**Town of Eden**

**71 Old Schoolhouse Rd**

**Eden Mills, VT 05653**

**802-635-2528**

**Fax 802-635-1724**

Application for Access Permit

Procedure

1. Pick up an application at the Town Office or from the Road Commissioner.
2. Review your project with the Road Commissioner, and stake out the position of the proposed access.
3. Submit the application, attachments, and drawings, $10 recording fee, and deposit, if required, to the Town Office.
4. The application will be reviewed at the next Selectboard meeting.
5. When notified by letter of initial approval, you may begin work. Any “Additional Instructions, Restrictions, and Conditions” will be listed under Part 2 of the copy of your original application.
6. The Permit is good for one (1) year unless applicant requests in writing an extension of the Permit prior to its expiration date and the extension is granted. If the Permit expires and no extension is requested and granted, the original deposit and recording fee will be forfeited, and applicant will be required to reapply and pay a new recording fee and deposit. (See also conditions of the Policy where deposit is not returned for 1 year after completion to make sure no damage incurs.)
7. When the work is complete, contact the Town Office or Road Commissioner to schedule a final inspection and approval. In some instances, additional work may be needed before final approval is granted.
8. When final approval is granted you will be notified by letter which will include a copy of your application/permit with final approval signature and a check for your deposit refund (unless the Town keeps the deposit for an additional year just to see if any damage occurs.)
9. The Town Office will then record the Access Permit in the Town records. After recording, the original document will be returned to you for safekeeping.

Please note that the access is not considered a legal driveway until the final approval is given and the document is recorded at the Town Office.

Approved on 6-12-09 by: Warren Whitcomb, III, Ricky Morin and Cedric Longley

**Adopted February 22, 2011 by Selectboard: Ricky Morin, Cedric Longley, Shelley Jones**

**Adopted January 28, 2015 by Selectboard: Ricky Morin, Jubal Durivage, Dale Tatro**