



LITCHFIELD PUBLIC WORKS DEPARTMENT  
101 RUSSELL STREET, LITCHFIELD, CT 06759  
PHONE: 860-567-7575 FAX 860-567-7578

DRIVEWAY PERMIT

BOND POSTED: \_\_\_\_\_ CBYD: # \_\_\_\_\_

Map \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

**Location:**

\* Street and Number \_\_\_\_\_

\* Owner of Property: \_\_\_\_\_

\* Mailing Address: \_\_\_\_\_

\* Contacts: Home \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

**Contractor:**

\* Name: \_\_\_\_\_

\* Mailing Address: \_\_\_\_\_

\* Contacts: Phone \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

Pursuant to an ordinance adopted April 14, 1976, a permit is hereby issued to the above named owner for Construction or alteration of a driveway at location named and as more specifically described below.

**A MAP IS REQUESTED OF THE PROPOSED DRIVEWAY LOCATION INCLUDING A REFERENCE DISTANCE TO A NUMBERED UTILITY POLE. A STAKED LOCATION IN THE FIELD IS REQUIRED.**

**\* Check one**

\_\_\_ New construction; drawing(s) required; NOTE: depending on the project, signed and sealed drawings by a Connecticut P.E. might be necessary

\_\_\_ Reconstruction

\_\_\_ Hard - surfacing (Paving)



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This is to certify that I am the owner or lessee of the building or structure, or agent of either, or a licensed engineer or architect employed in connection with the proposed work. All work covered by this application will be done according to the Town of Litchfield Code of Ordinances, Town Policies and Guidelines, Connecticut Building Code, attached Diagrams, and/or any other codes or regulations pertaining to the project. As the applicant I understand that a permit is required before work can start.\*

\* Signature of Owner/Contractor: \_\_\_\_\_ Date: \_\_\_\_\_

This permit is valid only for the **EXACT** location above, and **ONLY** if the following guidelines are adhered to: 1) **Sightline**, 2) **Drainage**, 3) **Culvert Installation**, 4) **Width**, 5) **Grade** and 6) **Pavement**. Failure to adhere to these guidelines will be cause for the Town of Litchfield to correct any defects at the expense of the property owner listed above.

No construction may take place until this application is returned to the property owner listed above and signed under the **Conditional Approval** Section. The applicant agrees to notify the Town when the project is completed and ready for final inspection and final approval.

**ORDINANCE CONCERNING CONNECTING OF PRIVATE DRIVWAYS TO THE PUBLIC HIGHWAY**

Section 1: No person shall construct, resurface or rebuild, on **Town property or Right of way**, any driveway or roadway connecting private property with a highway without first obtaining a Permit from the Town of Litchfield.

Section 2: Approval of an application for a Permit shall be subject to the following conditions; 1, that the applicant is the owner of the property; or 2, the contractor of said owner; or 3, that any driveway approach constructed by him is for the bona fide purpose of securing access to his or her property and not for the purpose of parking or servicing vehicles on Town highway right of way.

Section 3: A permit becomes valid when; 1, the person completes the construction adhering to the guidelines set forth by the Town of Litchfield; and 2, a final inspection and approval have been completed by the Town.

Section 4: Any driveway, approach or improvement constructed within the right of way under Permit shall be subject to inspection by the Town.

Section 5: Validation of an application for Permit shall be based upon the following guidelines: 1) Sight Line, 2) Drainage, 3) Culvert Installation, 4) Width, 5) Grade and 6) Pavement.



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Section 6: Requests for a Permit shall be acted upon within (15) days.

Section 7: Any convicted of a violation of any provision of the ordinance shall be fined not more than \$100.00

Section 8: Any construction(s) carried out by the owner of property that are performed at variance from the approved standards will be cause for the Town to have corrected any defected at the expense of the property owner.

## DRIVEWAY PERMIT GUIDELINES

**Conditions:** The proposed location, design and construction of any driveway(s) under permit shall be evaluated by the Town in accordance with the following criteria:

**Sightline:** All entrances and exits shall be located so that vehicle operators approaching or using them will be able to obtain adequate sight distance in both directions along the highway.

**Drainage:** Drainage discharge from a Town highway or flowing within the right way shall not be altered or impeded. A drainage facility may be installed under any filled area, but must be adequate to carry the water along the highway. See diagram B.

**Culvert Installation:** Culverts with a catch basin may be installed with permission from the Town Highway Department and shall be paid for by the owner. See Diagrams B and C.

**Width:** The maximum width of any home site driveway (this does not include the flared portion of the driveway directly adjoining the Town highway, which should have a 20'-28' maximum width), shall not exceed 20', measured parallel to the direction of the Town highway. No parking areas may be installed within the Town highway right of way.

**Grade:** The grade of entrance and exit shall match the edge of the shoulder. See Diagram A.

**Pavement:** The owner will be required to construct, at his/her own expense, a blacktop apron extending at least 5' beyond the outer edge of the shoulder, and the thickness of this apron shall be not less than 2". The purpose of the apron is to prevent structural damage to the shoulder edge. This only applies to connection of a private driveway to **paved** Town highway.

### OF PARTICULAR IMPORTANCE TO THE TOWN

- All areas disturbed as a result of the operation will be restored to the equivalency of their original condition.



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- Requirements of the Permit are subject to change at any time when field conditions warrant such changes to be made.
- No open drainage pipes are to be laid across the top of the driveway. This applies to the area immediately adjacent to the Town right of way.
- To avoid icy conditions during winter months and to prevent damage to the highway, water must not be allowed to flow down a steep driveway onto the highway.

**TOWN'S APPROVAL NOTES & CONDITIONS:**

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**NOTE: Unless this is endorsed with three signatures on final approval, this Permit is not valid and it is subject to all penalties.**

**This Permit is VOID unless finalized within one (1) year from date of applicant's signature.**

**CONDITIONAL APPROVAL**

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Director of Public Works  
or his representative

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Land Use Administrator

**FINAL APPROVAL**

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Director of Public Works  
or his representative

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Land Use Administrator

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Building Inspector