

**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, \$15 per page 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

Town of Eden

Part 1

Application for Access Permit

form updated January 2015

Owner/Applicant Name, Address, and Phone # _____

Person(s) performing the work (if different from above) Name, Address, and Phone # _____

Location of access: Town Highway # _____ (For 4th class roads, see Town Policy on maintenance)

Town Highway Name _____

On the: N S E W side approximately _____ (feet/miles) from existing intersection or established marker (please identify) _____

Please attach a sketch or drawing of the proposed driveway access.

INSTRUCTIONS, RESTRICTIONS, AND CONDITIONS

1. The Town retains a 3-rod (49.6 foot) Right-of-Way on all roads.
2. All driveway culverts will be 15" in diameter or larger.
3. All driveways and culverts will be maintained by the property owner at all times.
4. The Road Commissioner has the right to require maintenance to the culvert at any time.
5. No material or snow is to be pushed from a driveway onto the Town Highway or ROW.
6. No permanent structures or landscaping that protrudes above grade will be placed in the Town ROW.
7. All work is to be done under the supervision of the Road Commissioner. Permit approval shall be granted only after a final site visit and approval by the Road Commissioner. If the site inspection reveals damage to the highway, the applicant shall repair the damage to the satisfaction of the Town no later than 30 days of notification.
8. A recording fee of \$15.00 per page is to be paid by the applicant at the time of Permit Application.
9. A deposit of \$ _____ is required to be paid by the applicant at the time of Permit Application. The deposit will be refunded (without interest) upon approved completion of the access (or one year from date of approved completion or providing inspection reveals no damage to the highway).
10. Work must be completed within one (1) year of Permit date or the Permit is void. Applicant may request in writing an extension of the Permit prior to its expiration date. If Permit expires, the recording fee and deposit will be forfeited, and applicant will have to re-apply for a new Application for Access Permit and submit a new recording fee and deposit.

Owner/Applicant or Owner/Applicant's Agent _____ Date _____

Road Commissioner Comments _____

Road Commissioner Authorization _____ Date _____

Town of Eden

Part 2

Access Permit

Notice: This Permit is issued in accordance with Title 19, §1111 of the Vermont State Statutes relative to highways within the control and jurisdiction of the Town of Eden. The issuance of this Permit **DOES NOT** release the owner/applicant from any requirements of State ordinances, rules, or regulations administered by other governmental agencies. The Permit is to be effective upon compliance with such of these requirements as are applicable and will continue in effect for as long as the present land use continues. Any change from the present land use will require a new permit. This Permit is issued subject to the Restrictions, and Conditions stated in Part 1 of this form, and Additional Instructions, Restrictions, and Conditions, if any, stated below, including any attached documents covering the work described in this Application, and then only when the work is performed and completed as directed. Owners/Applicants are subject to the penalties set forth in 19 VSA §1111 of fines not less than \$100.00 or more than \$10,000.00 for each violation of this Permit or provisions of 19 VSA §1111.

ADDITIONAL INSTRUCTIONS, RESTRICTIONS, AND CONDITIONS:

Selectboard Member

Selectboard Member

Selectboard Member

Date

PERMIT EXPIRATION DATE: _____

Part 3 Final Authorization Approval

Road Commissioner

Date of final inspection

Permit Record Date _____

Deposit Refunded _____ Date: _____

Town of Eden

Profile map/here

PROFILE OF INTERSECTION, SHOWING 9" DEPRESSED RAMP (CUT SECTION)

