

Fee \$20.00
Revised 7/24/12

**Town of Weston
P.O. Box 98
Weston, VT. 05161**

For Town Use Only
Application # _____
Fee Received _____

APPLICATION FOR ACCESS/RIGHT OF WAY PERMIT
No work may begin until permit is approved.

Applicant's Name _____ Phone _____ Date: _____

Mailing Address _____

Property Owner _____ Phone _____

Property: Map _____ Block _____ Lot _____ Road Name _____

Property Description: (Tax map copy must be attached)

Site must be flagged with surveyor tape before the application will be considered.

The undersigned requests an Access Permit to allow _____ to
construct an access in accordance with the Vermont Department of Highways Standards to serve the
applicant's property, known as _____ located on the _____ side of Town
Highway Number _____ with the local road name of _____

The applicant and his/her successors agree to construct and maintain said access in a manner compliant
with issuance and adhere to the directions, restrictions, and conditions forming part of this permit, if issued.
Please include a drawing or sketch of the town road and dimensions, indicating where access will be
located.

**Applicant is required to contact the Road Foreman two (2) days prior to start of access
19 V.S.A. §1111b**

**Upon completing access connection to the Town Road, applicant must notify the Selectboard for a
final inspection and approval.**

ACCESS:

Construct a new access

- Agriculture _____
- Commercial _____
- Industrial _____
- Residential _____
- Development _____
- Other _____

Change an existing access

- Agriculture _____
- Commercial _____
- Industrial _____
- Residential _____
- Development _____
- Other _____

What is the distance (in feet) from the proposed access to the nearest intersection? Specify the intersection.

What is the distance (in feet) of the proposed access to the nearest property line? _____

What is the sight distance (in feet), each direction) from the proposed access: _____

RIGHT OF WAY (REQUIRES SELECTBOARD APPROVAL):

Work in the highway right of way (24½ft. from road centerline.)

Install a fence/stone wall (describe type, dimensions, setback) _____

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Addition of fill (describe type, volume & purpose) _____

Change in drainage (estimated increase in volume) _____

Other _____

The undersigned hereby applies for an Access Permit for the following use on the premises described above.

Applicant Signature

Printed signature

Date: _____

(Sketch or drawing area below)

SELECTMEN ROAD ACCEPTANCE POLICY

It is the policy of the Board of Selectmen to entertain application for the acceptance of privately owned roadways and highways by the Town of Weston and to adopt and adhere to an orderly procedure for the receipt of and acting upon such application.

The decision on an application for acceptance of a highway is reserved to the sole and absolute discretion of the Board of Selectmen who will consider the grant or denial of an application on the basis of the best interest of the inhabitants of the Town.

All road applications will be considered in light of the road specifications in effect on the date of the issuance of the subdivision permit allowing for the construction of the road and also any conditions contained in the permit. When specifications at the time of permit issuing differ from those at the time of application for acceptance, the owner will be urged to meet the most recent specifications.

The Selectmen may, at their discretion, modify the requirements contained herein if their strict enforcement would cause undue hardship due to unusual conditions, provided the general objectives of these requirements are satisfied. Compensation for damages to town highways caused by acts of non-compliance with this highway ordinance may be assessed against violators by the selectmen.

Application must be made by the legal owner of the road or their agent. Upon receiving an application the Selectmen shall rule on it's validity under the conditions of this policy. The Selectmen shall inspect the road within 30 days of ruling the application to be valid. An applicant shall secure and provide all other necessary governmental permits for a land subdivision or for road construction as a condition precedent before an application can be considered valid.

After the Selectmen have completed their initial inspection, and with the permission of the applicant, the Town will assume normal maintenance of the road for a 12 month period. It is the sole responsibility of the applicant to repair any defects or deviations from specification which may become apparent during this twelve month period. Should the road not be repaired in such manner as to correct defects or meet specifications within 12 month period, the Town shall discontinue all normal maintenance. It shall be the responsibility of the applicant to correct all defects in the road before the Selectmen will consider a second application to be valid for the same road.

During this twelve month period, the Town will proceed with the "Laying out" of the road according to T-19, V.S.A. Chapter 7. At the end of this 12 month period, the Selectmen will vote on the acceptance of the road based on evidence taken at public hearing(s) and their inspection(s) of the road. Also, during this period, inspections, samples and core test may be taken by the town before final acceptance and all costs incurred shall be reimbursed by developer.

Also, during the 12 month period, the applicant shall provide to the Selectmen a survey of the road as constructed in a form acceptable by the Selectmen for accuracy, thoroughness, legibility, and a proposed warranty deed of the land to be conveyed for highway purposes.

Street signs shall be in conformance with the Manual on Uniform Traffic Control Devices (MUTCD) and paid for by the developer. The center line of the road is to be located in the center of the 50' of conveyed property.

Upon the Selectmen voting to accept the road, a minimum 50' width of property with additional slope rights and drainage rights as necessary shall be conveyed to the Town of Weston, Vermont by warranty deed in fee simple and free of all encumbrances.

The conveyance shall intersect at least one existing Class I, II, III or State highway.

WESTON BOARD OF SELECTMEN

David W. Hart

Mary Ann Gelligan

William Best

Dated SEPT 27 1994

HIGHWAY ACCESS POLICY

SECTION 1. AUTHORITY AND PURPOSE

Under 19 V.S.A. Section 1111 (b), Selectboard have the authority to regulate access onto public roads. The rules contained in this policy shall guide the Weston SelectBoard 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 Weston 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 Selectboard may impose various conditions on the permit form to promote safety.

SECTION 2. Administration: The requirements of this policy shall be administered by the Selectboard, or a duly authorized designate. Revisions to these requirements shall be as authorized by the Selectboard and as indicated on the "Revision Record Page". Revisions in the Policy shall be identified by the letter "R" in the left hand margin.

SECTION 3. GENERAL PROVISIONS

Applicants must submit a completed Highway Access Application Form to the Selectboard, attaching a tax map copy 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".

SECTION 4. NOTIFICATION

The property owner or owner's agent shall notify the Town of Weston a minimum of three (3) 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's agent shall notify the Town of Weston within a reasonable time, not to exceed ten (10) days, that the intended work has been completed.

SECTION 5. LIABILITY

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

work performed.

Any damage to utilities, property or appurtenances as a consequence of work performed shall be repaired by the contractor at the expense of the property owner, unless otherwise formally agreed to.

SECTION 6. PERMIT SYSTEM

A completed application consists of all responses to questions on the application and the payment of the administrative fee of Twenty dollars (*\$20.00).

SECTION 7. INSPECTION

The applicant will be expected to arrange three (3) site visits with the select board or its agent to review the project: before the permit is issued, during construction, and on completion of the construction.

The Selectboard may require a deposit of the applicant paid to the Town. Upon inspection of the completed project, if the Selectmen deem the project satisfactory, they will process a voucher for full refund. IF there are deficiencies, the road foreman will write an inspection report and negotiate the return of the deposit. The applicant may appeal the road foreman's decision to the Selectboard.

SECTION 8. FORMS

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

SECTION 9. DESIGN OF DRIVEWAY OR ACCESS ROAD

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

SECTION 10. BASE FOR DRIVEWAYS AND ACCESS ROADS

Driveways within the limits of the right-of-way should have a minimum of 12 inches of subbase material; access roads a minimum of 15 inches.

SECTION 11. SURFACE

Gravel drives should have a minimum aggregate surface course of six (6) inches.

Selectmen may require that roads be paved with a minimum of two (2) inches of bituminous asphalt concrete.

SECTION 12. CROWN

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

SECTION 13. 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.

SECTION 14. 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 and maximum widths of the traveled surface of a residential driveway should be 12 feet and 24 feet measured at the edge of the Town right-of-way.

SECTION 15. 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.

The Town may require a paved apron on a gravel access entering a paved road.

A. Angle of Approach

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

B. Turning Radius

The turning radius should be a minimum of 15 feet but the Selectboard may specify larger.

C. 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.

If possible access shall be constructed no closer than 275 feet to a sharp curve, hill or other blind area.

D. 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. Selectboard may designate greater distances.

E. Turn-Arounds

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

SECTION 16. CULVERTS

A. Size: diameter and length

The Selectboard or its agent will determine the length, diameter, placement, type and depth of cover for all culverts in the right-of-way.

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

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

B. Location

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

C. Compaction during installation

Backfill 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.

D. Depth of cover

The Town will determine the adequate amount of cover.

SECTION 17. 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 by others with Town supervision.

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

SECTION 18. CULVERT AND DITCH MAINTENANCE

The property owner shall be responsible for maintaining ditches, culverts and other structures, 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 to make necessary repairs at his/her expense.

SECTION 19. DITCHES

A. Along driveway or access road

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 shall be shaped to prevent erosion of the ditch fore slope, back slope and shoulders.

B. Along public road

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

C. Rip rap and other protection

Driveways and roads intersecting with public roads must be constructed so that water flowing from them does not damage road system within 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 at the end of the construction project 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.

SECTION 20. BANK STABILIZATION

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

SECTION 21. 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(8) inches thick, large flat rock tightly placed, or large cemented rock. The inside edge of headwalls should, if possible, be at least eight(8) feet from the outside edge of the shoulder.

SECTION 22. LOGGING ROADS AND FARM ROADS

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

Property owners must obtain a permit when altering landings, loading areas, logging roads and farm roads which intersect a Town right-of-way.

SECTION 23. UTILITY WORK; CUTTING AND TRIMMING TREES

The owner/applicant shall obtain the written consent of the adjoining owners or occupants or, in the alternative, an order from the Weston Selectboard. In accordance with Title 30, Section 2506, Vermont statues annotated, regarding cutting of or injury to trees.

In general, all utilities shall be located adjacent to the highway right-of-way boundary line and shall be installed without damaging the highway or the highway right-of-way. No pole, pushbrace, guy wire or other aboveground facilities shall be placed closer than 10 feet to the edge of traveled way. If the proposed utility facilities are in conflict with the above, each location is subject to the approval of the Selectboard.

Poles and appurtenances shall be located out of conflict with ditches and culverts.

Where the cutting or trimming of trees is authorized by permit, all debris resulting from such cutting and trimming shall be removed from the highway right-of-way.

Open cut excavation for highway crossings is NOT the option of the Applicant, and may be utilized only where attempted jacking, drilling, or tunneling methods fail or are impractical. The owner/applicant shall obtain an appropriate modification of the highway permit from the Selectboard before making an open cut. The top 6 in. of the replaced cut will be crushed gravel on gravel roads or blacktop on paved roads.

The party or parties to whom the permit is granted shall be responsible for corrective action within the work area for a minimum of 18 months from the date of completion or acceptance.

ADOPTED BY SELECTBOARD ON September 14, 1999.

POSTED ON September 15, 1999.

EFFECTIVE DATE December 1, 1999.

WESTON SELECTBOARD

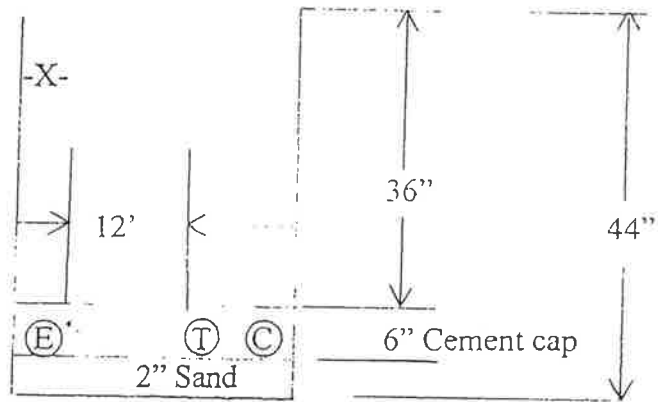
Donald W. Hall

Dennis G. Benson

Bradford F. Creden

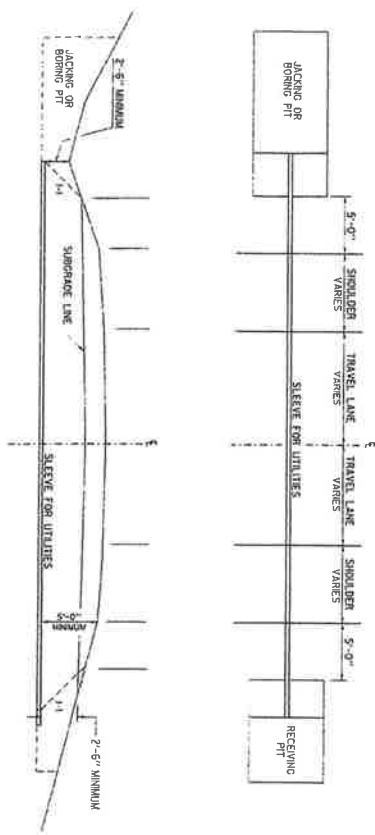
Weston Trench Cross Section Within Highway Limits

Electrical cable marking tape shall be placed 8"-12" below finished grade, above electrical conduits

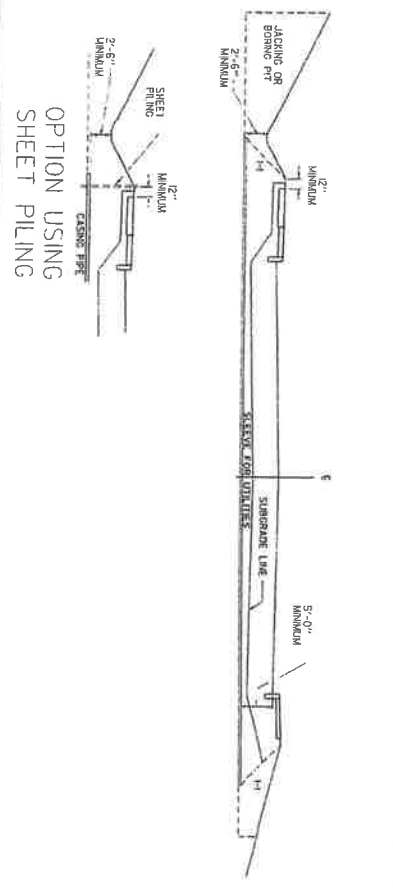


- (E) Conduits for electrical cable
- (T) Telephone cable
- (C) Television cable
- X- Underground electrical marking tape

DETAIL "A"
JACKING, BORING, AND DIRECTIONAL BORE - UNCURBED TYPICAL

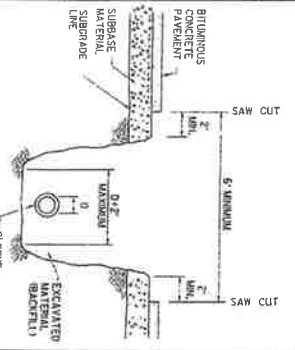


DETAIL "B"
JACKING, BORING, AND DIRECTIONAL BORE - CURBED TYPICAL

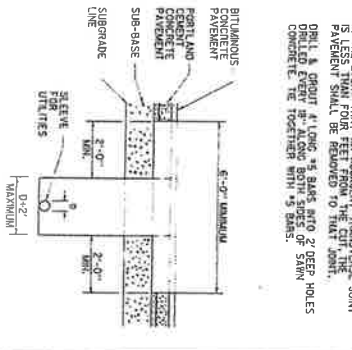


OPEN CUT AND PAVEMENT REPLACEMENT APPLICABLE ONLY WHEN SPECIFICALLY AUTHORIZED BY HIGHWAY DEPT.

DETAIL "C"
OPEN CUT EXCAVATION ACROSS BITUMINOUS CONCRETE PAVEMENT

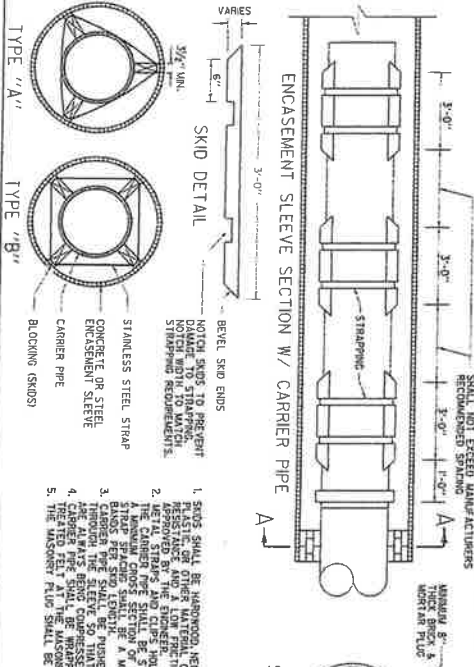


DETAIL "D"
OPEN CUT W/ PORTLAND CEMENT CONC. PAVEMENT



IN THE EVENT THAT AN ADJACENT TRANSVERSE JOINT IN THE EXISTING PAVEMENT SHALL BE REMOVED TO FLAT JOINT, DRILL & GROUT ALONG 15 BARS AND 2' DEEP HOLES DRILLED EVERY 8" ALONG BOTH SIDES OF EXISTING CONCRETE. TE TOGETHER WITH 15 BARS.

DETAIL "E" CONCRETE OR STEEL SLEEVE



1. ENDS SHALL BE HARDWOOD, NEOPRENE NYLON, PLASTIC OR OTHER MATERIAL OF HIGH ABRASION RESISTANCE TO BE APPROVED BY THE ENGINEER. COEFFICIENT OF FRICTION SHALL BE 0.30.
2. METAL STRAPS AND CLIPS HOLDING BLOCKING TO A MINIMUM CROSS SECTION OF THINNESS STEEL WITH BRIDGE SPACING SHALL BE A MINIMUM OF TWO (2).
3. CARRIER PIPE SHALL BE PUSHED OR FILLED THROUGH THE SLEEVE SO THAT JOINTS ARE FULLY COVERED.
4. CARRIER PIPE SHALL BE WRAPPED WITH ASPHALT FELTS AT THE JOINTS.
5. THE MORTAR FILL SHALL BE WATERPROOF.

GENERAL NOTES

1. SHEET PILING MAY BE DRIVEN VERTICALLY FIVE (5) FEET OUTSIDE THE FOOTER PART OR ONE (1) FOOT BACK OF THE SOFTWALK TO ALLOW FOR A SHOULDER SLEEVE.
2. SEE DETAIL "A" OR "B" FOR DETERMINING SLEEVE LENGTH.
3. IN THE EVENT THAT PERMISSION IS GRANTED TO CUT AN EXISTING MADE WITH A SAW TO FULL DEPTH.
4. PORTLAND CEMENT CONCRETE PAVEMENT SHALL BE PROPERLY CURED WHEN HIGH STRENGTH CEMENT IS USED. JOINTS SHALL BE PROTECTED WITH HIGH STRENGTH QUICK SETTING CONCRETE. JOINTS SHALL BE PROTECTED WITH HIGH STRENGTH QUICK SETTING CONCRETE. JOINTS SHALL BE PROTECTED WITH HIGH STRENGTH QUICK SETTING CONCRETE. JOINTS SHALL BE PROTECTED WITH HIGH STRENGTH QUICK SETTING CONCRETE.
5. ALL EXPOSED BITUMINOUS SURFACES SHALL BE COATED WITH ENHANCED ASPHALT PRIOR TO PLACEMENT OF NEW BITUMINOUS PAVEMENT.
6. BITUMINOUS CONCRETE PAVEMENT SHALL BE REPAIRED WITH BITUMINOUS CONCRETE PAVEMENT AT THE SAME THICKNESS AS THE EXISTING PAVEMENT. REPAIRS SHALL BE TO THE SAME THICKNESS AS THE EXISTING PAVEMENT. REPAIRS SHALL BE TO THE SAME THICKNESS AS THE EXISTING PAVEMENT.
7. THE DIAMETER OF THE ENCASEMENT SLEEVE SHALL BE EQUAL TO THE DIAMETER OF THE CARRIER PIPE. (SEE EXCEPT IONS.)

REVISIONS AND CORRECTIONS
 DEC. 23, 1974 - ORIGINAL APPROVAL
 SEPT. 9, 1975 - CARRIER PIPE AND PORTLAND CEMENT NOTES REVISED
 OCT. 30, 1985 - REVISED TO CONFORM WITH LATEST SPECIFICATIONS
 JUNE 1, 1994 - REVISED SPECIFICATIONS UNDER NEW SIGNALS
 MAR. 10, 1995 - REVISED WITHOUT CHANGE, UNDER NEW SIGNALS
 MARCH 3, 2003 - REVISED TO REFLECT CURRENT DESIGN CRITERIA

APPROVED
 DIRECTOR OF PROGRAM DEVELOPMENT
 CHIEF OF UTILITIES
 FEDERAL HIGHWAY ADMINISTRATION

HIGHWAY CROSSING SLEEVES FOR UNDERGROUND UTILITIES



STANDARD
D-20

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P.O. Box 98
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*To be completed by Selectboard and
sent to applicant upon approval.*
NOTICE OF APPROVAL TO PROCEED

Applicant: _____ Property Owner: _____

Property Map: _____ Block: _____ Lot: _____ Road Name: _____

Selectboard Response (Conditions): _____

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.

This notice to proceed is issued in accordance with Title 19, V.S.A. §1111, relative to all highways within the control and jurisdiction of the Town of Weston. The issuance of this approval does not release the applicant from any requirements of statutes or ordinances ruled by other local, regional or state agencies. This approval will be effective upon compliance with such of these requirements as are applicable and continue in effect for as long as the present land use continues. Any change from the present land use will require a new permit. If all conditions, restrictions and specifications defined herein are not met, violations are subject to the penalties set forth in Title 19, V.S.A. §1111, 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, V.S.A. §1108, Repairs must meet the minimum standards defined by the Weston Selectboard in conjunction with the Road Foreman. **This Approval shall be null and void in the event of misrepresentation or failure to start authorized activities within twelve (12) months and complete activities within thirty (30) months from the date of approval.**

Date: _____

Selectboard Signatures: _____

Final Inspection Date _____ **Inspected By:** _____

Approved: Y _____ N _____

Comments: _____

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CULVERT: Y ___ N ___ CULVERT DIAMETER _____ CULVERT LENGTH _____

CULVERT DISTANCE FROM CENTER OF TOWN ROAD _____ AMOUNT OF CULVERT COVER _____

FLUSH CULVERT COVERS REQUIRED Y ___ N ___

DITCH WORK FOR PROPER DRAINAGE: Y ___ N ___

DITCHING DISTANCE N S E W SIDE OF DRIVE _____

DITCHING DISTANCE N S E W SIDE OF DRIVE _____

ACCESS APPROACH WIDTH: _____

REVERSE PITCH FROM ROAD: _____ "PER FOOT MIN: Y ___ N ___ DISTANCE FROM TRAVELED LANE _____

CUT FOR LINE OF SITE: Y ___ N ___

CUT DISTANCE FROM CENTER OF TOWN ROAD: N S E W SIDE _____

CUT DISTANCE FROM CENTER OF TOWN ROAD: N S E W SIDE _____

CUT DISTANCE FROM CENTER OF TOWN ROAD: N S E W SIDE _____

CUT DISTANCE FROM CENTER OF TOWN ROAD: N S E W SIDE _____

DIRECTIONS, RESTRICTIONS, CONDITIONS _____
