

**GENERAL INSTRUCTIONS FOR PERMIT  
TO DEVELOP/IMPROVE ACCESS TO SITE**

1. The width of any entrance or exit shall not be less than 10 feet or exceed 20 feet, measured parallel to the direction of the highway except as otherwise may be designated by the Town's Inspector.
2. The grade of entrances and exits shall exactly match the edge of the shoulder.
3. Drainage discharged from the highway or flowing along it within the right-of-way shall not be altered or impeded and the applicant must provide, at his expense, suitable structures for drainage as directed by the Town's Inspector.
4. All entrances and exits shall be so located that vehicle operators approaching or using them will be able to obtain adequate sight distances in both directions along the highway. All slopes shall be stabilized by the permit applicant by seeding or other method approved by the inspector.
5. All driveways that slope toward a highway where eroded material may wash onto the highway shall be paved on the entire section within the highway right of way with black top or concrete or other material approved by the Inspector. The remainder of the area, graded to drain to the highway, shall be stabilized to prevent erosion and washing material onto the highway. The pavement shall be joined in a straight line at the intersection with the Town's highway and shaped to accommodate highway drainage.
6. The permittee will be required to construct, at his sole expense, a bituminous or concrete apron, extending at least five feet beyond the outer edge of the shoulder. The purpose of this is to avoid structural damage to the shoulder edge by traffic when it passes from the hardened shoulder of the highway to a softer driveway surface.
7. All driveways which have a minus grade away from the highway shall be graded to a specified gutter grade and ramped upward 6" above the gutter and this area paved sufficiently far back to prevent erosion and allow for the acceptance of highway water.
8. The drainage facility installed under any filled area must be adequate to carry the water along the highway.
9. Where a private driveway has been constructed to intersect with a Town Highway, the Town shall not be responsible for any future flow of water down said driveway.
10. Sketch map required on all applications. A more detailed map will be required if wetlands are involved.
11. Permit is issued only for described work; for any further improvement a new permit must be obtained.

Read and acknowledged by applicant this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Applicant's (or Agent's) Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

\*There may be additional special instructions and conditions for specific applications.