

**TOWN OF STRAFFORD**  
**HIGHWAY ACCESS POLICY**

**Authority and Purpose**

Under 19 V.S.A., Section 1111 (b), selectmen have the authority to regulate access onto public roads. The rules contained in this policy shall guide the public and the Strafford Board of Selectmen in providing reasonable and safe access onto public roads and preventing unsafe conditions from developing as a result of poor design, construction and maintenance practices.

In addition to the minimum standards in this ordinance, the Town of Strafford will be guided by the following Vermont Agency of Transportation guidelines: B-71, Standards for Residential and commercial Drives and A-76, Standards for Town and Development Roads.

The Board of Selectmen may impose conditions on any highway access approval in order to conform to the standards and criteria set forth in 19 V.S.A., Section 111 (b).

**General Provisions**

Applicants must submit a completed **Highway Access Application Form** to the Board of Selectmen, attaching a map showing the location of the access point and distances to the nearest driveways and intersections.

No construction shall take place until the Board has issued a Notice of Approval to Proceed.

The Board of Selectmen will normally allow only one access point for a single property.

**Notification**

The property owner or owner's agent shall notify the Board at least three days in advance of construction so that the Board, or a designee of the Board, has an opportunity to inspect during installation.

Upon completion of work, the property owner or owner's agent shall notify the Board within a reasonable time, not to exceed ten days, that the intended work has been completed.

## **Liability**

The property owner shall save and hold harmless the Town of Strafford from any damages as may occur to others as a consequence of work performed.

Any damage to utilities or appurtenances as a consequence of work performed shall be repaired by the Town at the expense of the property owner, unless otherwise formally agreed to.

## **Permit System**

A **Notice of Approval to Proceed** is complete when the application form has been approved by the Board and the payment of administrative fee of \$10 (ten dollars) has been received.

Applications shall expire one year from the date of approval, unless otherwise stated.

A **Highway Access Permit** will be issued only upon completion of construction and final inspection by the Town. A **Highway Access Permit** may be revoked by the Board, following a hearing, in the event that there is any violation or nonperformance on any permit condition.

## **Inspection**

The applicant will be expected to arrange up to three site visits with the Selectboard or its designee to review the project: before the **Notification of approval to Proceed** is issued, during construction, and upon completion of construction, unless one or more of these site visits is waived by the Selectboard.

The Board of Selectmen may require a deposit by the applicant to be paid to the Town. Upon inspection of the completed project, if the Selectboard deems the project satisfactory and construction completed in accordance with all approval conditions, the deposit will be refunded. If there are deficiencies in the completion of the project, the property owner will be notified and shall be given an opportunity to correct the same before the Town resorts to the deposit to ensure compliance with the approval.

## **Forms**

The Town will provide all necessary forms for applying for an access permit.

### **Design of Driveway or Access Road**

The Board, if it determines that the situation warrants it, may require a professionally engineered design.

### **Approach to Public Road**

Entrances should be constructed with no more than a 3% grade sloping down and away from the road for a distance of at least 20 feet.

### **Angle of Approach**

Driveways should intersect the road at a preferred angle of 90 degrees but no less than 60 degrees.

### **Site Distance**

A vehicle operator preparing to exit the access point should be able to see without obstruction a minimum of 150 feet in either direction.

No access shall be constructed closer than 275 feet to a sharp curve, hill or other blind area or obstruction. The Selectboard may require that trees be removed and brush be cleared and kept clear on either side of the access to maintain adequate and safe sight distances.

### **Distance between Driveways and Intersections**

Driveway or access roads should be constructed no closer than 20 feet from a property line and no closer than 100 feet from another intersecting driveway or road. The Selectboard may designate greater distances.

### **Culverts**

The Board of Selectmen will determine the length, diameter, placement, type and depth of cover for all culverts in the right-of-way. Installation will be by the Town or under the Town's supervision.

The Town may require an engineering analysis to determine the appropriate culvert size for a specific location and may require that the applicant seek advice from the State of

Vermont Stream Alteration Engineer when stream crossings are involved.

Adopted by the Strafford Board of Selectmen: July 21, 2004

John M. Chair  
TYPED NAME

John M.

Kathleen Campbell