



Town of Groton

Application for Driveway Permit

Application #: _____

Owner/Applicant:			
Mailing Address:			
Telephone:			
Contractor Name & Telephone:			
Location of Proposed Driveway (include Map and Lot #):			
Public Road to Driveway:		Estimated Length of Driveway:	
Slope of Land:		Slope of Driveway:	
Purpose of Driveway:			
Are any state or federal approvals/permits required?		If so, please attach.	

Attach a sketch showing the following:

- *Location of existing and/or proposed driveway(s) on the lot frontage
- *Distances to other driveways or roads within 200 feet on both sides of the road
- *Width of existing and/or proposed driveway(s)
- *Indication of sight distance in each direction
- *Planned bridges, culverts, and/or drainage ditches

**NO APPLICATION WILL BE CONSIDERED UNLESS ACCOMPANIED BY AN
APPROPRIATE SKETCH**

**DRIVEWAY LOCATION MUST BE CLEARLY MARKED (FLAGGED OR STAKED) AT
TIME OF APPLICATION TO MATCH THE SKETCH.**

"I have read the Driveway Regulations for the Town of Groton and will comply with these regulations. I understand that I have one year from the date of the approval of this application to complete construction of this driveway. I understand that failure to comply with these regulation or complete the construction within that timeframe shall render the permit null and void."

Applicant Signature

Date

Remainder of form to be completed by Town Officials

Special Conditions:

Construction must be completed according to the specifications noted above within 12 months (one year) from the approval date.

☐ **Approved.**

☐ **Denied. Reason(s):**

Road Agent's Signature

Date



Town of Groton

Driveway permit regulations/ checklist

YES

NO

1. No more than two (2) driveway entrances shall be constructed from any one street to any one property unless frontage along that street exceeds 500 feet. When frontage exceeds 500 feet, no more than three (3) driveway entrances shall be constructed from any one street.

2. Driveway(s) should not intersect the road at an angle of 90 degrees and shall not be less than 45 degrees to the road.

3. For the purpose of snow removal, general maintenance, and protection of abutters, no driveway, including the area to which snow will be removed, shall be constructed closer than 10 feet from the abutting property lines, except when a shared driveway is deemed necessary by the Planning Board for safe access to adjacent lots in a subdivision.

4. No driveway shall be constructed unless sufficient area is provided for the piling of snow off the town maintained highway right-of-way on the driveway side of the street.

5. No driveway shall be constructed in an area that there is less than a 150 foot clear line of sight 4 feet above the surface of the road to the entrance of the driveway. If no location exists within the frontage of an existing lot of record, which allows said site distance from both directions, a single driveway shall be allowed so as to provide the greatest possible sight distance from each direction.

6. No driveway shall be constructed within 50 feet of any intersection of two or more roads and then only if the 150 foot clear line of sight can be maintained from each intersecting road in accordance with the requirement listed directly above in #5.

7. The part of the driveway that will be traveled on shall be a minimum width of 12 feet with a sufficient flare at the roadside to allow the safe entrance of emergency vehicles.

8. The driveway will be constructed in a manner that drains all run-off water away from the road. The grade of the driveway away from the roadway surface shall be constructed to slope away from the surface for a distance equivalent to the existing ditch line; water cannot go onto the road. This slope shall be a minimum of one-quarter inch per foot.

9. The driveway shall not interfere with the drainage of the town road. Where necessary, culverts, water bars, ditches and other drainage structures shall be installed to insure adequate drainage of the road and to prevent excessive drainage from the driveway onto the road.

10. All (new) driveways entering a Town road such that natural flowage water is obstructed shall require a culvert having a minimum diameter of 12 inches, minimum length of 20 feet, placed in the roadway drainage ditch. A minimum of 12 inches of fill shall be placed over the culvert. The drainage ditch shall be 6 inches below the outlet end of the culvert and drop at least one quarter inch per foot to the nearest point of drainage relief. The cost of said culvert and installation and maintenance shall be born by the property owner, with cleaning and replacement done by the Town. No driveway drainage shall enter upon the traveled way. Installation of culvert and adequate drainage shall be approved by the Road Agent and/or his agent. Culverts shall be purchased from suppliers other than the Town.

11. All proposed driveway sites will be reviewed by the Town's Road Agent. The Road Agent may put any special conditions on the application.

12. The owner must notify the Road Agent at least 72 hours before installation begins.

13. The owner must notify the Road Agent upon completion for a final inspection and approval.

COMMENTS:

The Road Agent will sign the application once approved and a copy will be mailed to the applicant. Please contact the Road Agent by calling 744-3758.