



# TOWN OF ORLAND

## Public Works Entrance Permit Application

For Office Use Only

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

Street Name: \_\_\_\_\_

Fee: \_\_\_\_\_

Check type of permit:

- New Entrance
- Entrance Improvements
- Entrance Relocation

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Location of work: \_\_\_\_\_ Tax Map \_\_\_\_\_ Lot \_\_\_\_\_

Lot Street Frontage \_\_\_\_\_

Entrance Description: (Please check where applicable)

Type of Entrance:     Residential     Commercial     Temporary  
 Other (describe) \_\_\_\_\_

Number of existing entrances for the lot \_\_\_\_\_

Number of proposed entrances \_\_\_\_\_

Proposed entrance width (at the street): \_\_\_\_\_

Estimated sight distance at the entrance \_\_\_\_\_

This application has been:  Approved     Denied    \*IF denied, reason for denial: \_\_\_\_\_

Signature of Road Commissioner: \_\_\_\_\_ Date: \_\_\_\_\_

Conditions of Approval:

- The Driveway Entrance Permit is effective for two (2) years from the date of approval. If the driveway entrance had not been completed within that permit period, the permit is deemed expired and a new application must be submitted and approved.
- Driveway Entrance Inspection: The applicant shall notify the Road Commissioner within five (5) business days from the completion of construction or alteration of the driveway entrance. The Road Commissioner shall conduct an inspection of the driveway entrance to ensure full compliance with all provisions of this ordinance and terms of this permit.
- Building Permits: The Code Enforcement Officer shall not issue building or other development permits until a driveway entrance permit is obtained.
- The following culvert(s) shall be installed: Length: \_\_\_\_\_ Diameter: \_\_\_\_\_  
Type: \_\_\_\_\_ No culvert required
- Other: \_\_\_\_\_

### **C. Culvert Installation Standards**

1. The minimum diameter of any culvert shall be 15 inches, the minimum length shall be 20 feet and the maximum length shall not exceed 30 feet unless the Road Commissioner approves otherwise.
2. All culvert pipe and fitting materials shall be new and shall be constructed of High Density Polyethylene (HDPE) meeting at least AASHTO M294, Type S standards and shall be installed according to this policy and the manufacturer's recommendations. Where there may be inconsistencies or conflicts between these, the Road Commissioner shall make the final determination.
3. When setting a culvert, all mulch, peat or other organic material must be removed from the base area and replaced with gravel bedding material no larger than 2-1/2 inches. If a culvert must be installed over ledge or other unyielding material, the culvert must be placed on 12 inches of acceptable bedding material.
4. Culverts must be set at a downhill pitch of 2-4% (approx. 6-10 inches for a 24 ft. culvert).
5. Backfill material around the culvert and a minimum of 12 inches of cover material over the culvert must be placed in 6-inch lift increments and compacted to 95%. If the depth of the cover material cannot meet the minimum 12-inch requirement due to the presence of ledge, this may be reduced to the greatest practical extent as determined by the Road Commissioner.
6. Road ditches on each end of the culvert must be dug out for a distance adequate to provide for the free flowage of stormwater through the culvert. At a minimum, the ditch at the inlet of the culvert must be opened to allow full passage of water into the culvert and, the ditch from the outlet of the culvert must be tapered down-slope for a distance sufficient to result in a continuous grade elevation equal to or less than that of the base, or invert, of the installed culvert.
7. The grade of the entrance shall slope away from the road surface at a rate of 1/2 inch per foot to provide for a low spot 3 feet beyond the edge of the existing shoulder, but not less than 5 feet from the edge of the pavement or traveled way and shall be graded so that surface water shall be carried away from the road.
8. Culverts shall extend at least 6 inches beyond the base of a 2-to-1 slope on either side of the driveway and rock headers must be installed around both ends of the culvert.
9. When it is anticipated the culvert size may need to exceed 24 inches in diameter, the landowner/developer may be required to obtain professional advice for sizing and installation of the culvert. All such costs shall be paid for by the landowner/developer.
10. Driveways shall not be ditched to carry new stormwater from the developed site to the Town road ditch. The developed site includes all new structures, driveways and private roads, parking areas, sidewalks, and other changes to real estate resulting in new impervious surface area.
11. The landowner/developer is responsible for providing all necessary barricades, lights, warning signs and other devices as necessary to safeguard traffic properly while work is in progress.