

# **BROOKLINE**

## **Driveway Culvert Policy/Package**

Amended as of December 7, 2022

### **Overview**

Driveway culverts installed within the Town's Right of Way shall not be less than 15" CMP, HDPE or equivalent and installed as per the plan, drawing and/or conditions set forth in the 'NOTICE OF APPROVAL TO PROCEED' by the Selectboard, with the assistance of the Brookline Road Commissioner and Road Foreman, who have the authority and responsibility to determine what conditions, restrictions, and specifications apply and if and when they are met.

Costs for first-time permitted and properly installed driveway culvert(s) and its (their) installation shall be borne by the property owner. Properly permitted and installed driveway culverts become, thereafter, the property and responsibility of the Town.

The Brookline Driveway Culvert Policy is intended, at a minimum, to be in compliance with Title 19, Chapter 11, Subchapters 1111 and 1108 V.S.A. The process and issuance of notices does not release the applicant from any requirements of statutes or ordinances ruled by other local regional or state agencies. If any conditions, restrictions and specifications defined within the 'Notice of Approval to Proceed' are not met, violations are subject to the penalties set forth in Title 19, Chapter 11, Subchapter 1111 of fines not less than \$100 or more than \$10,000 for each violation.

Damage caused to the town highway resulting from owner and/or installer non-compliance with required conditions, restrictions and specifications of the Municipal authorities is the responsibility of the owner and/or installer to repair as set forth in Title 19, subchapter 1108, V.S.A. Repairs must meet the minimum standards defined by the Road Foreman.

Issuance/Effective Date of Permit: A permit authorizing the use of the access and/or recognizing completion of the project will be issued and become effective when it is determined that compliance with all conditions, specifications, and restrictions described in the Notice to Proceed are met. The Brookline Board of Selectpersons, with the assistance of the Brookline Road Commissioner and Road Foreman, will have the authority and responsibility to determine when the conditions, restrictions, and specifications defined above are met.

Process:

The property owner shall be the party with which the Town will interface in this process. It does not prevent anyone from delivery of the documents to the Town in the owner's behalf.

- 1) Submit to Town 'Application for Access/Right-of- Way Permit'
- 2) Town issues 'Notice of Approval to Proceed' with application number and any directions, restrictions and/or conditions required by Town.
- 3) If in compliance with directions, restrictions and/or conditions, Town issues 'Access/Right-of-Way Permit.'

The Town shall act upon and process each step within 30 days from owner request.

OWNER SIGNATURE AS HAVING RECEIVED A COPY OF THE BROOKLINE DRIVEWAY CULVERT POLICY AND DATE RECEIVED:

BY: \_\_\_\_\_  
\_\_\_\_\_

DATE: \_\_\_\_\_, 20\_\_\_\_\_.

Town Address:

TOWN OF BROOKLINE  
P.O Box 403  
Newfane, VT  
Phone: 1-802-365-4648  
Fax: 1-802-365- 4092  
734 Grassy Brook Rd

# TOWN OF BROOKLINE

PHONE 1-802-365-4648 FAX 1-802-365-4092

## APPLICATION FOR ACCESS/RIGHT OF WAY PERMIT

Date Town Received Completed Application: \_\_\_\_\_ Application #: \_\_\_\_\_

Property Owner(s): \_\_\_\_\_ Phone #: \_\_\_\_\_

Property Owner Mailing Address: \_\_\_\_\_

Subject Property Highway #, Road Name: \_\_\_\_\_

Property Tax Map #: \_\_\_\_\_

Provide with this Application the project sketch/drawing with measurements and location.

Access is: \_\_\_\_\_ New Access \_\_\_\_\_ Change of an existing Access

Use of Access is: \_\_\_\_\_ Agricultural \_\_\_\_\_ Commercial \_\_\_\_\_ Industrial \_\_\_\_\_ Residential  
\_\_\_\_\_ Development \_\_\_\_\_ Other

Provide: Distance in feet from proposed access to nearest intersection. \_\_\_\_\_ ft. Specify name of intersection. \_\_\_\_\_.

Please Flag site of proposed access.

For Town's Road Forman Use Only: Sight Distance in each direction from point of road access. \_\_\_\_\_ ft to right and \_\_\_\_\_ ft to left.

Date of Town Review and Decision: \_\_\_\_\_

\_\_\_\_\_ Approval to Proceed \_\_\_\_\_ Approved with Conditions \_\_\_\_\_ Declined

By: \_\_\_\_\_  
Selectboard Selectboard Selectboard

\_\_\_\_\_  
Selectboard Selectboard

# TOWN OF BROOKLINE

PHONE 1-802-365-4648

FAX 1-802-365-4092

## NOTICE OF APPROVAL TO PROCEED

Access/Right of Way Application: # \_\_\_\_\_

Property Owner(s): \_\_\_\_\_ Phone #: \_\_\_\_\_

Property Owner Mailing Address: \_\_\_\_\_

Subject Property Highway #, Road Name: \_\_\_\_\_

\_\_\_\_\_

Property Tax Map #: \_\_\_\_\_

Directions, Restriction, and Conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Upon receipt of this Notice, you are authorized to proceed with the project in accord with the conditions, specifications and restrictions described herein and any attachments made hereto. Approval covers only the work described in the application (unless modified by a condition, restriction or specification) and must be performed as directed. **Please note on the cover sheet of this Driveway Culvert Policy the importance of completion of the project in compliance with any requirements and the penalties for failure to do so.**

**NOTE: This permit is valid for one (1) year from the date of Approval to Proceed and will expire on \_\_\_\_\_, 20\_\_\_\_.**

Application Approval to Proceed issued on: \_\_\_\_\_, 20\_\_\_\_.

BY:

_____	_____	_____
Selectperson	Selectperson	Selectperson
_____	_____	
Selectperson	Selectperson	

# TOWN OF BROOKLINE

PHONE 1-802-365-4648

FAX 1-802-365-4092

## ACCESS/RIGHT OF WAY PERMIT

Access/Right-of-Way Permit #: \_\_\_\_\_

Property Owner(s): \_\_\_\_\_ Phone #: \_\_\_\_\_

Property Owner Mailing Address: \_\_\_\_\_

Subject Property Highway #, Road Name: \_\_\_\_\_

Property Tax Map #: \_\_\_\_\_

Directions, Restriction, and Conditions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Please note on the cover sheet of this Driveway Culvert Policy/Package the importance of completion of the project in compliance with any requirements and the penalties for failure to do so.

Final Permit Approval issued on: \_\_\_\_\_, 20\_\_\_\_.

BY:

\_\_\_\_\_  
Selectperson                      Selectperson                      Selectperson

\_\_\_\_\_  
Selectperson                      Selectperson