

APPLICATION FORM MUST BE FILLED IN COMPLETELY AND MAILED OR DELIVERED TO TOWN ENGINEER'S OFFICE: 15 WESTPORT ROAD, EASTON, CT 06612		<b>TOWN OF EASTON CONNECTICUT DRIVEWAY PERMIT APPLICATION</b>		D.W. NO. _____  DATE REC'D _____	
APPLICATION IS HEREBY MADE FOR A PERMIT TO (describe and include materials to be used):					
STREET NO.	ROAD NAME			LOT NO.	
SHOW SKETCH OF PROPOSED WORK				START DATE _____, 20____ COMPLETION DATE _____, 20____	
Complete Plans and Specifications must be submitted for major encroachment permits. On other work a careful sketch shall be shown in area provided.					
NAME OF PROPERTY OWNER			CALL BEFORE YOU DIG TICKET # _____  CERTIFICATE OF INSURANCE MUST ACCOMPANY THIS APPLICATION. INSURANCE REQUIREMENTS SHALL BE IN THE AMOUNT SPECIFIED BY THE TOWN.  I AGREE TO PERFORM THE WORK ACCORDING TO THE REGULATIONS OF THE TOWN OF EASTON. I SHALL NOTIFY THE TOWN PUBLIC WORKS OFFICE (268-0714) AT LEAST 48 HOURS IN ADVANCE OF STARTING WORK, AND THE POLICE DISPATCHER THE DAY OF DOING THE WORK. 268-4111.  SIGNED: _____  DATED: _____  DRIVEWAYS MUST BE PROPERLY COMPLETED OR BONDED* AND TOWN ENGINEER ADVISED TO PREVENT DELAYS IN ISSUING CERTIFICATES OF OCCUPANCY.  *Only allowed during non-paving season  <b>WORK CANNOT START UNTIL AUTHORIZED IN WRITING BY THE TOWN ENGINEER.</b>		
ADDRESS					
TOWN		PHONE FAX			
CONTRACTOR					
COMPANY					
ADDRESS		TOWN			
EMAIL		PHONE FAX			
ISSUE PERMIT TO					
ADDRESS					
TOWN		PHONE FAX			
OFFICE USE ONLY	BOND AMNT.	TYPE BOND	FEE PAID	CHECK #	
PERMISSION IS HEREBY GRANTED TO PROCEED ON THIS _____ DAY OF _____, 20____ AUTHORIZED SIGNATURE / TOWN OF EASTON _____					

## TOWN OF EASTON DRIVEWAY PERMITS

- 1) No owner of land shall construct or reconstruct a driveway in or permanently surface any area between the paved portion of any road and the abutting property line without first obtaining a permit therefor from the First Selectman.
- 2) Applicants shall set forth the name and address of the owner of the land, location and layout of the driveway together with contours at 2 ft. intervals, and a drainage plan.
- 3) Any person, firm or corporation failing to comply with the provisions of this ordinance or applicable road regulations shall, for each such offense, be subject to a fine of not more than \$100.00.
- 4) In addition to the penalty provided for in Paragraph 3 of this ordinance, if owner shall, after written notice, neglect or refuse to comply with any of the provisions of this ordinance for a period of sixty (60) days, the Town may cause such work to be done as it deems necessary in order to comply with this ordinance and collect the actual costs thereof from the owner of the land upon which the work was done.
- 5) Owner shall comply with Zoning Article 5.14. See maximum slope, required widths, and sight lines.

Regarding NEW RESIDENTIAL CONSTRUCTION, a driveway apron is to be completed and the surrounding area must be graded to the satisfaction of the Town of Easton BEFORE a Certificate of Occupancy is issued, or, in non-paving season, a bond may be accepted in lieu of completion.

As of May 1, 1980, the Town of Easton Driveway Ordinance became effective. The purpose of the Ordinance is as follows:

- 1) Prevent water from private property to flow directly into the roadway which may cause a hazardous condition during the cold weather.
- 2) Prevent water from the road to flow down a property owner's driveway which may cause damage.
- 3) Prevent erosion of the shoulder of the roadway.
- 4) Prevent the accumulation of dirt and debris on the roadway.
- 5) Eliminate an existing hazardous driveway condition.

## PROCEDURE

- 1) Applications for driveway permits are obtained from the Department of Public Works. \$25.00 fee required.
- 2) Property owner shall provide cash bond, insurance certificate meeting requirements of the Town, and sign necessary forms, which state he agrees to construct said driveway in accordance with the Town's standard.
- 3)
  - a. Work may not start until authorized by Town.
  - b. Driveway permit shall expire after (1) one year from the date of issue.
  - c. Applicant can request an extension of time, of no more than one year, if the driveway construction has begun within the first year. The application of such extension must be made before the expiration of the first year.
  - d. Once the driveway apron is completed, the owner shall submit a written request for an inspection of the driveway and at that time also provide a copy of the driveway As-built showing site lines and driveway grades.
  - e. If the driveway is not started within (1) one year, the \$25.00 permit fee is forfeited and the bond will be returned. The owner would need to reapply for a new permit.
  - f. If the driveway has been started but not completed within (1) one year, and the applicant has not requested an extension time to complete the driveway, the Town is authorized to enter the property to complete the work and the bond will be considered forfeited.
- 4) Written request from applicant for Release of Bond.
- 5) Final inspection by a duly authorized Town Official.
  - a. If approved and a bond was required, the bond is released by the Board of Selectmen.
  - b. If the driveway has been constructed and does not pass inspection the owner will have (4) four months to correct it for a re-inspection.
  - c. If the driveway does not pass a second inspection, the Town is authorized to enter the property and have the apron constructed to the Town's specification and the owner will forfeit that portion of the bond to cover the correction costs.
  - d. If after (3) three years, from the permit's expiration date and if the Town failed to have the driveway work completed, the driveway bond will be returned to the owner, less any costs incurred by the Town.

## GENERAL

- 1) **New Construction-Bond** - \$3,000 minimum or the value of the improvements as determined by the Town Engineer.
- 2) **Reconstruction** - No bond is required unless extensive work upon Town property is required to conform to the driveway specifications.