

**TOWN OF MONTGOMERY**  
**APPLICATION FOR DRIVEWAY PERMIT**

Adopted May 16, 2011

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**APPLICANT**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

PROPERTY OWNER (If different than Applicant)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

PARCEL I.D. NO: \_\_\_\_\_ ROAD NAME & NO: \_\_\_\_\_

DATE OF APPLICATION \_\_\_\_\_

DRIVEWAY: LENGTH \_\_\_\_\_ WIDTH \_\_\_\_\_ TYPE \_\_\_\_\_

Will there be a culvert installed? Yes No (circle one)

Estimated Date of Completion. \_\_\_\_\_

Note: All culverts must be a new manufactured type at least 15 inches in diameter and 30 feet minimum in length, and installed according to Montgomery's adopted Highway Standards as illustrated on the rear of this application.

RECORDING FEE OF \$10.00/PAGE PAID \_\_\_\_\_

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**ROAD COMMISSIONER USE ONLY**

DATE OF PRECONSTRUCTION SITE INSPECTION \_\_\_\_\_

CULVERT NEEDED? Yes No (circle one) If yes culvert size needed: \_\_\_\_\_

Recommendation to Applicant: \_\_\_\_\_  
\_\_\_\_\_

After my site inspection I recommend the permit be: Approved Denied (circle one)

\_\_\_\_\_  
Signature of Road Commissioner

\_\_\_\_\_  
Date

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**SELECTBOARD USE ONLY**

This permit, upon preliminary inspection of the Road Commissioner and the Selectboard (if needed) has been :

Approved Denied (circle one)

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

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

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**ROAD COMMISSIONER USE ONLY**

After final inspection of this project I have found the driveway has been installed in a/an \_\_\_\_\_ satisfactory / \_\_\_\_\_ unsatisfactory manner.

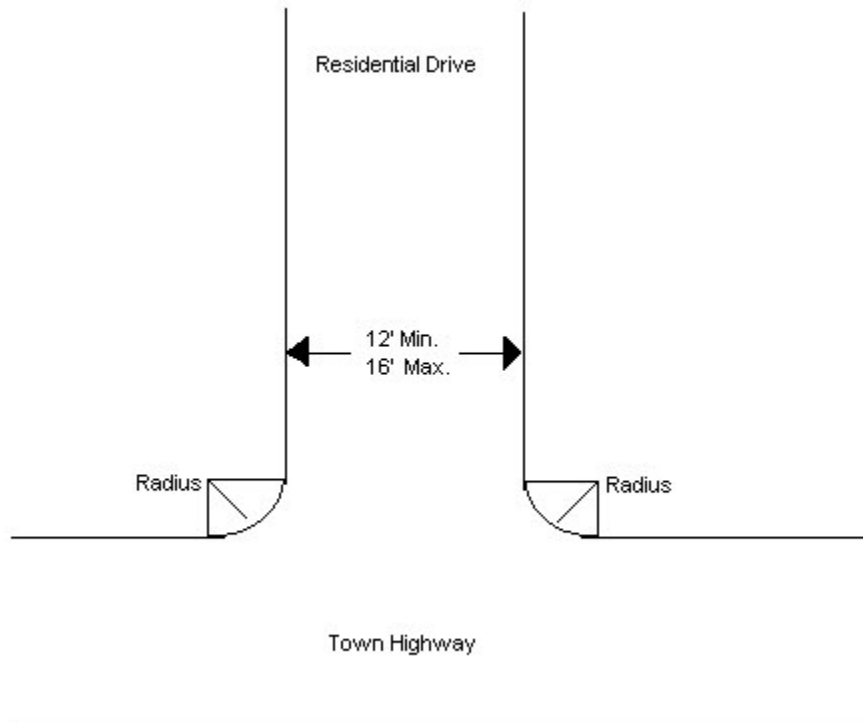
\_\_\_\_\_  
Signature of Road Commissioner

\_\_\_\_\_  
Date

# Montgomery Highway Standards Residential Driveways

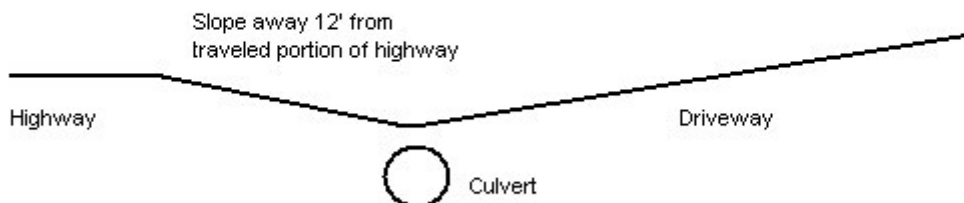
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## Overhead View



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## Profile of Drive Intersection showing 9" Depressed Ramp (Cut Section)



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**Culverts will be installed in the Town Right Of Way. All culverts will be a new manufactured culvert of at least 15" in diameter, be 30' minimum in length, and be located in the ditch. Once installed in accordance with these specifications the culvert will become the property of the Town and the Town will assume future maintenance responsibilities.**

# **Instructions for Completing the Montgomery Driveway Application**

- 1. The Applicant completes the top portion of the form.**
- 2. The Applicant delivers the completed form to the Town Clerk and pays the recording fee. The Town Clerk forwards the form to the Road Commissioner.**
- 3. The Road Commissioner and may arrange a site visit if needed. The Road Commissioner fills out his section of the form and returns it to the Town Clerk for the action of the Selectboard at their next regularly scheduled meeting.**
- 4. The Selectboard fills out their portion of the form and returns it to the Town Clerk who forwards it to the Road Commissioner. The Road Commissioner will notify the applicant of the approval to proceed.**
- 5 The Applicant notifies the Road Commissioner when the driveway is complete, The Road Commissioner makes the final inspection, completes the bottom of the original form and gives it to the Town Clerk for recording.**
- 6. The Town Clerk will send a copy of the completed form to the Applicant.**