

**Town of Greenwood
Driveway/Entrance Permit Policy**

1. Purpose

This provides for the review of any entrance onto a public way for compliance with sound construction and design practices to ensure that traffic safety, drainage and public improvements are not adversely affected.

2. Permit Required

- a. No driveway, entrance or approach or other improvement within the limits of the Right of Way for any public road may be constructed, altered or relocated except in accordance with an Entrance Permit issued by the Town upon application.
- b. The Town Selectmen may establish the fee for such permit. (\$20 private - \$50 Commercial)
- c. The entrance permit shall be valid for a period of twelve months from the date of original issue.
- d. No entrance, approach or other improvement constructed on the Right of Way shall be relocated or its dimensions altered without an Entrance Permit from the Town.
- e. The Owner is responsible for future maintenance of the entrance within the limits of the Right of Way and shall maintain the entrance in accordance with the approved permit.

3. Town Held Harmless

The applicant shall hold harmless the Town and its duly authorized agents and employees against any action for personal injury or property damage sustained by reason of the exercise of an Entrance Permit.

4. Approval Criteria

- a. General. Entrances should be designed and constructed to provide safe access to the public way. Applicants are encouraged to comply with the "access Management Handbook for Local Officials" as developed by the Maine Department of Transportation, 1994.
- b. Applicant. The applicant for a permits shall be the owner of the property being served. Any driveway or approach constructed by the Owner shall be for the bona fide purpose of securing access to the Owner's property and not for the purpose of parking or servicing vehicles on the road Right of Way.
- c. Sight Distance Criteria.
 1. All entrances shall be so located such that vehicles approaching or using the entrance will be able to obtain adequate sight distance in both directions along the public way or to maneuver safely and without interference with traffic.
 2. Measurements to determine sight distance shall be made in the proposed entrance at a point ten (10') feet from the edge of shoulder line with the height of eye three and one-half (3.5') feet above the pavement. The sight distance shall be computed from this point measuring along the roadway to a point where an approaching height of object four and one quarter (4.25') feet is first seen.

3. Driveway placement shall be such that an exiting vehicle has an unobstructed sight distance according to the current MDOT specs. Presently:

Posted/Legal Speed Limit (MPH)	<u>25</u>	<u>30</u>	<u>35</u>	<u>40</u>	<u>45</u>	<u>50</u>
Sight Distance (Feet)	155	200	305	360	425	495

d. Geometry:

1. The entrance shall be designed such that the grade within the Right of Way does not exceed 10%.
2. For uncurbed public ways the entrance shall in general slope away from the road surface at a rate of not less than one quarter inch per foot, nor more than one inch per foot for a distance of not less than the prevailing width of the existing shoulder, but in no case less than four (4) feet from the edge of pavement.
3. The entrance should intersect the traveled way at a horizontal angle of 90 degrees but in no case shall the horizontal angle be less than 75 degrees.
4. No part of the entrance shall extend beyond the property lot frontage for the lot being served.
5. The entrance shall not be located close to an intersection and should be back at least 50 feet.

e. Drainage:

1. Existing roadside drainage in gutter or ditch lines shall not be altered or impeded by the applicant. The applicant must provide at his/her expense suitable and approved drainage structures at all entrances.
2. Surface drainage shall be provided so that all surface water on the areas adjacent to the road shall be carried away from the roadway.
3. Where a drainage culvert is required to maintain roadside drainage the Town must approve the pipe diameter/length and **type of pipe material** prior to installation. In any case, the pipe size shall be at least 18 inches in diameter and 20 feet in length. No concrete culverts allowed.

f. Construction:

1. The Owner is responsible for all construction and restoration of disturbed areas for the entrance within the limits of the Right of Way.
2. The entire portion of any entrance within the limits of the Right of Way shall be constructed with a minimum 15-inch well graded gravel base course (MDOT Type C).
3. If the entrance grade within the Right of Way exceeds five (5%) percent slope then the entrance shall have a paved surface within the limits of the Right of Way.

5. Exemptions.

A permit is not required for the following:

- A. Any existing driveway, entrance or approach unless its grade, location or use is changed; or
- B. A driveway, entrance or approach used solely for forest management purposes provided that construction and maintenance follows DEP permit by rule requirements. A written permit is required if the use of that driveway, entrance or approach is changed.

6. Maintenance.

The owner is responsible for the first installation of the pipe/culvert. The Town is responsible for routine maintenance.

7. Town Acceptance

For any Way or Lane to be accepted by the Town it must be brought up to all Town Standards before accepting.

8. Violations.

A violation of this section of the rules adopted pursuant to this policy is punishable by a fine of note more than \$100 per day per violation. The fine begins to accrue 30 days after the Town sends certified notice of the violation to the landowner.

Signed this date by the Greenwood Board of Selectmen – June 5, 2005

s/Fred Henderson, Chairman

s/Wayne Hakala

s/Loretta Mikols