

Date: \_\_\_\_\_

Permit # \_\_\_\_\_

Administrative Fee: **\$30.00**

**TOWN OF ROYALTON  
APPLICATION FOR DRIVEWAY ACCESS PERMIT  
Royalton Road Foreman – Telephone 763-7667;  
Royalton Selectboard’s Office – Telephone 763-7967**

**Instructions for Application for Access Permit to Royalton Town Roads**

In accordance with Vermont law and Royalton Ordinance Regulating Access to and Use of Public Rights of Way, anyone seeking a driveway entrance on a town road must obtain a permit from the Selectboard prior to construction. The Royalton Selectboard has adopted a procedure to obtain a driveway access permit. The six steps are:

1. Consult the Road Foreman about your proposed access for recommendations about design, drainage, visibility, etc.
2. Fill out application form and attach a drawing, preferably to scale, showing the proposed driveway, its exact location on the town road (show distances to landmarks or cross-roads), and any proposed drainage facilities. If a survey map exists, please include it. Stake and flag each side of the driveway where it will meet the town road, showing the application number on the flags.
3. Submit your completed application to the Selectboard’s Assistant who will forward it to the Road Foreman. There is a place on the form for his review and recommendations.
4. The application will also be forwarded to the Planning Commission for its review. You may be asked to attend a Planning Commission meeting to answer questions. The Planning Commission will review the application and make its recommendations to the Selectboard.
5. The Selectboard will make the decision to approve or disapprove the permit. **Construction on the access shall not begin until the Selectboard has issued approval for use.** Applicant should allow thirty days for the completion of these five steps.
6. Once the access has been completed you must notify the Selectboard’s Office for final inspection.

The purpose for the procedure is to “adequately protect and promote the safety of the traveling public”; by, for example, ensuring adequate visibility, preventing drainage problems, and possibly providing for a single access road for larger developments. The Selectboard has adopted these procedures to obtain informed advice from the Road Foreman and the Planning Commission so that it can properly apply these standards. The applicant will follow the Vermont Agency of Transportation Standard B-71 Form “Standards for Residential and Commercial Drives” which is an addendum to this application.

**Part I**

**Applicant/Owner:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

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

**Owner of Property:** \_\_\_\_\_ **Person Performing Work:** \_\_\_\_\_

**Town Highway being accessed:** \_\_\_\_\_

**Please attach a site plan drawing to this application.**

**Use of Access: Residential Agricultural Commercial Sub-Division (please circle appropriate one)**

**Description of access requested: (include location (indicate the two 911 addresses that the proposed accesses will be between), distances to other roads and intersections, etc:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**The undersigned requests an access permit for construction of a driveway access in accordance with Vermont Agency of Transportation standards to serve the property described in this application. The applicant agrees to maintain said access and adhere to the directions, restrictions and conditions forming a part of this permit.**

**Dated:** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Applicant or Applicant’s Agent**

**Part II – Road Foreman Review for Construction**

Recommendation: Approval: \_\_\_\_\_ Disapproval: \_\_\_\_\_ Conditional Approval \_\_\_\_\_

Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Road Foreman** \_\_\_\_\_ **Date:** \_\_\_\_\_  
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**Part III – Planning Commission Review for Construction**

Recommendation: Approval: \_\_\_\_\_ Disapproval: \_\_\_\_\_ Conditional Approval \_\_\_\_\_

Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Chair, Planning Commission** \_\_\_\_\_ **Date:** \_\_\_\_\_  
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**Part IV – Selectboard Review for Construction**

Recommendation: Approval: \_\_\_\_\_ Disapproval: \_\_\_\_\_ Conditional Approval \_\_\_\_\_

Conditions \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Chair, Royalton Selectboard** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Permit is Hereby Approved for Construction. This permit remains valid for one year from this date.**  
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**TOWN OF ROYALTON  
APPROVAL FOR USE OF DRIVEWAY ACCESS**

**Part V – Final Inspection - Approval For Use**

**Notice:** This permit is issued in accordance with the Town of Royalton ordinance Regulations Access to and Use of Public Rights of Way and Title 19, Section 1111, V.S.A., relative to all highways within the control and jurisdiction of the Town of Royalton. The issuance of this permit does not release the applicant from any requirements of statutes, ordinances, rules and regulations administered by other government agencies. The permit will be effective upon compliance with such of these requirements as are applicable and 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 directions, restrictions and conditions contained herein and on the reverse of this form and any attachments hereto, and cover only the work described in this application, and then only when the work is performed as directed. Violations are subject to the penalties set forth in Title 19, Section 1111, V.S.A. of fines of not less than \$100, not more than \$10,000 for each violation.

**Date of Inspection Approval:** \_\_\_\_\_

**Approved:** \_\_\_\_\_  
**Royalton Selectboard's Duly Authorized Agent**

**Access is hereby approved for use.**