

Instructions

Application For Site Entry Permit Onto Town Roads

1. Fill out the application and return it to the Town Clerk with the following fees:
 - a. A permit fee of \$100.
 - b. A separate check for a refundable deposit of \$500. This deposit will be refunded upon satisfactory completion of the site entry requirements.
2. Upon receipt of the application, fee, and deposit the Town Clerk will provide you a stake for placement at the center of your driveway where it will enter onto the Town road.
3. Notify the Town Clerk when you have placed the stake for your site entrance
4. The Road Supervisor and Planning Director will inspect the site and determine the requirements for the entrance:
 - a. Culvert placement (if necessary)
 - b. Culvert size
 - c. End slopes
 - d. Erosion control / land disturbance requirements
5. Notify the Town Clerk when you have completed the construction of your site entry.
6. Once the entrance is installed the Road Supervisor will inspect the site entry. If the entry meets the requirements and is approved your deposit will be returned. If not approved, you will have an opportunity to fix the installation or forfeit the deposit.

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|--|--|--|-------------------------------|-----------------------------|----------------------------|
| Applicant Name | Current Address | Town Road | | | |
| | | | | | |
| Home Phone | Mobil Phone | Email | | | |
| | | | | | |
| Parcel Code ID# | Parcel Legal Description | | | | |
| | Does applicant own this parcel? <input type="radio"/> Yes <input type="radio"/> No | | | | |
| Duration | Entrance Type | Proposed Culvert(s) Location | | | |
| <input type="checkbox"/> Permanent | <input type="checkbox"/> Commercial <input type="checkbox"/> Residential <input type="checkbox"/> Agricultural (farming, logging) | Locate on sketch | | | |
| <input type="checkbox"/> Temporary | | | | | |
| Driveway: Wetlands Affected? | Surface Type | Driveway Width (Minimize consistent with safety and engineering road design) | Width of Clearing (FT) | Length Clearing (FT) | Total Clearing (SF) |
| <input type="checkbox"/> Yes (Locate on sketch) <input type="checkbox"/> No | <input type="checkbox"/> Asphalt <input type="checkbox"/> Concrete <input type="checkbox"/> Gravel <input type="checkbox"/> Other | | | | |
| Proposed Construction Dates | | | | | |
| <i>A Land Disturbance / Erosion Sediment Control Permit May be Required.</i> | | | | | |

Applicant Signature

Date

SKETCH

Include property boundaries, location of driveway on property, side lot lines and distance to them from driveway, culvert (if any), wetlands (if any), direction of water flow, and stormwater / erosion control measures.

A large grid of graph paper for sketching site details. The grid consists of 20 columns and 30 rows of small squares, providing a structured area for drawing property boundaries, driveways, lot lines, culverts, wetlands, water flow directions, and stormwater/erosion control measures.