



TOWN OF LITCHFIELD

2400 HALLOWELL ROAD
LITCHFIELD, MAINE 04350-9725

FAX (207) 707-8485

TEL. (207) 268-4721

OFFICE OF ROAD COMMISSIONER

Driveway Entrance Permit Application

Your Driveway Entrance request has been reviewed by The Town of Litchfield Road Commissioner Based on the Town of Litchfield's Road Ordinance

Section 8; Driveway Entrance Permits

An onsite visit to your property was made, and your application for a Driveway Entrance Permit has been:

- Approved
- Denied

Reason for Denial:

1. _____

2. _____

3. _____

4. _____

You may appeal a denial to the Board of Selectmen at the next scheduled meeting of the Board of Selectman. The Town of Litchfield Road Ordinance Section 9 allows a waiver to be granted by the Board of Selectman

Larry Nadeau
Town of Litchfield Road Commissioner

I _____ acknowledge receipt of this form
Property Owner

Signature

Date

LITCHFIELD DRIVEWAY ENTRANCE PERMIT APPLICATION

Map _____ Lot _____

A SKETCH MUST BE INCLUDED WITH YOUR APPLICATION

Name: _____

Address: _____

Telephone: _____

Property Road Address: _____

Entrance Use:

- Residence
- Timber Harvesting / Agricultural
- Commercial / Industrial

After site is approved, culvert installation and ditching work must be completed and approved by the Road Commissioner or Road Foreman before permit will be issued.

Culvert required: Yes or No

Culvert size: _____

Signs requested _____
(Town must approve and install necessary signs)

Explain _____

Ditching instructions _____

Date: _____

Approval: _____
Road Commissioner

Section 8 Driveway Entrance Permits

- A. The Road Commissioner is responsible for reviewing driveway entrances on Town maintained roads for any parcel of land on which agricultural or timber-harvesting uses will be conducted or on which will be built a new structure for a residential, commercial, or industrial unit.
- B. A driveway entrance permit will be required for new entrances (constructed) on Town maintained roads from the effective date of this policy. There will be no fee for the Permit.
- C. Driveway Entrance Permit Standards
 - 1. Sight distance in each direction in feet is equal to or greater than 10 times the posted speed limit for the section of the road where the driveway entrance is located.
 - 2. Applicable standards contained in the Land Use Ordinance Section 10 are followed.
 - 3. A new culvert, a minimum diameter of 15 inches, with a minimum cover of gravel equal to or exceeding the diameter of the culvert, shall be installed, if necessary, as determined by the Road Commissioner.
 - 4. Inlet and outlet ditches are constructed in such a manner as to prevent ponding of the road drainage and slope ratios consistent with existing ditches.
 - 5. Erosion control measures shall be used at the entrance site.
- D. The landowner is responsible for constructing the driveway entrance per the standards contained in this Ordinance. When the Road Commissioner determines a change to these standards is warranted due to site conditions, he may require as applicable the trimming of vegetation, installation of signage, installation of larger culverts, or additional ditching.
- E. The landowner may have a private contractor of their choice meet the entrance standards.
- F. Driveway Entrance Permits will not be issued until all installation standards are met.
- G. The Town will maintain the culvert at driveway entrances for which the Road Commissioner has granted a permit.
- H. Any application for a building permit on any parcel of land on which a new structure for a residential, commercial or industrial unit will be built and which has a driveway entrance on a Town maintained road that has not received an entrance permit from the Road Commissioner shall not be approved.
- I. This standard is established by Board of Selectmen pursuant to Title 23 MRSA Sections 705 and 3251.