

Town of Pownal
Municipal Property Work Access/Right-of-Way Application
(Do NOT use this application for Sewer Allocations/Connections.)

For right-of-way/curb cut permits fill out applicable information and See Attachment B

Please answer all applicable questions below. IF you have any questions, please call or email the appropriate department before submitting the application. Incomplete applications will be returned.

A fee of \$10.00 payable to the Town of Pownal along with a certificate of insurance must be submitted for each application.

Parcel ID#: _____ Administrative Office has this information (802-823-0116 x102)

Physical Address of Project Address:

Applicant/Landowner: _____

Mailing Address: _____

Phone: _____

Email Address: _____

For Right-of-Way Permit:

What is the distance (in feet) of the proposed access to the nearest intersection, (specify intersection):

What is the site distance (in feet, each direction) from the proposed access:

Has the propose access been flagged? _____

***See Attachment B**

Please check one:

Excavation: In the Highway Right of Way _____ In the Sewer Easement Area _____

Describe the Project: (A simple diagram showing length, width and depth of excavation area may be included) _____

You must acknowledge that you have contacted the following agencies and obtained all applicable maps and/or drawings, as they pertain to project's dig/construction requirements:

I have contacted:

Darcy Pruden, Wastewater Chief Operator @ 802-823-9814 or pownal.wwt@townofpownal.org
____ Yes Are there Municipal Sewer Services located in the dig/project area? _____ Yes _____ No

Joel Burrington, Highway Foreman @802-442-2056 or pownal.highway@townofpownal.org
____ Yes Will you be digging or doing construction in the project or right of way area? ____ Yes ____ No

New England Telephone & CVPS via Dig Safe @ 1-888-344-7233
____ Yes (If applicable)

Vermont Gas Company @ 802-442-6381
____ Yes (If applicable)

Applicant/Landowner Signature: _____

IF APPROVED you will be notified by the department head and the conditions outlined in Attachment A shall apply.

Additional Conditions by the Road Foreman: _____

Additional Comments per the Wastewater Chief Operator: _____

Approved on this day of _____, 20____ by:

Joel Burrington, Highway Foreman
(If Applicable)

Darcy Pruden, WW Chief Operator
(If Applicable)

ATTACHMENT A

The applicant agrees to the following terms upon submission of this application:

1. They assume all responsibility for damage to persons and property resulting from the process of such work and to hold the Town of Pownal harmless
2. They agree to replace the surface of the street/road/sidewalk/lawn in as good condition as it was at the time work began.
3. They agree to properly light and barricade the excavation during the process of work.
4. They must always maintain one lane of traffic, and notify highway, fire, rescue, and police each day. They must adhere to all MUTCD standards regarding signage and traffic control.
5. Work affecting or obstructing a sidewalk must adhere to all MUTCD standards regarding signage, safety, and alternate passage.
6. All excavation will be filled immediately after the job is completed with gravel, hot mix or cold patch as outlined by Road Foreman or his/her designee.
7. Sleeves installed under the road may be cast iron, ductile iron, schedule 40 PVC or other material as approved by Highway Foreman or his/her designee.
 - a. Sleeve under road shall be supported with ¾" stone.
 - b. Sand shall extend from middle of sleeve to one foot above it.
 - c. Common fill may be used to fill the excavation up to the base material of the road, but 1 1/2" of bank run gravel shall be laid on top of the common fill and covered with 3" of crushed gravel and 4" of hot mix in two lifts.
 - d. All fill materials shall be compacted every 6".
 - e. Sleeve shall be backfilled with clean fill to not exceed 2" in size.
 - f. Any excavation within right of way must be filled in one workday and prior to 8pm.
 - g. Alternatively, the excavation may be filled to grade with 7" of crushed gravel to allow for compaction over a two-week period. At the end of two weeks, the crushed gravel must be dug out to 4" below adjoining pavement grade, and the area filled with 4" of hot mix compacted in two lifts. Applicant shall be responsible for maintaining fill during this two-week period.
 - h. All pavement must be guaranteed for one year from date of completion.
 - i. The Town of Pownal is not responsible for any failure of a sleeve within the highway right of way.
 - j. Failure to meet these terms will result in construction shut down until site meets construction standard**

ATTACHMENT B

RIGHT OF WAY PERMIT CONDITIONS

- 1.** This permit does not become effective until the Owner/Applicant records, in the office of the appropriate municipal clerk, the attached “Notice of Permit Action”.
- 2.** The access must be constructed in such a manner as to prevent snow, sand, ice water or any other material from flowing onto the town highway. If the access is not constructed satisfactorily, the Agency can order reconstruction of the access at the Owners expense.
- 3.** The access will serve as the only access to this property and to any future subdivisions of this property unless approved otherwise by the Agency. The Permit Holder is required to allow a connection between the access and the adjoining properties (in the future) that will result in a combination of accesses to serve more than one property or lot. By issuance of this permit, all previous permits for access to this property are revoked.
- 4.** A new culvert approved by the Agency shall be placed under the access. The size shall be 15 inches in diameter. The culvert shall be placed so that existing drainage flow is undisturbed and ponding is not created. The Applicant may have to excavate the roadside drainage ditch to accommodate the required culvert. Culvert location shall be staked, reviewed and approved by the Agency prior to installation. There shall be no headwalls allowed within the town right-of-way on the ends of drive culverts.
- 5.** In the event traffic from this project increases to the point where traffic signals, additional lanes for turning or any other modifications are necessary, the expense of such improvements or facilities shall be borne by the Permit Holder, his/her successors, and assigns. The Permit Holder may be required by the Agency to update or provide a traffic study to determine if additional modifications are necessary.
- 6.** The Permit Holder is responsible for maintenance (beyond the edge of traveled portion) “Access Maintenance” will include, but not limited to, the surface of the access, the replacement of the culvert, as necessary, the trimming of vegetation, and the removal of snowbanks to provide corner sight distance.
- 7.** In conformance with Title 19 VSA-1111(f), this access may be eliminated in the future where development has burdened the highway system to such an extent that a frontage road or other access improvements (which may serve more than one property or lot) must be constructed to alleviate this burden. The expense of the frontage road or other access improvements shall be borne by the Permit Holder, his/her successors or assigns of the properties abutting road or served by the access. The Agency shall determine the need of a frontage road or other improvements based upon and justified by standard Agency procedures.