TOWN OF POMFRET

APPLICATION FOR TOWN HIGHWAY ACCESS ROAD PERMIT

(Application fee of $100 payable to Town of Pomfret)

Access Road Type (check one): ☐ Private Drive* ☐ Agricultural ☐ Forestry ☐ Temporary/Construction†

Applicant Name: _____ Phone: _____ Email: _____

Applicant Mailing Address: _____ State: _____ Zip: _____

(*Complete only if Applicant is not the Landowner*)

Landowner Name: _____ Phone: _____ Email: _____

Landowner Mailing Address: _____ State: _____ Zip: _____

The undersigned Applicant requests permission to develop, construct, regrade, or temporarily use the access road type indicated above.

Access Road Location: on the _____ (cardinal direction) of _____ (town highway name)

at approximately _____ (feet) from the intersection of _____ (nearest town highway intersection).

Temporary/Construction only: Commencement date _____ Completion date _____

Please provide a brief description of the work to be done: _____

_____

(PROVIDE DETAILED SKETCH OF ACCESS LOCATION AND LAYOUT ABOVE)

The following conditions, standards and restrictions shall apply to the first 20 feet of a newly developed, constructed, regraded, or temporary access road (measured from the edge of the traveled way) unless waived herein:

General Conditions

1. *Application Fee.* A $100 non-refundable application fee shall be submitted before an application will be considered.
2. *Site Visit.* The Selectboard and Road Commissioner shall make a site visit prior to approving a permit.
3. *Final Site Inspection.* Upon completion of work, the Applicant or its agent shall notify the Town within ten days to arrange a final site inspection.
4. *Noncompliance.* Any work deemed not in compliance with the permit shall be corrected and reinspected for approval.
5. *Final Approval.* Work shall be approved by the Selectboard or its designee before any use of the access may be started.

---

* Each residence is limited to one driveway access.

† A temporary/construction access is an access road used for a limited period in connection with construction or the staging or storage of equipment or materials. It does not count toward the one-driveway limit for a residence.

Design Standards[‡]

1. *Intersection Angle.* Access roads shall be constructed at a 90 degree angle to the town highway.
2. *Minimum Sight Distance.* Sight distances shall be at least as shown in the table below in both directions when viewed from a height of eye of 3.5 feet on the drive to a height of eye of 2.0 feet on the roadway, from a point 15 feet (paved highways) or 10 feet (unpaved highways) back from the edge of the traveled way. Unposted Class 2 Town highways shall be deemed posted at 45 mph and all other unposted Town highways at 25 mph.

Minimum Sight Distance

Posted Speed (mph)	*Minimum Sight Distance (feet)*
25	155
30	200
35	250
40	305
45	360

3. *Access Road Width.* Access roads shall be 16 feet wide and graded and sloped such that water from the access road does not enter the Town highway. It is recommended that the driveway or access road have a grade dropping six inches in 10 feet before extending either up or down slope.
4. *Culverts.* Culverts shall be installed if deemed necessary by the Selectboard or its designee and shall conform to standards described in Section 5.3(h) of the Pomfret Highway Ordinance.
5. *Vegetation.* Vegetation and trees shall be removed as necessary to provide for visibility and safety.

Additional Conditions for Temporary/Construction Access

1. *Permit Term.* Use of the access shall begin and end within the dates stated above, unless extended by the Selectboard.
2. *Highway Protection.* The pavement edge shall be protected and any damage to the Town highway promptly repaired.
3. *Traffic Control.* Trained flaggers shall be used when construction vehicles enter or exit the Town highway, if required.
4. *Site Restoration.* At the end of the permit term, the access area shall be restored to its prior condition.

The undersigned Applicant agrees to adhere to the conditions, standards and restrictions forming a part of this permit, and understands that this permit, if issued, will be issued in accordance with 19 V.S.A. 1111 and the Pomfret Highway Ordinance and may be voided in the event of misrepresentation, substantial inaccuracy or failure to undertake development, construction, or regrading of the access road within one year of the date of approval. If Applicant is not the Landowner, Applicant has provided the Landowner with a copy of this completed Application and obtained the Landowner's signature below.

Applicant Signature	Applicant Printed Name	Date

(*Complete only if Applicant is not the Landowner*)

The undersigned Landowner acknowledges they have received a copy of this completed Application.

Landowner Signature	Landowner Printed Name	Date

[*Remainder of page intentionally blank. Application form continues on next page.*]

[‡] Any of the standards listed herein may be waived or varied upon the Applicant's request and following consideration by the Selectboard and Road Commissioner of public and private interests, topography, adequacy of highway design, ease of snow removal, drainage, and maintenance of safe conditions in all seasons for the traveling public.

OFFICIAL USE ONLY

Application fee of $100 received on _____, 20_____ by _____.

Permit expiration date (Temporary/Construction only): _____, 20_____.

Culvert Required (*min. 18-inch diameter*)? ☐ Yes ☐ No

Additional conditions, standards and restrictions; waivers of design standards (if any):

_____

_____

_____

_____

_____

_____

_____

_____

_____

PERMIT APPROVED this _____ day of _____, 20_____.

_____ _____

Road Commissioner Selectboard Chair

FINAL APPROVAL. The work described in this permit has been constructed in accordance with the above conditions, standards and restrictions and is acceptable under State and local regulations.

_____ _____ _____

Road Commissioner Selectboard Chair Date

Form adopted by the Pomfret Selectboard January 4, 2023,
as amended November 18, 2026. Supersedes all prior dated forms.