

Date: 12/12/19

Permit # 19-04 Administrative Fee: \$30.00

**TOWN OF ROYALTON  
APPLICATION FOR DRIVEWAY ACCESS PERMIT  
Royalton Road Foreman – Telephone 763-7667;  
Royalton Selectboard’s Office – Telephone 763-7967**

**Instructions for Application for Access Permit to Royalton Town Roads**

In accordance with Vermont law and Royalton Ordinance Regulating Access to and Use of Public Rights of Way, anyone seeking a driveway entrance on a town road must obtain a permit from the Selectboard prior to construction. The Royalton Selectboard has adopted a procedure to obtain a driveway access permit. The six steps are:

1. Consult the Road Foreman about your proposed access for recommendations about design, drainage, visibility, etc.
2. Fill out application form and attach a drawing, preferably to scale, showing the proposed driveway, its exact location on the town road (show distances to landmarks or cross-roads), and any proposed drainage facilities. If a survey map exists, please include it. Stake and flag each side of the driveway where it will meet the town road, showing the application number on the flags.
3. Submit your completed application to the Selectboard’s Assistant who will forward it to the Road Foreman. There is a place on the form for his review and recommendations.
4. The application will also be forwarded to the Planning Commission for its review. You may be asked to attend a Planning Commission meeting to answer questions. The Planning Commission will review the application and make its recommendations to the Selectboard.
5. The Selectboard will make the decision to approve or disapprove the permit. **Construction on the access shall not begin until the Selectboard has issued approval for use.** Applicant should allow thirty days for the completion of these five steps.
6. Once the access has been completed you must notify the Selectboard’s Office for final inspection.

The purpose for the procedure is to “adequately protect and promote the safety of the traveling public”; by, for example, ensuring adequate visibility, preventing drainage problems, and possibly providing for a single access road for larger developments. The Selectboard has adopted these procedures to obtain informed advice from the Road Foreman and the Planning Commission so that it can properly apply these standards. The applicant will follow the Vermont Agency of Transportation Standard B-71 Form “Standards for Residential and Commercial Drives” which is an addendum to this application.

**Part I**

Applicant/Owner: STEPHEN KENT Phone: 845 652 3972

Mailing Address: 1385 ROYALTON KILL ROAD

Owner of Property: KENT (STEPHEN & JESSICA) Person Performing Work: X-TREME EXCAVATING

Town Highway being accessed: TH #46 SEWALL BROOK

Please attach a site plan drawing to this application.

Use of Access: Residential Agricultural Commercial Sub-Division (please circle appropriate one)

Description of access requested: (include location (indicate the two 911 addresses that the proposed accesses will be between), distances to other roads and intersections, etc: UTILIZED LOCATION OF EXISTING FIELD DRIVE  
911 ADDRESS TO BE ACCESSED UPON COMPLETION OF DRIVE  
CURRENTLY 243 SEWALL BROOK ROAD PER LISTERS  
ACCESS ITS A 12 FOOT WIDE DRIVE WAY FOR RESIDENTIAL USE  
TO PROVIDE APPROPRIATE ACCESS TO A FUTURE HOME.

The undersigned requests an access permit for construction of a driveway access in accordance with Vermont Agency of Transportation standards to serve the property described in this application. The applicant agrees to maintain said access and adhere to the directions, restrictions and conditions forming a part of this permit.

Dated: 12/12/19  
[Signature]  
Signature of Applicant or Applicant’s Agent

Mailing Address Town of Royalton P. O. Box 680 South Royalton Vermont 05068

**Part II – Road Foreman Review for Construction**

Recommendation: Approval: X Disapproval: \_\_\_\_\_ Conditional Approval \_\_\_\_\_

Conditions: Extend Culvert To make easier access  
easier

Road Foreman *Demetrius* Date: 12-26-19

**Part III – Planning Commission Review for Construction**

Recommendation: Approval: \_\_\_\_\_ Disapproval: \_\_\_\_\_ Conditional Approval \_\_\_\_\_

Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Chair, Planning Commission \_\_\_\_\_ Date: \_\_\_\_\_

**Part IV – Selectboard Review for Construction**

Recommendation: Approval: \_\_\_\_\_ Disapproval: \_\_\_\_\_ Conditional Approval \_\_\_\_\_

Conditions \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Chair, Royalton Selectboard \_\_\_\_\_ Date: \_\_\_\_\_

**Permit is Hereby Approved for Construction. This permit remains valid for one year from this date.**