

**TOWN OF POMFRET  
DRIVEWAY APRON CONSTRUCTION PERMIT**

1. The Director of Public Works must approve the driveway location, alignment, and drainage and sign for pre-construction approval below before any work begins.
2. Each contractor working on the driveway shall obtain a driveway permit. (It is the responsibility of the property owner to ensure that each driveway contractor has a permit.)
3. The contractor shall make an appointment with the Director of Public Works for construction approval once the driveway is completed – but before paving. 860-974-3358 or 860-974-0191.
4. No Certificate of Occupancy (CO) shall be issued unless the driveway construction has been approved by, or a waiver is obtained from, the DPW.
5. Fees: \$30.00 application fee plus \$3,500.00 cash or surety bond or amount as required.

Application must be completed and mailed or delivered to the First Selectman's Office.

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

Application is hereby made to: (describe fully, attach plan or sketch as required) \_\_\_\_\_

\_\_\_\_\_  
Addition work as required by the DPW as a condition of approval: \_\_\_\_\_

\_\_\_\_\_  
Name of Town Road or Highway: \_\_\_\_\_

Define Location of Proposed Work: \_\_\_\_\_

Name of Surety Company: \_\_\_\_\_ Amount of Surety Bond: \_\_\_\_\_

Approximate time required to complete the work: \_\_\_\_\_ Desired Start Date: \_\_\_\_\_

Issue Permit to: \_\_\_\_\_

Name	Address	State	Zip
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Before permit is issued, I agree to furnish a surety bond and certificate of insurance for bodily injury liability and property damage liability in the type and in the amount required, to reimburse the Town of Pomfret for expenses and damages caused by the execution of the work, and to perform the work according to Pomfret Town Ordinance.

_____ Signature of Applicant	_____ Phone
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The owner of the property for whom this is being performed agrees to accept all future maintenance responsibility for the work as described herein: \_\_\_\_\_

**Signature of Owner**

Pre-Construction Approval Yes \_\_\_ No \_\_\_      Construction Approval Yes \_\_\_ No \_\_\_

\_\_\_\_\_  
Signature – DPW

\_\_\_\_\_  
Signature - DPW

**TOWN OF POMFRET  
DRIVEWAY APRON ORDINANCE**

**This Driveway Apron Ordinance was adopted at a Special Town Meeting held November 17, 1997, Effective Date: December 6, 1997; and Revised at a Special Town Meeting held October 7, 2014. (Repealing the Ordinance to Locate Private Driveway Into Town Roads- Effective March 26, 1970, and Amended September 23, 1986).**

**Section 1. Definitions:**

**Applicant:** The term “Applicant” refers to the person proposing a driveway apron.

**Board:** The Board of Selectmen for the Town of Pomfret, Connecticut or their authorized representative.

**Business/Commercial:** The retail and wholesale delivery of goods and services.

**Driveway Apron:** The access onto or an egress from a Town Road or Street.

**Industrial:** The storage, manufacturing and processing of goods, wholesaling and related storage, research laboratories, general office space, printing and publishing establishments and bulk storage or cement and petroleum products.

**New Driveway Apron:** An access onto or an egress from a street that was not in existence on or before the adoption date of this ordinance, or an existing access or an existing egress from a street, where the use of that driveway apron has changed.

**Person:** Includes Corporations, Partnerships, Firms, Associations and or any other entity.

**Residential Dwelling Unit:** A building or portion, thereof, containing complete house keeping facilities.

**Road Standards:** Shall mean the standards and specifications set forth in the Public Improvements Specifications prepared by the Northeastern Connecticut Council of Governments, 1988 as amended.

**Street/Road:** Any Town maintained way constructed for and dedicated to movement of vehicles and pedestrians. The word shall not include private driveways and rights-of-ways (R.O.W.).

**Town:** The Town of Pomfret, Connecticut.

**Section 2. Purpose:**

It is the declared purpose of this ordinance to regulate driveways for the purpose of providing safe and structurally adequate access onto streets.

**Section 3. Procedure:**

1. No person shall construct a new driveway apron or relocate an existing driveway leading into a Town Road without first obtaining a written permit from the Board of Selectmen of the Town of Pomfret.
2. No Building Permit(s) will be issued until the applicant has applied for and received a Driveway Apron Construction Permit.
3. No Driveway Apron Construction Permit will be issued until a Thirty-five hundred dollar \$3500.00 [\$2,000.00] Driveway Surety Bond or cash deposit for each driveway has been received by the Board of Selectmen naming the Town of Pomfret as the insured.
4. Construction of the driveway apron may start only after issuance of the Driveway Apron Construction Permit. Road areas must be kept clean of mud, dirt, stones etc. by installing a tracking pad of no less than no less than twenty-five (25) feet in length and twelve (12) feet in width.
5. Final approval of the driveway apron will be issued by the Board or its designee when all work is completed in accordance with the standards as verified by a post construction inspection. The Building Official will be notified when this approval is given.
6. No Certificate of Occupancy will be issued until the final approval of the driveway apron has been issued.
7. Applications shall be made to the Board on a form provided by the Board. A sketch plan showing proposed dimensions and location of driveway and lot boundaries and fee of Thirty Dollars (\$30.00) must accompany the application. Any highway guardrails which need to be removed shall be noted on the sketch plan and be removed by the Pomfret Public Works Department before driveway apron construction is started. The applicant will be issued a Driveway Construction Permit only if all required standards are met. Construction must be completed within six (6) months of the date of permit issuance.
8. All driveway aprons must and will abut exiting surface of the Town Road. No overlayment will be allowed onto the Town Road surface.

**Section 4. Standards:** The following standards shall apply to all new residential, business/commercial, and industrial driveway apron construction:

1. One (1) residential unit (figure 1 & 2).
2. Two (2) residential units (figure 1 & 2).
3. Three (3) or more residential units (figure 1 & 2).
4. Business Commercial (figure 3).
5. Industrial (figure 3).

The following standards shall also apply to all new driveway apron construction:

6. Driveway aprons shall intersect roadways at an angle of approximately ninety (90) degrees and shall be located and designed with a minimum sight distance of three-hundred (300') feet.
7. Driveways shall be designed to prevent storm water flows from entering a Town street; and, wherever possible, the Town right-of-way. Privately owned and maintained drainage diversion swales, detention areas, and/or dry wells shall be utilized to the greatest extent possible. Culverts, with a minimum diameter of fifteen (15) inches, shall be used when crossing Town drainage ways. Whenever private swale or private detention area is utilized in diverting driveway water from the Town right-of-way, the owner of the subject lot(s) shall be responsible for maintaining the swale or detention area and any culverts in accordance with the approved design.
8. Driveway aprons shall be located as far as possible from roadway intersections and no closer than two-hundred fifty (250) feet from any roadway intersection, unless some less distance is required to meet the sight line requirements of these Regulations or to comply with the provisions of any permit issued pursuant to the Pomfret Inland Wetlands and Watercourses Regulations.
9. The Board of Selectmen may waiver specific "Standards" (section 4), within this ordinance, if the standards waived, do not decrease the safety of, and/or the structural adequacy of, any "New Driveway Apron".

**Section 5. Violation:**

Failure of any person constructing or locating such new driveway to first obtain such a permit shall constitute a violation of the ordinance and any such person shall be subject to the penalties provided in section 7-148 of the Connecticut General Statutes, Revisions of 1958, as amended. Each day such driveway is permitted or suffered to remain shall constitute a separate violation.

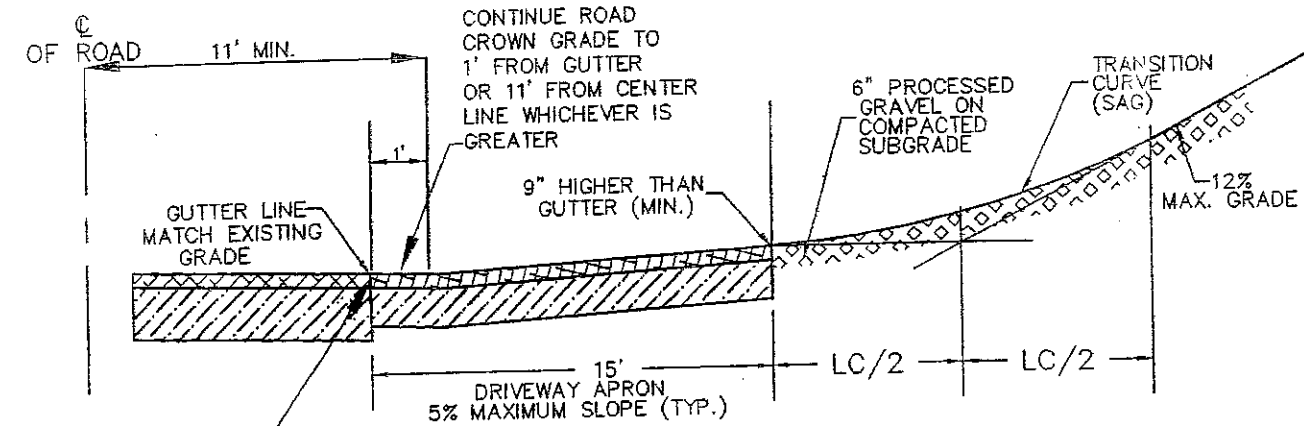
**Section 6. Safety:**

In the implementation of this ordinance, the Board of Selectmen may establish no parking zones on Town roads to prevent the creation of safety hazards due to the parking of private vehicles within the public right-of-way.

**Section 7. Effective Date:** This ordinance shall become effective fifteen (15) days after publication.

**Adopted at Town Meeting held November 17, 1997.**

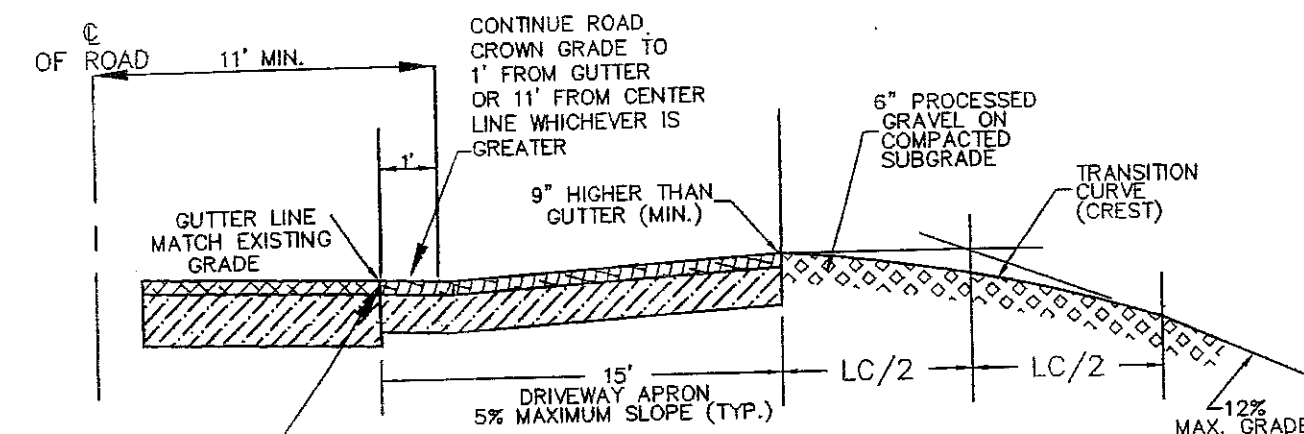
**Effective Date: December 6, 1997. Revised at Special Town Meeting held October 7, 2014; Added Underlined and [Removed in Brackets].**



SAW-CUT PAVEMENT  
 @ STABLE EDGE &  
 APPLY TACK COAT

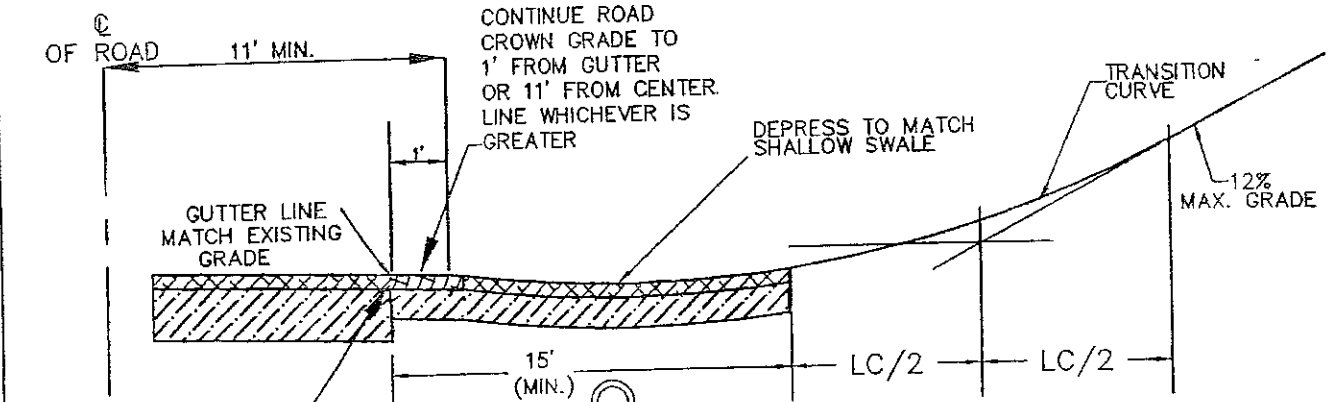
**UPHILL DRIVEWAY SECTION**

DRIVEWAYS GREATER THAN 8%  
 SLOPE SHALL BE PAVED FROM  
 5% SLOPE



SAW-CUT PAVEMENT  
 @ STABLE EDGE &  
 APPLY TACK COAT

**DOWNHILL DRIVEWAY SECTION**



SAW-CUT PAVEMENT  
 @ STABLE EDGE &  
 APPLY TACK COAT

MIN 15" DIA. PIPE FOR SWALES.  
 MIN. 18" COVER. PIPE TO BE SIZED  
 FOR GUTTER FLOW.

**DRIVEWAY SECTION OVER SWALE**

THE DETAIL SHOWN ABOVE SHALL BE USED ON ROADS  
 HAVING NO CURBS AND WHERE OFF-ROAD DRAINAGE  
 EXISTS

**RESIDENTIAL DRIVEWAY DETAIL**

N.T.S.

SAW-CUT PAVEMENT  
⊗ STABLE EDGE &  
APPLY TACK COAT

BITUMINOUS  
CONCRETE  
APRON

GUTTER LINE  
FLUSH

PROPERTY OR R.O.W. LINE

22' MIN.

12' MIN.

10' MIN.

### PLAN VIEW

⊕ ROAD

SAW-CUT PAVEMENT  
⊗ STABLE EDGE &  
APPLY TACK COAT

CONTINUE ROAD  
CROWN GRADE TO  
1' FROM GUTTER  
OR 11' FROM CENTER  
LINE WHICHEVER IS  
GREATER

GUTTER  
LINE  
FLUSH

PROPERTY OR R.O.W. LINE  
9" HIGHER THAN GUTTER

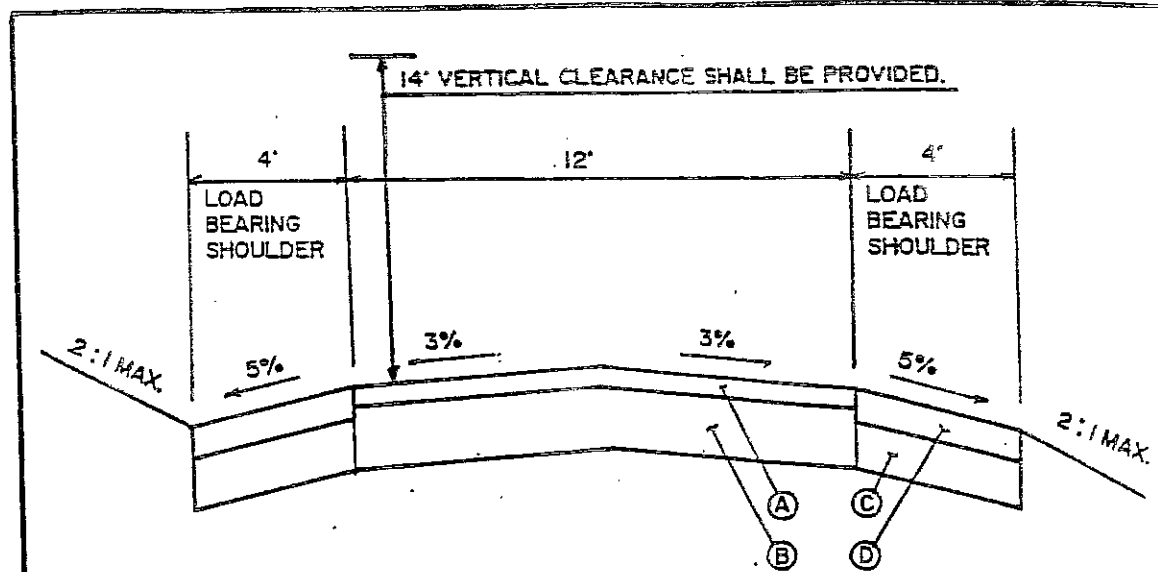
APRON:

### SECTION

3" BIT. CONC. ON  
2" PROCESSED GRAVEL (MIN.)  
10" COMPACTED GRAVEL (MIN.)

## DRIVEWAY APRON DETAIL

(NOT TO SCALE)



- (A) 2" - 3/4" PROCESSED TRAP ROCK
- (B) 10" COMPACTED GRAVEL
- (C) 8" COMPACTED GRAVEL
- (D) TOPSOIL

MAXIMUM PERMITTED DRIVEWAY GRADE IS 12%.

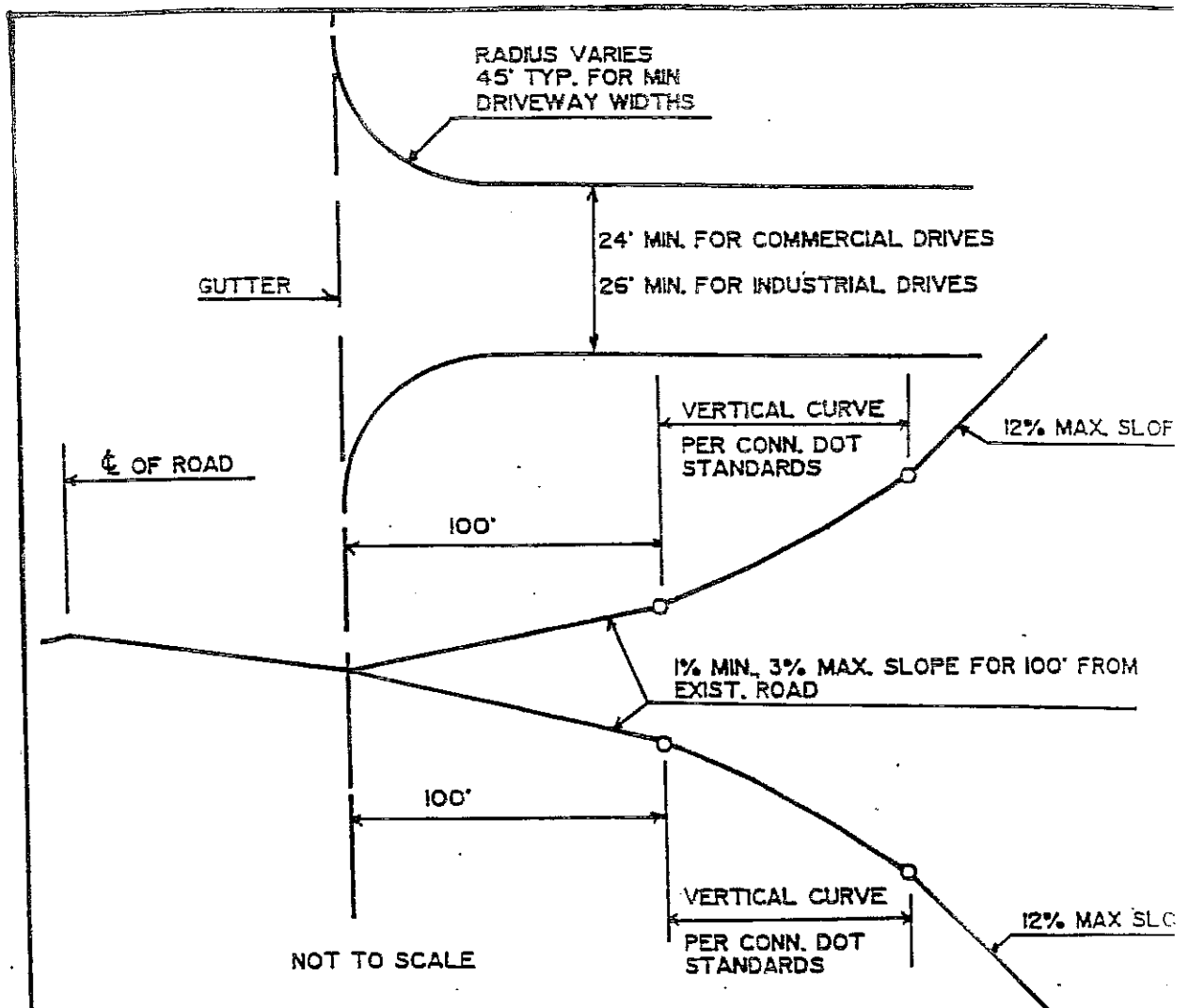
FOR A DRIVEWAY GRADE GREATER THAN 8% THE DRIVEWAY SHALL BE PAVED STARTING AT THE 5% GRADE LIMITS. PAVEMENT SHALL BE 3" BITUMINOUS CONCRETE INSTALLED IN 2 COURSES.

DRIVEWAY STORM DRAINAGE CULVERTS SHALL MEET THE CURRENT NORTHEASTERN CONNECTICUT COUNCIL OF GOVERNMENTS "PUBLIC IMPROVEMENT SPECIFICATIONS

TURN OFFS OF 30' LONG x 10' WIDE SHALL BE PROVIDED EVERY 300'.

## TYPICAL COMMON DRIVEWAY CROSS SECTION FOR TWO RESIDENCES.

NOT TO SCALE



NOTES: INTERSECTIONS TO BE DESIGNED FOR WB-50 VEHICLE. MINIMUM FORTY FIVE FOOT RADIUS WILL BE REQUIRED FOR 26' (OR LESS) WIDE DRIVEWAYS.

SIGHT LINES TO BE PROVIDED PER CONN DEPT. OF TRANSPORTATION GUIDELINES.

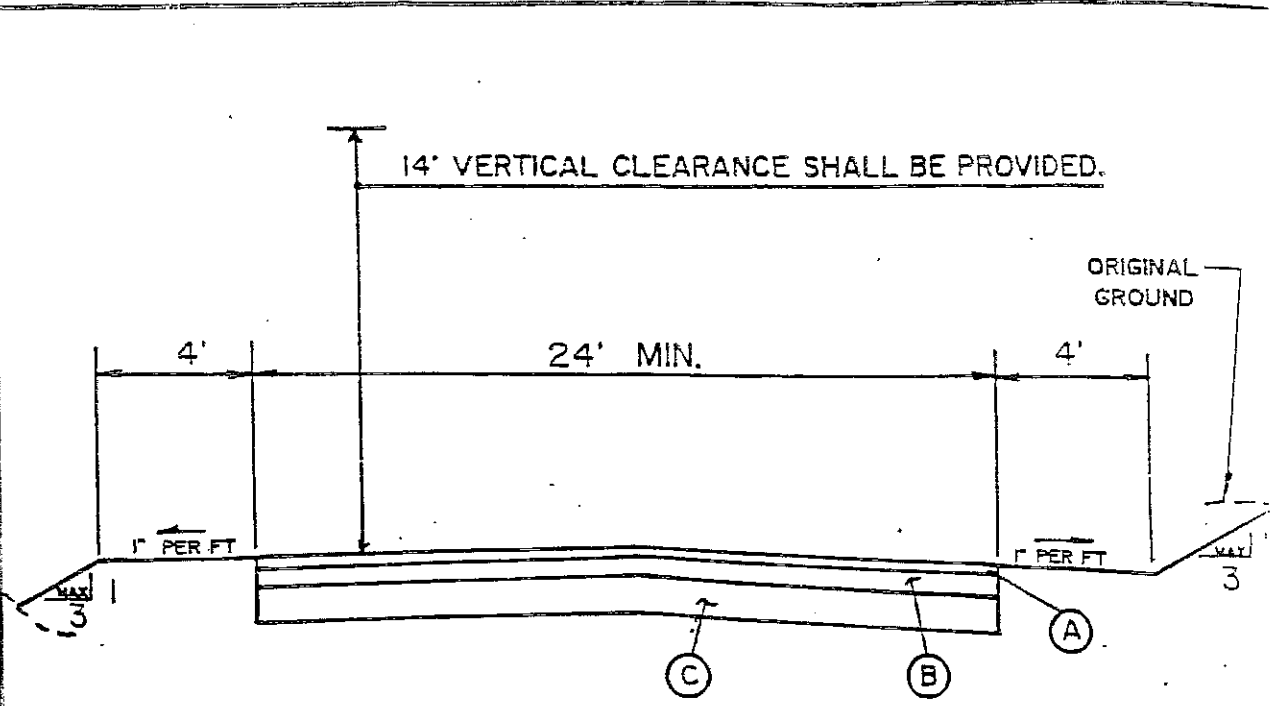
STORM DRAINAGE TO BE PROVIDED PER CONN DEPT. OF TRANSPORTATION GUIDE LINES. REINFORCED CONCRETE PIPE MINIMUM DIAMETER OF 15" TO BE USED.

PROPOSED INDUSTRIAL/COMMERCIAL DRIVEWAYS SHALL BE PAVED PER TOWN DRIVEWAY STANDARDS.

THE REQUIRED 1% MIN - 3% MAX SLOPE FOR THE FIRST 100 FEET AT A DRIVEWAY INTERSECTION MAY BE REDUCED TO 3% FEET WITH APPROVAL OF TOWN ENGINEER.

## COMMERCIAL - INDUSTRIAL DRIVEWAY DETAILS





- (A) 1 1/2" COMPACTED PREMIXED BITUMINOUS BASE & 1 1/2" COMPACTED BITUMINOUS SURFACE COURSE
- (B) 6" PROCESSED STONE AGGREGATE
- (C) 12" MIN. COMPACTED GRAVEL SUBBASE

DRIVEWAY STORM DRAINAGE CULVERTS SHALL MEET THE CURRENT NORTHEASTERN CT COUNCIL OF GOVERNMENTS "PUBLIC IMPROVEMENT SPECIFICATIONS".

**TYPICAL CROSS SECTION FOR COMMERCIAL DRIVES**

NOT TO SCALE