

## 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 dollars (\$ 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

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