

**TOWN OF BRADFORD  
DRIVEWAY ACCESS PERMIT APPLICATION**

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Landowner (If Different): \_\_\_\_\_ Map # \_\_\_\_\_ Lot # \_\_\_\_\_

Town Road # \_\_\_\_\_

Location of private road: Distance \_\_\_\_\_ (feet, miles)

From: \_\_\_\_\_ (known landmark)

The private road/driveway will access:

- \_\_\_\_\_ A single residential lot      \_\_\_\_\_ Two or more residential lots. How many? \_\_\_\_\_  
\_\_\_\_\_ Commercial or Industrial      \_\_\_\_\_ Logging      \_\_\_\_\_ Gravel extraction  
\_\_\_\_\_ Agriculture

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Landowner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

This permit is issued in accordance with Title 19, Section 303 and Section 1111, V.S.A. relative to all highways within the control and jurisdiction of the Town of Bradford. This issuance of this permit DOES NOT release the applicant from any requirements of the statutes, ordinances, rules, and regulations administered by other governmental agencies. The permit 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. Violations are subject to the penalties set forth in Title 19, Section 1111, V.S.A.

**IMPORTANT INFORMATION FOR ACCESS PERMITS**

Access permits will be reviewed between May 15<sup>st</sup> and November 15<sup>th</sup>. Each permit application must be submitted with the following:

1. Attach these materials to the application;
  - a. A plan or sketch of the intersection of the private driveway and public road, drawn to scale or as best as possible to scale, and including (1) An elevation drawing of the private driveway as it intersects with the public road. (2) Location and description of any ditches, culverts, or other work being done to support the driveway.
  - b. A locator map of where the driveway will be in relation to an intersection of two public roads.
2. The exact location of the proposed access must be staked or flagged so that it is visible from the public road. Ground stakes shall visibly mark the access boundaries and provide a clear delineation of the driveway configuration.
3. Administrative fee of \$20 to cover the direct costs of Town staff review and assistance. Checks should be made payable to the "Town of Bradford".
4. The application form and plans should be delivered to the Town Offices.
5. The proposed access site and plans must be reviewed by the Road Foreman and Road Commissioner, please call 222-5718 to schedule an appointment.

The inspector may review the work at various stages including: initial cut, culvert installation, base application of fill, surfacing, and following storm activity. Additional comments and/or requirements may be requested during those reviews.

A final inspection is required before the permit will be issued and use of the access is allowed. Please arrange for the Final Inspection with the Road Foreman or Commissioner while your contractor is still available to correct problems. An approved final certificate will be issued if all requirements have been met.

Violations of any conditions established in this policy or in a permit approval process shall be grounds for revocation of the permit by the Bradford Selectboard and the immediate physical closure of the access. All expenses incurred by the Town of Bradford for removing the deficient access must be borne by the applicant.

**Town of Bradford Driveway Access Ordinance Specifications  
Design, Layout, and Construction Standards  
October 2014**

This ordinance details driveway access standards for the Town of Bradford. Vermont Agency of Transportation (VTrans) standards for residential and commercial drives (B-71) is hereby made a part of this ordinance and should be attached to this ordinance as a reference guide. The Town's review of driveways will be conducted by the Road Foreman or Commissioner or their duly authorized agent. The design and construction of a private driveway shall be at the applicant's expense. In difficult cases, of access and/or culvert sizing, the Town may require professionally engineered plans. An administrative fee will be annually set to cover the direct costs of town review and consultation with the applicant.

The Town of Bradford actively seeks to work cooperatively with private landowners to manage access to preserve the safety and mobility of our public roads for the taxpayer and the traveling public. Public roads have been and will be Bradford's single largest town asset requiring significant financial investments that are paid by every taxpaying resident. The Bradford Selectboard supervise the maintenance and improvements to our roads and are ultimately responsible in protecting our Town's transportation resources. This ordinance and referenced standards are used to provide a reasonable policy to ensure private driveway access does not compromise or damage our valuable public roads. The application of this ordinance may be modified or amended by the Selectboard when partial or full enforcement is considered unreasonable or an undue hardship to the applicant. And last, to navigate driveway design standards, the Selectboard will strongly encourage applicants to approach the Selectboard or Planning Commission for design assistance early on and throughout the design and construction process.

This ordinance applies to all new driveways, to include residential, commercial, logging access, farm drives, etc. within the Town of Bradford. Modifications to an existing driveway or changes in usage will also require a permit. To clarify and/or augment B-71 driveway standards, there are 7 sections for the different components of access standards. If there are any deviations in standards from the Town's written ordinance to the VTrans standards, the written sections below shall take precedence.

1. A driveway shall intersect any public road at the preferred 90 degree angle but no less than at a minimum angle of 75 degrees. Within the right of way alone, driveways shall be appropriately designed and have a minimum of 12 inches of sub-base and 6 inches of surface course material. Additional sub-base or surface course material may be required based on conditions of the land and/or to accommodate expected traffic volume and vehicle weights. A driveway shall be constructed to minimum required sight distances and horizontal distances from other adjacent private driveways – these minimums will greatly depend on vehicle speeds and traffic volumes at the access location. Driveway grades shall not exceed 10% within the access area. The driveway will be designed as to make certain allowance that a vehicle can approach the public road driving forward (vehicles may not be allowed to back up into a public roadway). The minimum approach area shall begin at the edge of pavement or on gravel roads at the edge of traveled way. A minimum 25 foot approach area with a 8 inch depression shall be provided on any driveway in a fill section. A minimum 25 foot approach area with a 8 inch depression shall be provided in any cut section.

2. Ditches shall be provided where necessary, and shall be constructed for proper drainage within the right of way. The private driveway will have appropriate ditching to allow water dispersal into vegetated areas prior to reaching the public right of way. Excessive water shall not be added to town ditches. Storm water runoff from the driveway shall not discharge on to the traveled portion of the private driveway or public roadway.
3. Where necessary driveways shall be equipped with a culvert. Culverts shall be installed in the existing ditch line of the public road. Minimum culvert size shall be an 15 inch round pipe with larger culverts required as necessary to accommodate the hydraulic capacity for a significant storm event. No driveway culvert shall discharge within 10 feet of a public road culvert. Culvert sections shall be properly joined and shall extend at least two feet beyond the driveway shoulder unless headwalls are installed. Ancillary features such as headwalls, boxes, stone fill, or other protective installations shall be provided as necessary.
4. Vertical or sharp cut earth faces, excepting ledge, shall not be permitted. Slopes or banks will be angled to minimize erosion and/or built with retaining or stabilizing structures. These slopes or banks should not interfere with snow removal or public road sight distances. Vegetation, if used for bank/slope stabilization, must be well-established prior to final inspection.
5. Appropriate access management initiatives will be explored where possible and when reasonable. Shared access with an adjacent property shall be considered a viable alternative, especially when other alternatives prove difficult or costly to implement. Where property may be accessed by multiple public roadways, access shall be granted on the public roadway that best addresses the standards in this ordinance and/or is determined the safest, most efficient access location.
6. Bradford's existing transportation system cannot be adversely impacted by the proposed access (do no harm). In instances where the proposed driveway accesses a deficient section of roadway, the applicant will help upgrade that portion of roadway to meet safety standards.
7. During the construction period, all appropriate traffic management and erosion/sediment control best practices shall be followed. After storm events, the site will be re-assessed with any damage or sediment discharge being properly addressed.

Following these installation instructions, applicants will accept responsibility for typical maintenance and regular replacement of the driveway, culvert, and adjacent landscaping to maintain good operations and appropriate sight distance standards.

I have reviewed the Town of Bradford's access ordinance specifications.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

INSPECTIONS

Applicant Name: \_\_\_\_\_

Preconstruction inspection: Date: \_\_\_\_\_ By: \_\_\_\_\_

Width of private road/driveway: \_\_\_\_\_ (feet) length: \_\_\_\_\_ (feet, miles)

Diameter of culvert installation: \_\_\_\_\_ (feet) length: \_\_\_\_\_ (feet)

Comments: \_\_\_\_\_

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SIGNATURE

\_\_\_\_\_

DATE

Final inspection: Date: \_\_\_\_\_ By: \_\_\_\_\_

Comments: \_\_\_\_\_

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