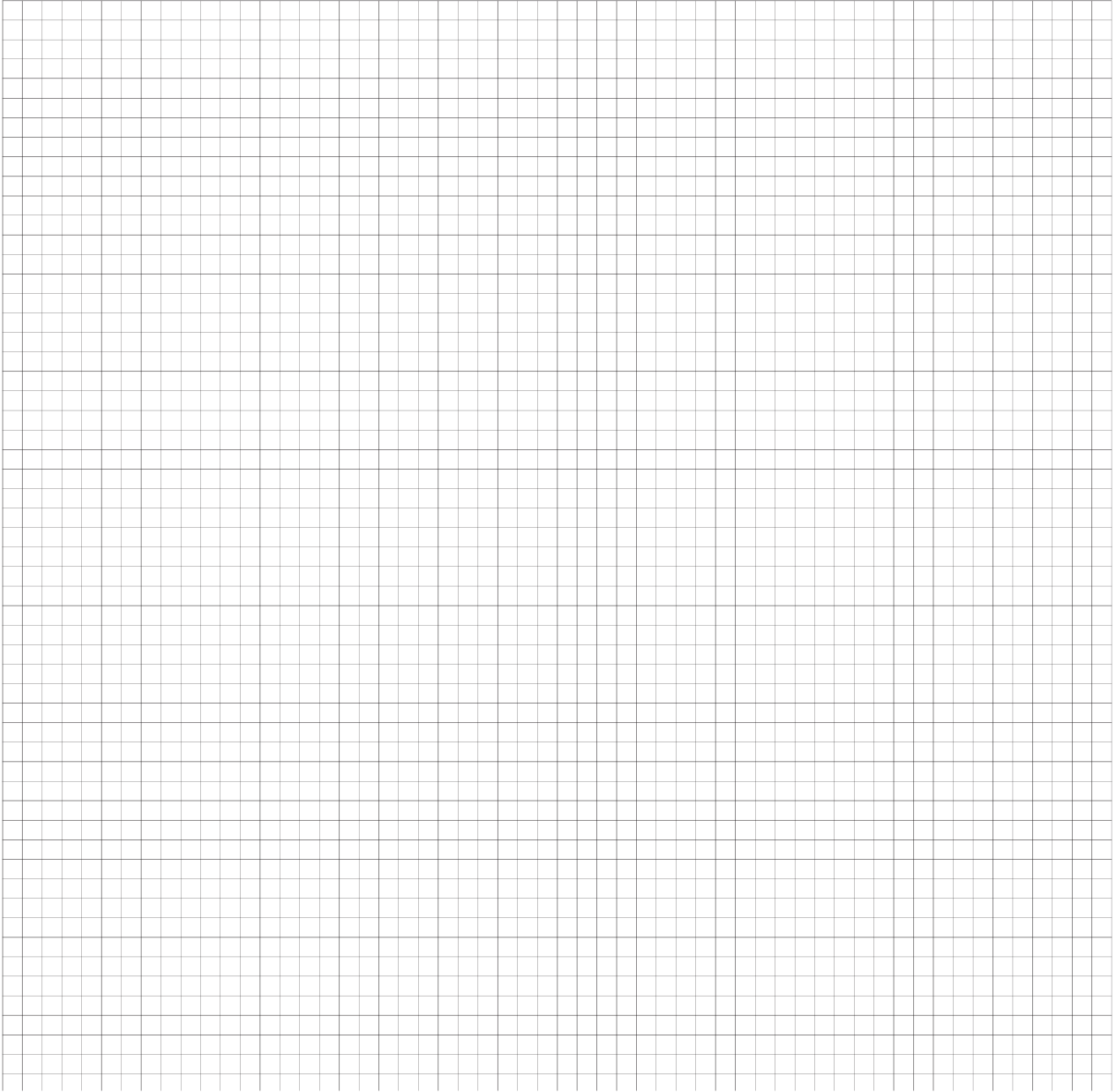
Landowner Signature _____
Date ____/____/____

Applicant Signature _____
Date ____/____/____

Highway Superintendent Signature _____ (Permit not valid unless signed)

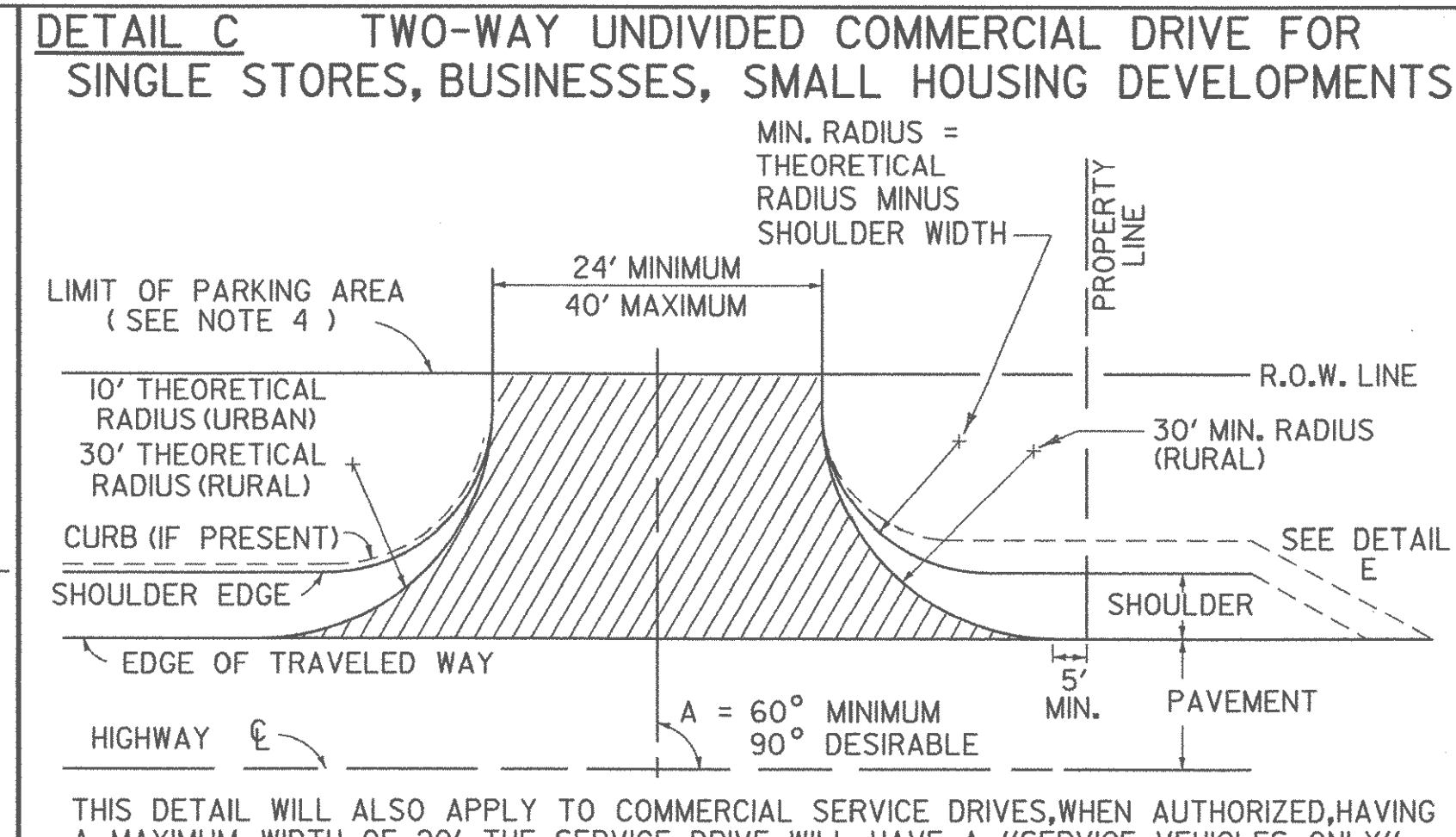
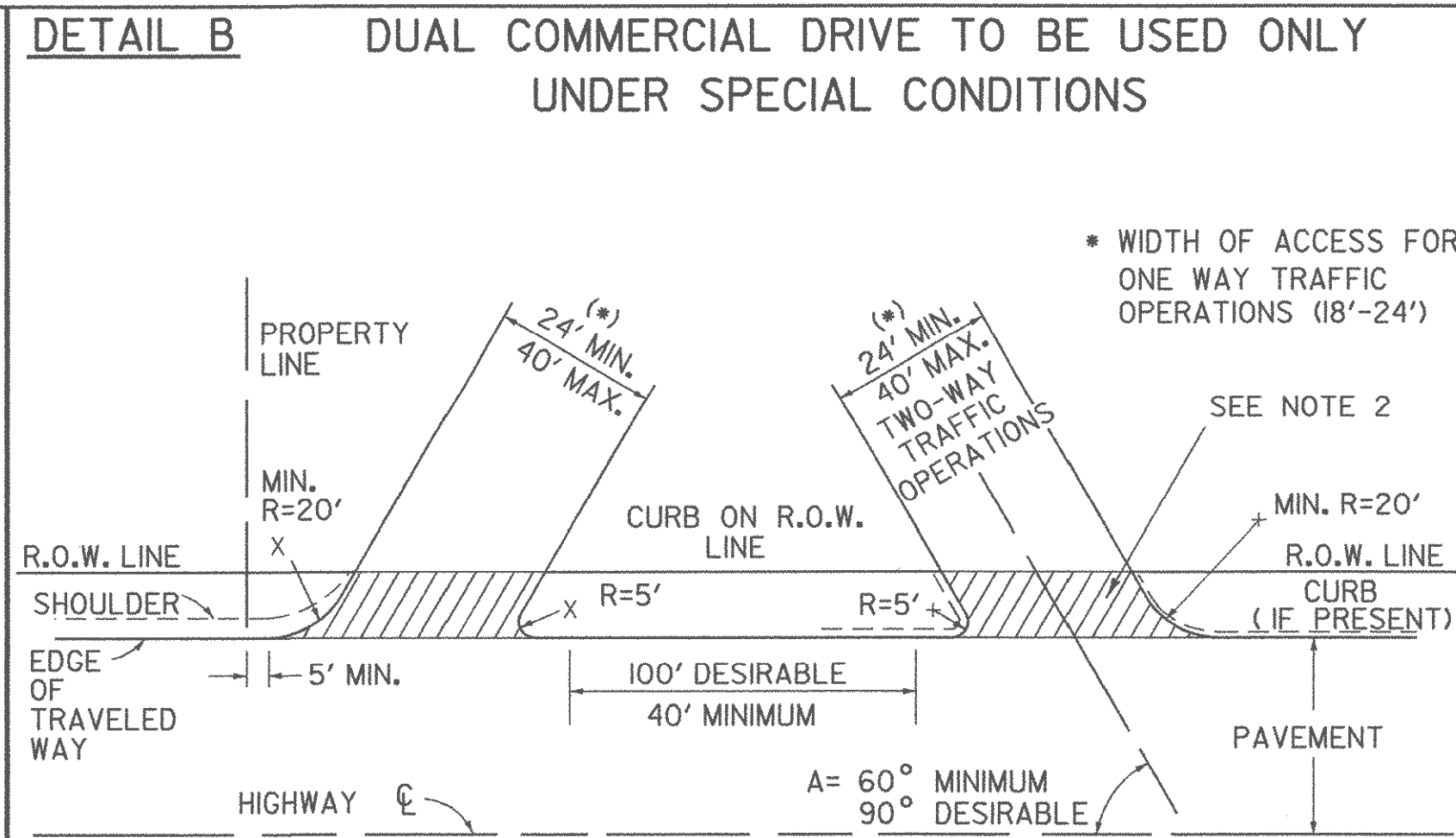
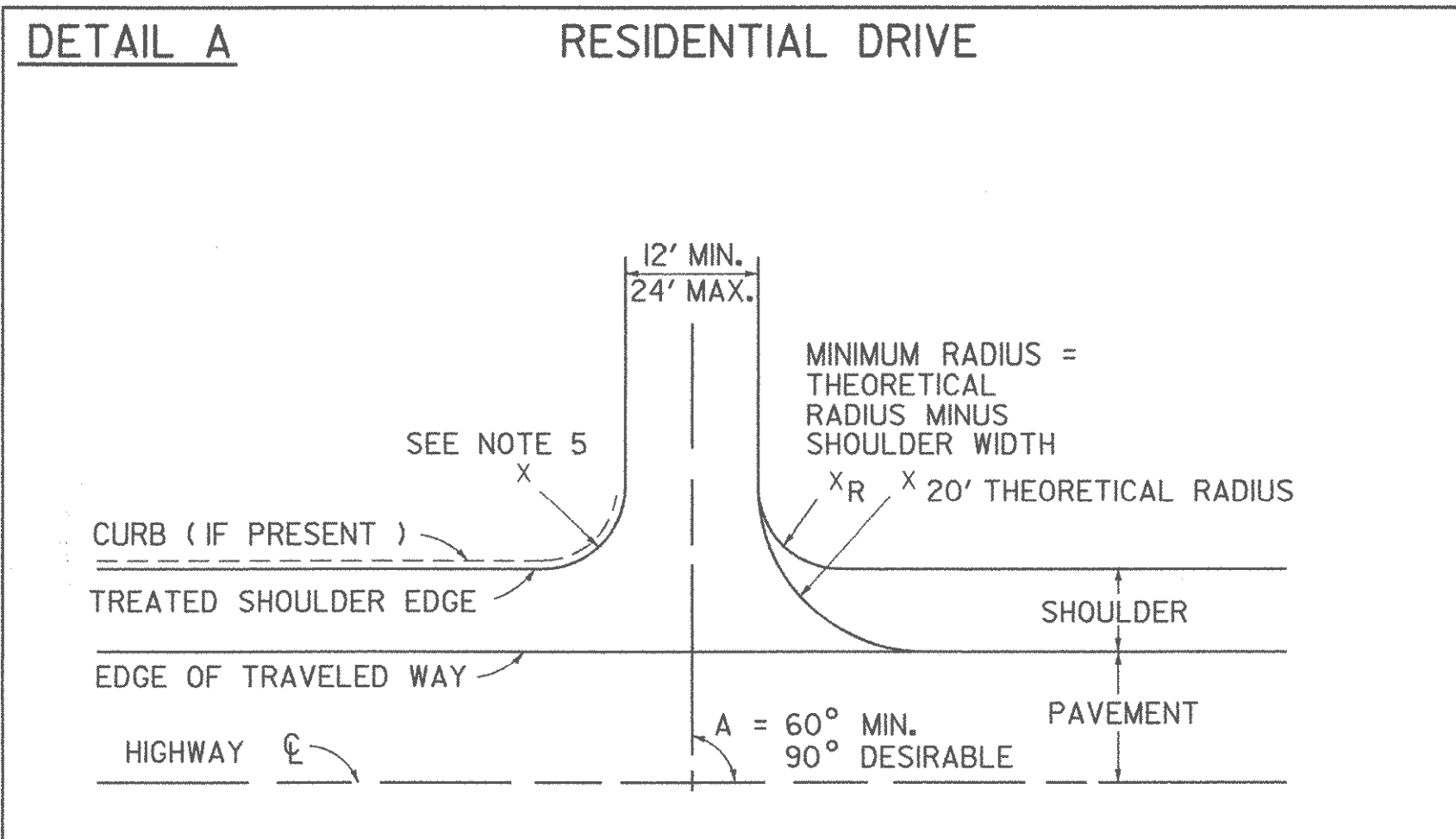
Site Plan Drawing

Draw an aerial view of the property described in this application showing a north arrow, all property lines, and dimensions of land. Include the shape, size and location of all existing and proposed structures (principal and accessory) on the property with measurements to the front, sides, rear and closest property boundary lines (setbacks) and distances between each structure. Identify the use of all buildings, and the location of septic/sewer and water utilities. Identify access from Town or State Highway and road frontage distance. Identify any deeded easements or rights-of-way. Include any proposed signs in the drawing. Include any streams, water bodies and wetlands. If the scale is too small to show details after drawing all property lines, please use supplemental pages to map required features at a larger scale.

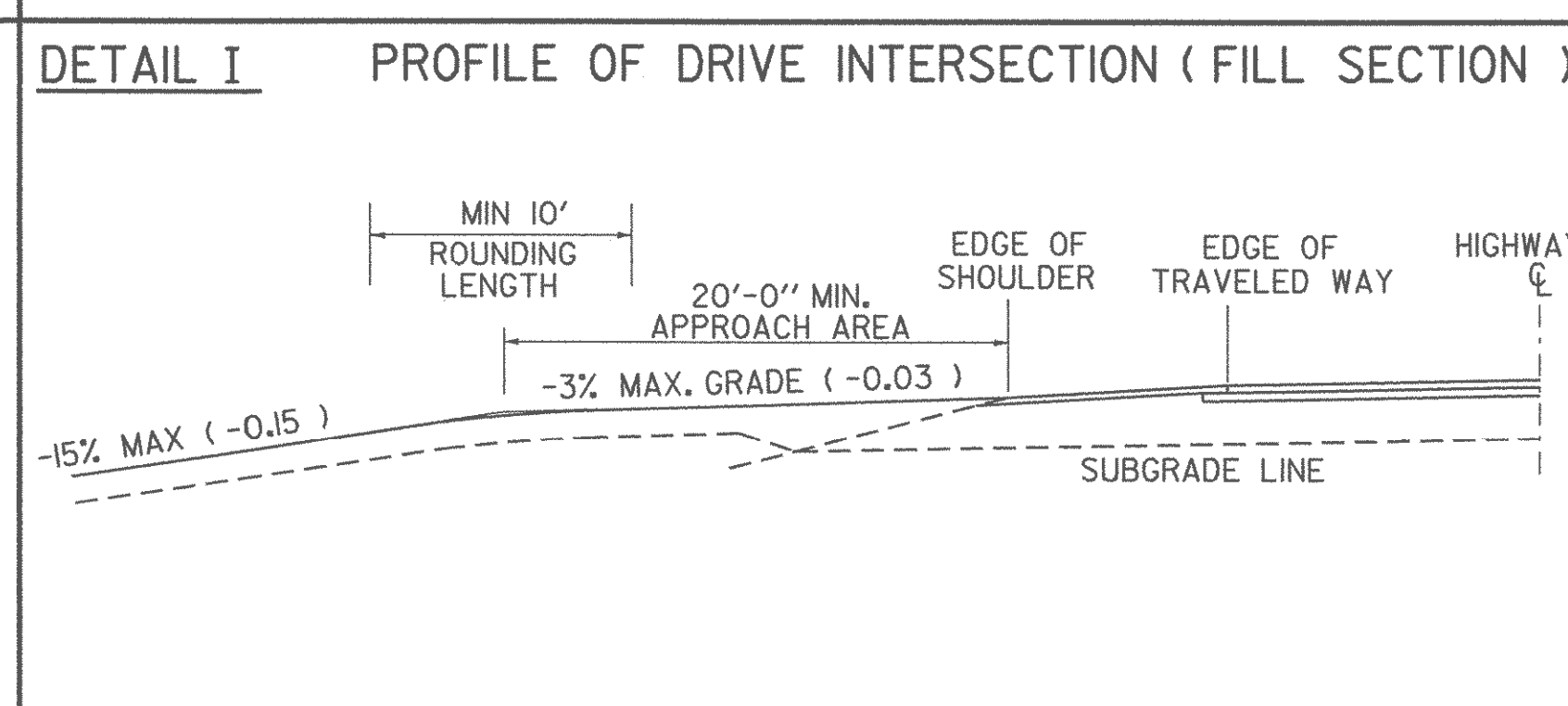
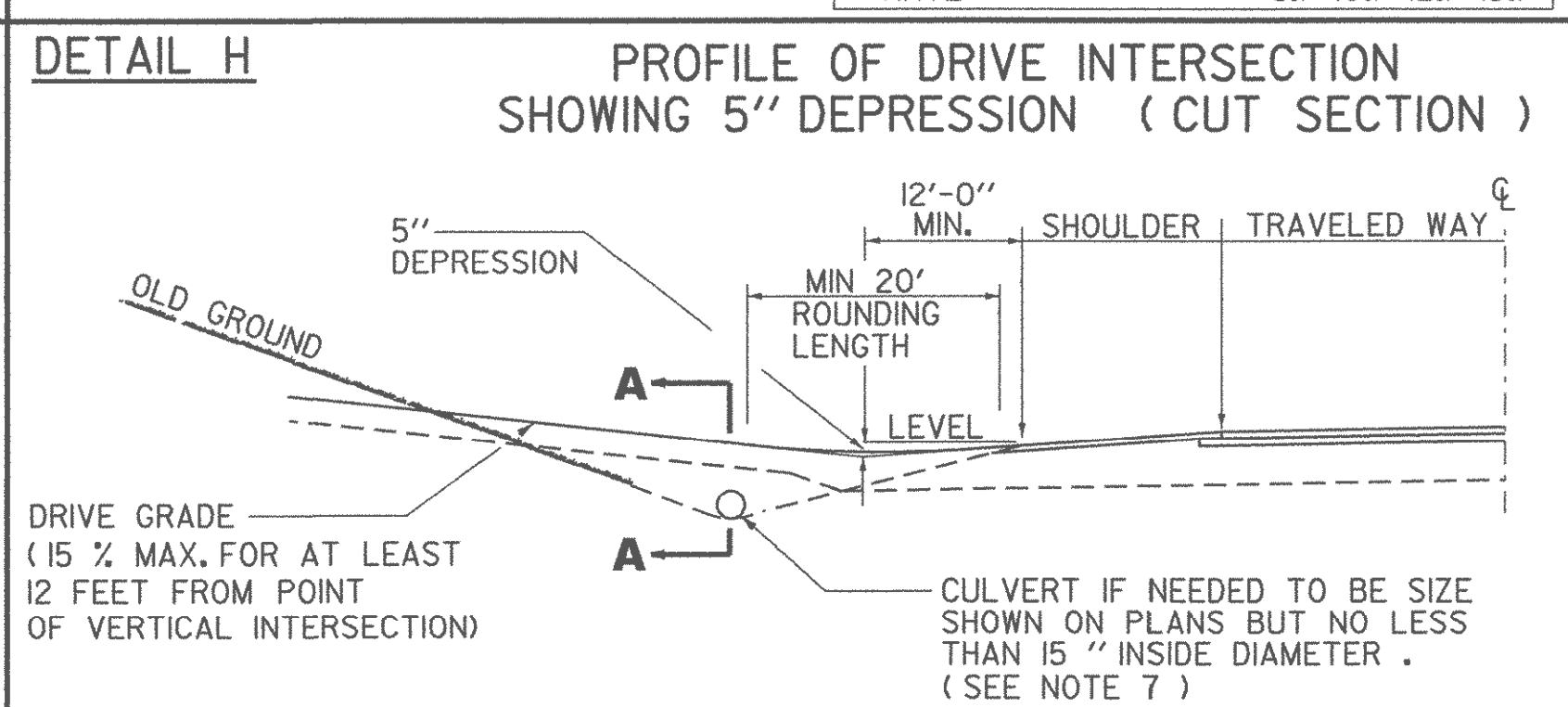
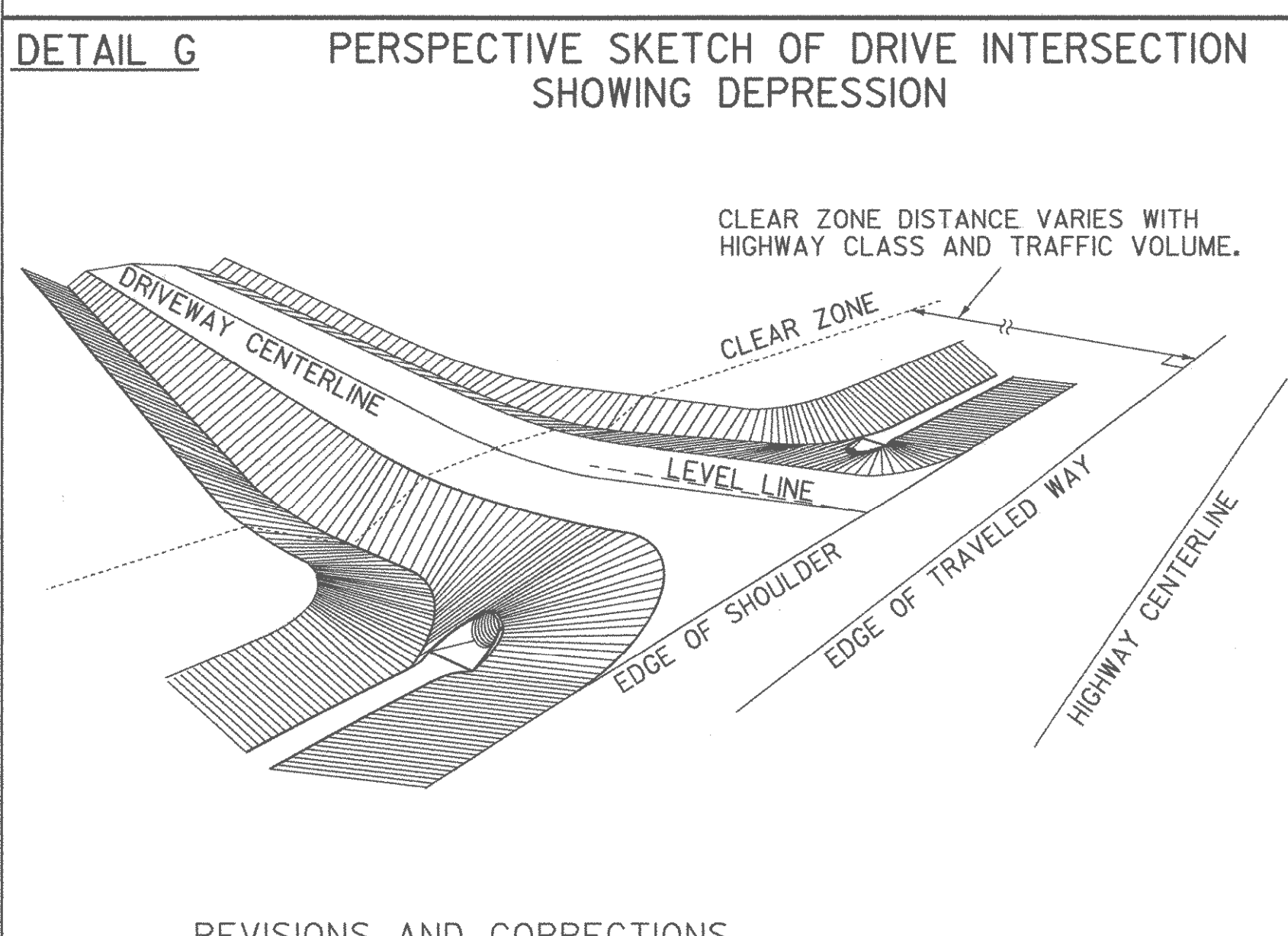
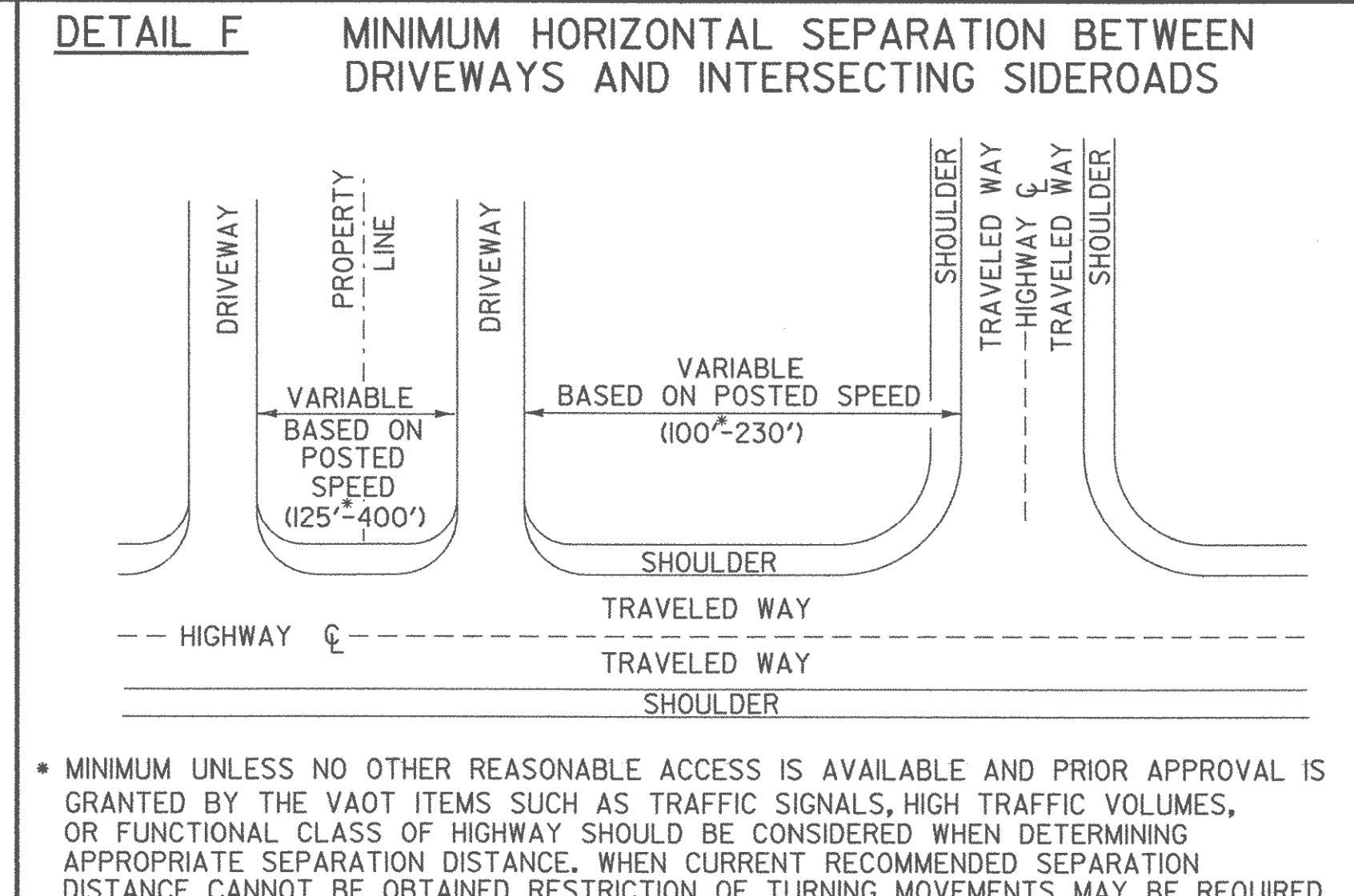
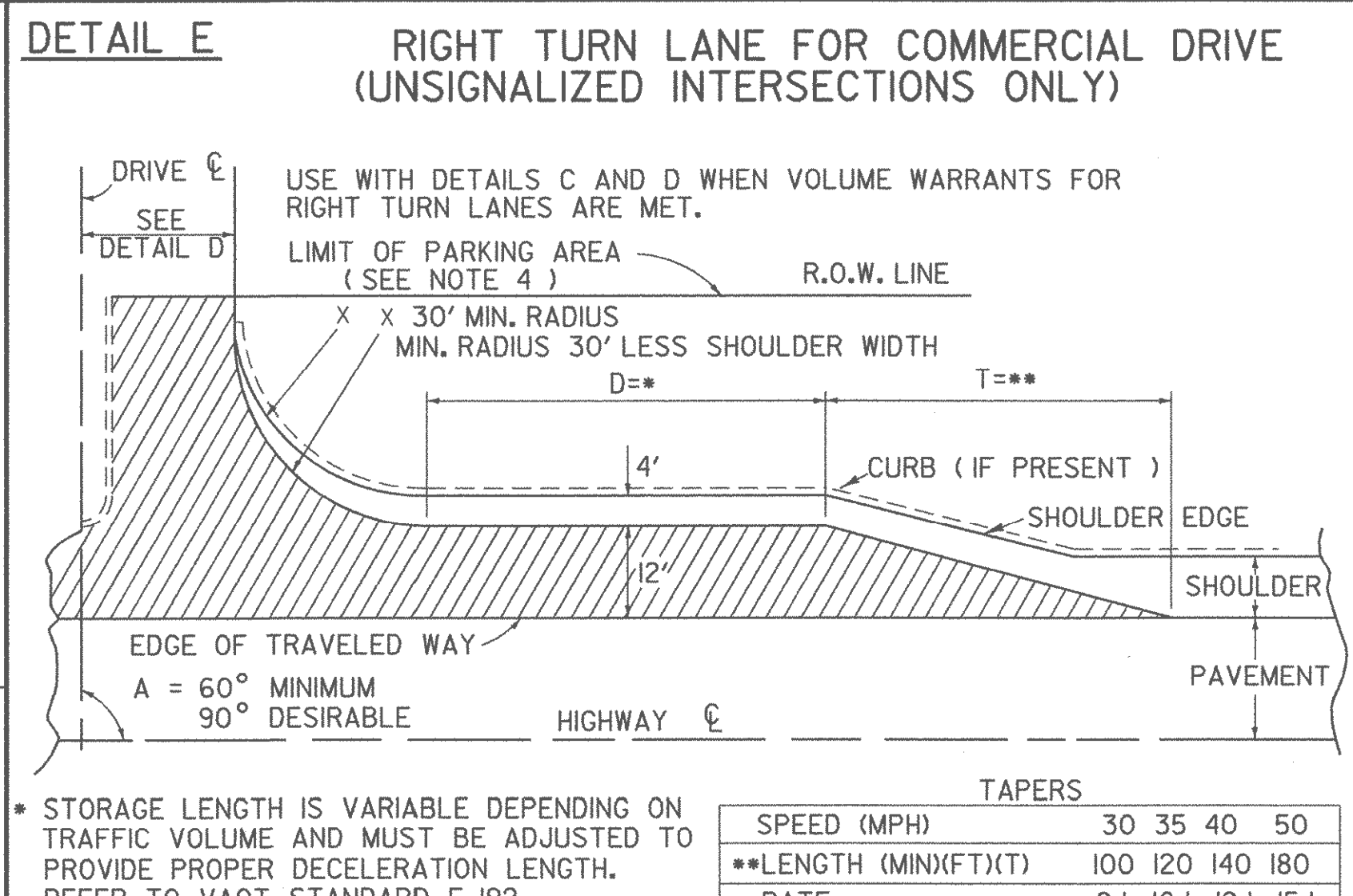
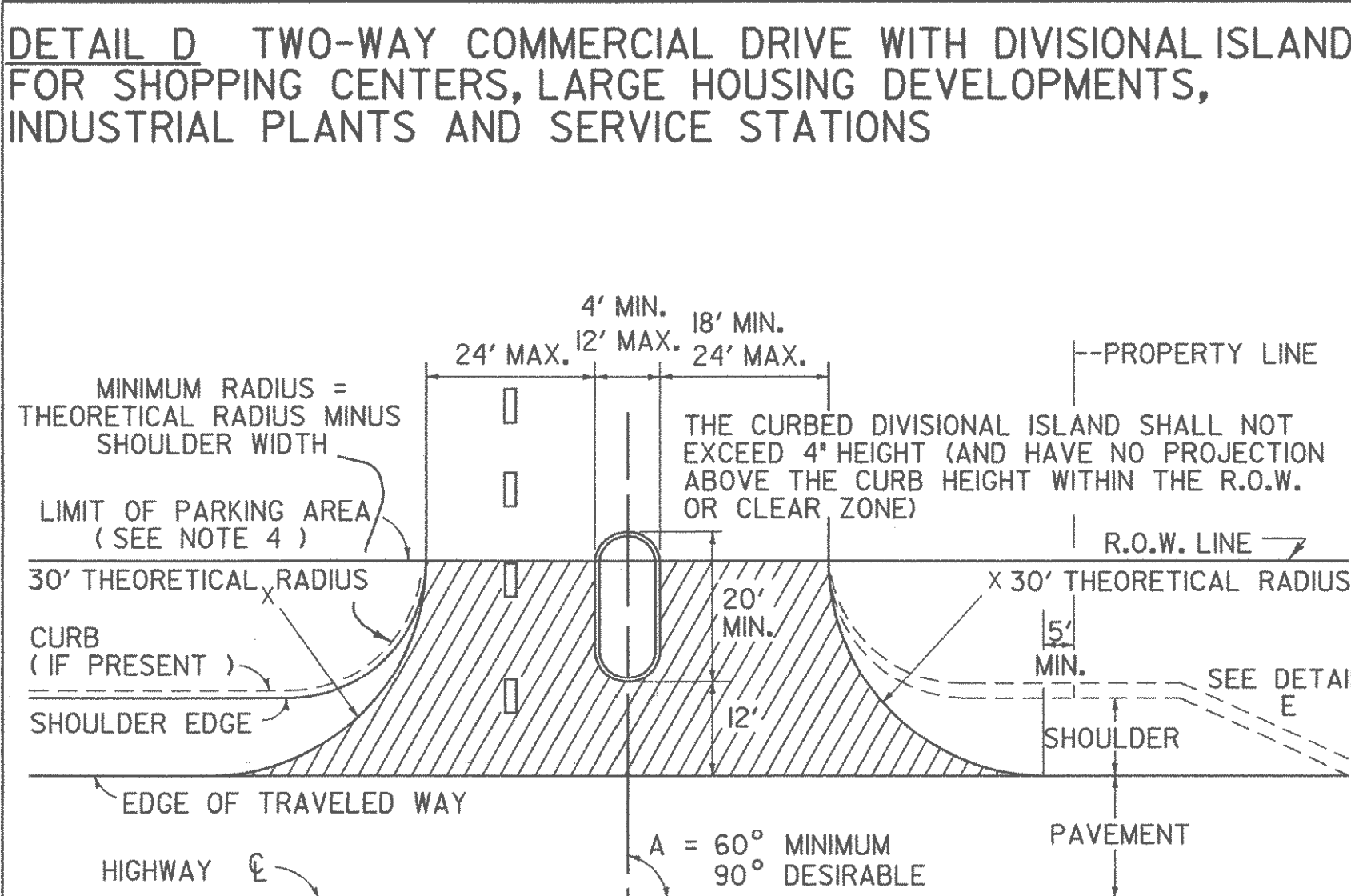


Land Use Administrator Signature _____ Applicant Signature _____

NOTE: Signature required for valid permit



- NOTES:**
- THIS SHEET IS INTENDED FOR USE BY DESIGNERS ON HIGHWAY PROJECTS AND IN CONJUNCTION WITH A PERMIT FOR WORK WITHIN HIGHWAY RIGHTS OF WAY (FORM TA 210). ALL CONSTRUCTION REQUIRED BY THE PERMIT AND INDICATED ON THIS SHEET SHALL BE THE RESPONSIBILITY OF THE APPLICANT AND IS SUBJECT TO THE APPROVAL OF THE VT. AGENCY OF TRANSPORTATION. WHEN USED WITH THE PLANS FOR A HIGHWAY CONSTRUCTION PROJECT, THIS SHEET IS INTENDED TO BE A GUIDE FOR THE DESIGNER CONCERNING DRIVE WIDTHS, HORIZONTAL, VERTICAL AND GEOMETRIC CHARACTERISTICS.
 - ALL COMMERCIAL DRIVES SHALL BE PAVED FROM THE EDGE OF THE TRAVELED WAY TO THE HIGHWAY RIGHT-OF-WAY, TO THE FARTHEST POINT OF CURVATURE ON THE DRIVEWAY EDGE OR AS DIRECTED BY THE DISTRICT TRANSPORTATION ADMINISTRATOR. THIS PAVING IS INDICATED IN DETAILS (B THRU E) BY HATCHING.
 - DEPTH OF SUBBASE AND PAVEMENT TO BE THE SAME AS HIGHWAY OR AS SHOWN IN DETAIL J WITHIN THE LIMITS OF THE HIGHWAY RIGHT-OF-WAY.
 - VEHICULAR ACCESS FROM PARKING AREAS TO THE RIGHT-OF-WAY AT OTHER THAN APPROVED ACCESS POINTS WILL BE PREVENTED BY THE CONSTRUCTION OF CURBING OR OTHER SUITABLE PHYSICAL BARRIER.
 - IF CURB IS PRESENT, SEE APPROPRIATE CURB DETAIL STANDARD OR MATCH TOWN/CITY STANDARD CURB TREATMENT.
 - WHERE TRAFFIC VOLUME FOR A PROJECT IS SUBSTANTIAL THE AGENCY MAY REQUIRE SPECIAL LANES FOR TURNING, SIGNALS OR OTHER MODIFICATIONS. BASED ON TRAFFIC STUDIES THE AGENCY WILL DETERMINE SPECIFIC TREATMENT TO BE USED. ON DEVELOPER PROJECTS THE AGENCY WILL WORK WITH THE APPLICANT TO IMPLEMENT CHANGES TO THE STATE HIGHWAY.
 - CIRCULAR DRAINAGE CULVERTS UNDER DRIVES SHALL HAVE A MINIMUM INSIDE DIAMETER (I.D.) OF 15". PIPE ARCHES USED UNDER DRIVES SHALL HAVE A MINIMUM INSIDE CROSS-SECTIONAL AREA EQUIVALENT TO THAT PROVIDED BY A 15" CIRCULAR PIPE.
 - THE OFFSET BETWEEN THE PROPERTY LINE AND THE EDGE OF THE DRIVEWAY MAY BE GOVERNED BY LOCAL ZONING LAWS. DRIVEWAY WIDTH RESTRICTIONS SHOWN PERTAIN ONLY TO THE AREA WITHIN THE HIGHWAY R.O.W. OR THE END OF THE TURNING RADIUS WHICHEVER IS GREATEST.
 - DRIVEWAY GRADES STEEPER THAN THOSE SHOWN MAY BE ALLOWED AS LONG AS A 20' APPROACH AREA IS ACHIEVED FOR THE VEHICLE TO PAUSE BEFORE ENTERING THE HIGHWAY. (WHERE CURB & SIDEWALKS EXIST, SEE STANDARDS C-2A & C-2B)
 - INTERSECTION SIGHT DISTANCES, EQUAL TO OR GREATER THAN THOSE SHOWN BELOW, SHOULD BE PROVIDED IN BOTH DIRECTIONS FOR ALL DRIVES ENTERING ON PUBLIC HIGHWAYS, UNLESS OTHERWISE APPROVED BY THE AGENCY OF TRANSPORTATION. INTERSECTION SIGHT DISTANCE IS MEASURED FROM A POINT ON THE DRIVE AT LEAST 15 FEET FROM THE EDGE OF TRAVELED WAY OF THE ADJACENT ROADWAY AND MEASURED FROM A HEIGHT OF EYE OF 3.5 FEET ON THE DRIVE TO A HEIGHT OF 3.50 FEET ON THE ROADWAY.



SIGHT DISTANCE CHART

POSTED SPEED OR DESIGN SPEED (M.P.H.)	MINIMUM STOPPING SIGHT DISTANCE (FT)	MINIMUM INTERSECTION SIGHT DISTANCE * (FT)
25	155	280
30	200	335
35	250	390
40	305	445
45	360	500
50	425	555
55	495	610
60	570	665
65	645	720

THE ABOVE VALUES ARE TAKEN FROM THE 2004 AASHTO "A POLICY ON GEOMETRIC DESIGN OF HIGHWAYS & STREETS."

REVISIONS AND CORRECTIONS

DEC. 11, 1992 - THIS STANDARD SUPERCEDES B-71 (7/23/80R), B-71A (3/12/90), AND B-13 (12/14/71).

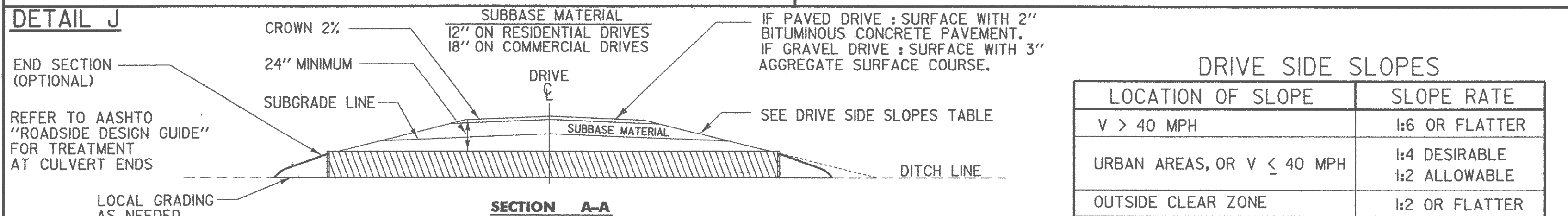
JUNE 1, 1994 - REISSUED, WITHOUT CHANGE, UNDER NEW SIGNATURES.

MAR. 10, 1995 - REISSUED, WITHOUT CHANGE, UNDER NEW SIGNATURES.

NOV. 16, 2000 - CHANGES MADE TO CONFORM WITH LANGUAGE AND DIMENSIONS IN ACCESS MANAGEMENT PROGRAM GUIDELINES.

FEB 1, 2004 - CHANGES MADE TO SIGHT DISTANCE CHART TO CONFORM WITH NEWEST AASHTO CRITERIA.

JULY 8, 2005 - CHANGE MADE TO OBJECT HEIGHT TO CONFORM WITH NEWEST AASHTO CRITERIA



DRIVE SIDE SLOPES

LOCATION OF SLOPE	SLOPE RATE
V > 40 MPH	1:6 OR FLATTER
URBAN AREAS, OR V ≤ 40 MPH	1:4 DESIRABLE 1:2 ALLOWABLE
OUTSIDE CLEAR ZONE	1:2 OR FLATTER

STANDARDS FOR RESIDENTIAL AND COMMERCIAL DRIVES



TOWN OF WEATHERSFIELD, VERMONT

HIGHWAY ACCESS ORDINANCE

- I. AUTHORITY
- II. HIGHWAY ACCESS PERMIT PROCEDURES
- III. HIGHWAY ACCESS STANDARDS
- IV. MAINTENANCE
- V. WAIVERS
- VI. SPECIAL FLOOD HAZARD AREAS
- VII. INCONSISTENT ORDINANCES REPEALED
- VIII. SEVERABILITY
- IX. EFFECT

I. AUTHORITY

Pursuant to Title 19, Section 1111 (b), of the Vermont Statutes Annotated, the Select Board has the authority to regulate the construction standards of accesses onto public roads within Town rights-of-way, and drainage into the Town rights-of-way.

II. HIGHWAY ACCESS PERMIT PROCEDURES

A. Town Objectives

The purpose of this Ordinance is to ensure safe and efficient entrances and exits from public highways, provide adequate emergency vehicle access to properties, reduce damage from flood events, mitigate erosion and stormwater runoff impacts, and ensure quality construction of driveway and road accesses.

The Town of Weathersfield provides for emergency services [ie: Fire, Emergency Medical Services, Police]; however, the Town does not bear any responsibility to provide emergency services if the driveway or private roadway serving the property is not accessible to emergency vehicles. Owner(s) of such driveways and private roadways should be discouraged from accessing such, for the protection and safety of themselves, their families, guests, and future owners.

B. Applicability

- (1) The Town Manager, or his/her designee, administers Town highway access permits.
- (2) Any new access or any change in an existing access onto a Town highway must obtain an access permit.

TOWN OF WEATHERSFIELD, VERMONT

HIGHWAY ACCESS ORDINANCE

- (3) For the purposes of this Ordinance, "change" shall mean a project which changes the use of the land served by the access, significantly increases the volume of traffic, and/or changes the type of vehicle using the access; examples include, but are not limited to, converting a residence to any commercial use, or changing the use to any commercial or industrial use.
- (4) Access permits regulate the location, design, and construction of the access as it affects the Town right-of-way.
- (5) A State permit is required for any new access onto a State highway or any work within State rights-of-way.
- (6) The appropriate Town panel has the authority to regulate the location and design of those portions of accesses outside of the Town rights-of-way pursuant to the Town's Subdivision Regulations. The appropriate Town panel also has the authority to regulate access to properties that do not have frontage on a public road or public waters pursuant to the Town's Zoning Bylaws.
- (7) Compensation for damages to Town highways caused by acts of noncompliance with this Ordinance may be assessed against violators by the Select Board, as provided in Title 19, Section 1111, of the Vermont Statutes Annotated.
- (8) Any access which serves more than two (2) lots which are in separate ownership shall be considered a private roadway. The owner shall be responsible for providing a unique road name that is acceptable to the Select Board.

C. Initiating Proceedings

An application for a highway access permit shall be submitted to the Town Manager, or his/her designee, at least seven (7) days prior to the anticipated construction. No construction or site preparation shall take place until the Town has issued a highway access permit.

D. Review Standards

All accesses shall meet standards established in the Vermont Agency of Transportation's B-71 Standard [see Appendix 1], as most recently amended, and as modified in Article III of this Ordinance.

TOWN OF WEATHERSFIELD, VERMONT

HIGHWAY ACCESS ORDINANCE

E. Decisions

The Town Manager, or his/her designee, shall review all applications and issue access permits only in instances where the application meets all applicable standards. The Town Manager, or his/her designee, may seek input from Town department heads before issuing an access permit. When an application is denied, the applicant may appeal the decision to the Select Board, requesting the standard be waived or varied [See Article V].

F. Recording Requirements

All access permits shall be recorded in the Town's land records.

III. HIGHWAY ACCESS STANDARDS

These highway access standards establish minimum standards for location, design, construction, and maintenance of driveway accesses.

A. Reasonable Access

- (1) The Town Manager, or his/her designee, may not deny reasonable access to public highways. However, the Town Manager, or his/her designee, shall balance the individual's right for access with the safety of the traveling public when difficulties arise. In difficult cases, the Town Manager, or his/her designee, may direct applicants to consider alternate driveway locations, sharing a right-of-way with others, limiting the use of the property, or pursuing additional engineering and construction.
- (2) Certain conditions may make reasonable access impossible [e.g., a landlocked parcel or where all road frontage is a Class 2 wetland]. It is not the responsibility of the Town Manager, or his/her designee, to obtain or remedy a lack of frontage or access for a property owner.

B. Design Standards

- (1) Lots shall be limited to a single access unless a second access would result in greater safety or is required based upon the traffic volume produced by the development of the lot.

TOWN OF WEATHERSFIELD, VERMONT

HIGHWAY ACCESS ORDINANCE

- (2) Where a site occupies a corner of two (2) intersecting roads, the roadway access shall be on the less traveled road as determined by the Town Manager or his/her designee.
- (3) No access shall be within one hundred feet (100') of a road intersection or another driveway unless the driveways or roads directly oppose each other. Pursuant to the Zoning Bylaws, one (1) and two (2) family residences within the Village District shall have a minimum distance of fifty feet (50') between driveways or road intersections.
- (4) Private roadways serving two (2) or more lots shall be constructed to the Town's Highway and Bridge specifications.

C. Width

- (1) The travel portion of residential driveways shall be between twelve feet (12') and fifteen feet (15') wide. A minimum turning radius of five feet (5') is required.
- (2) Widths for non-residential drives shall meet the Vermont Agency of Transportation B-71 Standard.

D. Grade.

(1) Entrance Grade

All accesses shall be at grade or shall not exceed a minus five per cent (-5%) grade, from the edge of travel way to a distance of at least twenty feet (20'), in order to allow for proper drainage and provide a safe stopping area for motor vehicle egress onto the Town highway.

(2) Alignment

Driveways and roadways should intersect the highway at a preferred angle of ninety degrees (90°), but at no instance shall it be less than sixty degrees (60°).

TOWN OF WEATHERSFIELD, VERMONT

HIGHWAY ACCESS ORDINANCE

E. Access Construction Standards

(1) Upper Base

Gravel accesses shall have a minimum aggregate surface course of four inches (4"). Paved accesses shall have a minimum of three and one-half inches ($3\frac{1}{2}$ ") of bituminous concrete pavement [two inch (2") base, and one and one-half inch ($1\frac{1}{2}$ ") wearing surface].

(2) Roadway Crown and Side Slope

- a. Paved accesses shall have a cross slope from centerline to edge of travel lane, of one quarter inch ($\frac{1}{4}$ ") inch per foot.
- b. Gravel accesses shall have a cross slope from centerline to edge of shoulder of one-half inch ($\frac{1}{2}$ ") per foot.
- c. The cross slope of the shoulder, if present, shall be three-quarters inch ($\frac{3}{4}$ ") per foot.

(3) Paved Apron

Where a gravel drive or access road is accessing a paved highway, a paved apron at least ten feet (10') in length from the edge of the paved travel way is required.

(4) Culverts and Headers.

- (a) Driveway culverts shall be a minimum of eighteen inches (18") in diameter, or be of sufficient diameter/flow capacity to handle twenty-five (25) year storm events.
- (b) Culverts and headers shall be installed in accordance with specifications and under the supervision of the Town Highway Superintendent.
- (c) Refer to the American Association of State Highway and Transportation Officials (A.A.S.H.T.O) "Green Book" for additional construction details.
- (d) Culverts under driveways and access roads shall be placed away from the road as far as practical while maintaining good drainage.

TOWN OF WEATHERSFIELD, VERMONT

HIGHWAY ACCESS ORDINANCE

(5) Drainage Ditches

Drainage ditches shall be provided where necessary and shall be constructed to prevent infiltration of water into the gravel sub-base and to conduct storm drainage to water retention or absorption areas. See *Article III: Highway Standards, Section C (6): Ditches* for additional construction details.

IV. MAINTENANCE

- A. All driveways and driveway aprons shall be maintained in a safe and passable condition. Except as provided below, any drainage ditches, culverts, or bridges involved shall be maintained in a functional and structurally sound condition. Such maintenance is the sole responsibility of the applicant(s), or other individual(s), or entity(ies) as legally established pursuant to the access permit.
- B. A homeowners association, or similar entity, shall be created, which shall provide for the full cost and responsibility of maintaining a private roadway.
- C. Regular maintenance of drainage ditches and culverts within the Town's right-of-way shall be the responsibility of the Town's Highway Department. However, repair of damage to the Town drainage ditches or structures resulting from poorly constructed or maintained accesses, shall be the responsibility of the owner of the access.
- D. Pursuant to Title 19, Section 1111, of the Vermont Statutes Annotated, after installation of any required drainage culvert for any driveway or access, the Town shall assume responsibility for those constructed in compliance with Town standards and which lie within the public right-of-way.

V. WAIVERS

Requests for waiver of any portion of these standards shall be made in writing to the Select Board. A waiver may be granted by the Select Board, with appropriate conditions, if all of the following are found in favor of the applicant:

- A. There are unique physical circumstances or conditions that are peculiar to the particular property. Such circumstances may include the size or shape of the lot or the presence of exceptional topography;

TOWN OF WEATHERSFIELD, VERMONT
HIGHWAY ACCESS ORDINANCE

- B. Because of these unique circumstances or conditions, it is impossible to conform to the standards of this Ordinance, and the waiver is necessary to enable the reasonable use of the property;
- C. The waiver, if granted, will not substantially impair the appropriate use or development of adjacent property;
- D. The waiver, if granted, will not be detrimental, or jeopardize, the public safety and welfare;
- E. The waiver, if granted, represents the minimum waiver that will afford relief and will represent the least deviation possible from the Ordinance.

VI. SPECIAL FLOOD HAZARD AREAS (SFHA)

To effect the purposes of Title 10, Chapter 32, of the Vermont Statutes Annotated, all new accesses that must pass through any special flood hazard areas as shown on the most current flood insurance studies and maps published by the Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), National Flood Insurance Program (NFIP) shall conform to the standards of Section 6.20 of the Weathersfield Zoning Bylaws.

VII. INCONSISTENT ORDINANCES REPEALED

Any provisions of any Ordinance of the Town of Weathersfield in effect at the time of enactment of this Ordinance governing any activity included in this Ordinance is hereby revoked.

VIII. SEVERABILITY

If any section, subsection, subdivision, paragraph, sentence, clause, or phrase of this Ordinance, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance or any part thereof.

IX. EFFECT

No section of this Ordinance shall be construed to supersede or replace any Vermont statute.

TOWN OF WEATHERSFIELD, VERMONT


HIGHWAY ACCESS ORDINANCE

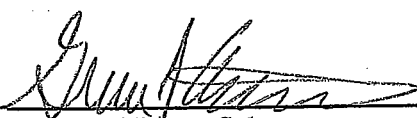
This Ordinance shall be entered in the minutes of the Select Board's meeting, and posted in at least five (5) conspicuous places with the Town of Weathersfield and published in a newspaper circulating in the Town on a day not more than fourteen (14) days following the date when the Ordinance is adopted.

This Ordinance will become effective on the second day of November, 2009, sixty (60) days after the date of its adoption by the Select Board, unless a petition is filed with the Town Clerk by the seventeenth day of October, 2009, forty-four (44) days after the date of its adoption. The petition should be addressed to the Select Board, should be signed by at least five percent (5%) of the qualified voters of this municipality, and should ask for a special meeting to be called on the question of disapproving the Ordinance. Questions about the Ordinance may be directed to the Municipal Offices, Post Office Box 550, Ascutney, Vermont, 05030-0550 or by calling [802] 674-2626.

The foregoing Ordinance is hereby adopted by the Select Board of the Town of Weathersfield, Vermont, this third day of September, 2009.


Norman John Arrison, Chairperson


Henry C. Cobb, Board Clerk


Glenn S. Fisher, Selector


David T. Fuller, Selector