



## TOWN OF READFIELD

8 OLD KENTS HILL RD. • READFIELD, MAINE 04355  
TEL. (207) 685-4939 • FAX (207) 685-3420

Permit no. \_\_\_\_\_

### NEW DRIVEWAY ENTRANCE APPLICATION

The undersigned landowner/developer hereby applies for a permit to construct a new driveway entrance within the Town of Readfield and agrees to fully comply with the Town's "Driveway Entrance Siting & Culvert Installation & Maintenance Policy" as a condition of approval, a copy of which is attached.

Owner's Name:  
Mailing Address:

Telephone No. \_\_\_\_\_

Applicant's Name:  
Mailing Address:

Telephone No. \_\_\_\_\_

Location of Property:

Map: \_\_\_\_\_ Lot: \_\_\_\_\_

Proposed use of property: Dwelling\_\_\_ Garage\_\_\_ Business\_\_\_ Barn\_\_\_ Woodlot\_\_\_  
Other\_\_\_: (explain) \_\_\_\_\_

Width of Proposed Driveway: \_\_\_\_\_

Posted Speed Limit of Road: \_\_\_\_\_ MPH

Sight Distance to the left \_\_\_\_\_ Sight Distance to the right \_\_\_\_\_  
(Sight Distance is measured in each direction from a point 10 ft. from the edge of the traveled roadway, 3-1/2 feet above the driveway, to an object 4-1/2 ft. above the road pavement)

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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Diameter of culvert approved: \_\_\_\_\_ Length of culvert approved: \_\_\_\_\_

Other Conditions of Approval:

Permit Granted for the above specified entrance by::

\_\_\_\_\_  
Road Commissioner/Designee

\_\_\_\_\_  
Date

# Town of Readfield

## **DRIVEWAY ENTRANCE SITING**

and

## **CULVERT INSTALLATION and MAINTENANCE POLICY**

(Adopted by the Readfield Select Board: April 12, 2004)

### **A. Permit Required**

1. Any new driveway entrance onto a Town or privately-owned road requires an entrance permit to be applied for, approved and issued by the Road Commissioner or the Commissioner's designee following the payment of the applicable review fee. Driveway entrances requiring site review in accordance with the Land Use Ordinance shall first require approval from the Planning Board.
2. If a new entrance requires the installation of a culvert, the Road Commissioner or designee will state on the permit the diameter and length of the culvert. The culvert must be installed according to these installation specifications and any other conditions which the Road Commissioner or designee may impose.

### **B. Siting Requirements**

1. Driveway entrances to lots must be located to provide for the minimum Sight Distances for the speed limit posted on any public or private road and required as Basic Safety Standards in Chapter 299 of the Maine Department of Transportation "Highway Driveway and Entrance Rules": Part B, Section 2. These sight distances are as follows:

<u>Posted Speed (MPH)</u>	<u>Sight Distance (feet)</u>
Less than 20	None required
20	155
25	200
30	250
35	305
40	360
45	425

If the required sight distance cannot be achieved due to the topography, configuration or other unique circumstances of the property, and not for the convenience of or as the result of any action taken by the owner of the lot, this distance may be reduced to the extent necessary to provide the greatest sight distance as determined by the Road Commissioner.

2. The edge of the driveway shall be setback at least 10 feet from the edge of any side or rear property line unless there is a survey of the property completed by a Registered Land Surveyor and corner pins properly locating the property lines exist. In such case, the edge of the driveway may be as close as 3 feet from a side or rear property line, provided proper drainage is installed to ensure that stormwater runoff is not channeled onto abutting property without a legal drainage easement. Shared driveways shall be exempt from the setback requirements.

### **C. Culvert Installation Standards**

1. The minimum diameter of any culvert shall be 15 inches, the minimum length shall be 20 feet and the maximum length shall not exceed 30 feet unless the Road Commissioner approves otherwise.
2. All culvert pipe and fitting materials shall be new and shall be constructed of High Density Polyethylene (HDPE) meeting at least AASHTO M294, Type S standards and shall be installed according to this policy and the manufacturer's recommendations. Where there may be inconsistencies or conflicts between these, the Road Commissioner shall make the final determination.
3. When setting a culvert, all mulch, peat or other organic material must be removed from the base area and replaced with gravel bedding material no larger than 2-1/2 inches. If a culvert must be installed over ledge or other unyielding material, the culvert must be placed on 12 inches of acceptable bedding material.
4. Culverts must be set at a downhill pitch of 2-4% (approx. 6-10 inches for a 24 ft. culvert).
5. Backfill material around the culvert and a minimum of 12 inches of cover material over the culvert must be placed in 6-inch lift increments and compacted to 95%. If the depth of the cover material cannot meet the minimum 12-inch requirement due to the presence of ledge, this may be reduced to the greatest practical extent as determined by the Road Commissioner.
6. Road ditches on each end of the culvert must be dug out for a distance adequate to provide for the free flowage of stormwater through the culvert. At a minimum, the ditch at the inlet of the culvert must be opened to allow full passage of water into the culvert and, the ditch from the outlet of the culvert must be tapered down-slope for a distance sufficient to result in a continuous grade elevation equal to or less than that of the base, or invert, of the installed culvert.
7. The grade of the entrance shall slope away from the road surface at a rate of 1/2 inch per foot to provide for a low spot 3 feet beyond the edge of the existing shoulder, but not less than 5 feet from the edge of the pavement or traveled way and shall be graded so that surface water shall be carried away from the road.
8. Culverts shall extend at least 6 inches beyond the base of a 2-to-1 slope on either side of the driveway and rock headers must be installed around both ends of the culvert.
9. When it is anticipated the culvert size may need to exceed 24 inches in diameter, the landowner/developer may be required to obtain professional advice for sizing and installation of the culvert. All such costs shall be paid for by the landowner/developer.
10. Driveways shall not be ditched to carry new stormwater from the developed site to the Town road ditch. The developed site includes all new structures, driveways and private roads, parking areas, sidewalks, and other changes to real estate resulting in new impervious surface area.
11. The landowner/developer is responsible for providing all necessary barricades, lights, warning signs and other devices as necessary to safeguard traffic properly while work is in progress.

#### **D. Installation, Replacement and Maintenance Policy**

1. Following approval of the installation, the landowner/developer is responsible for the purchase, installation and proper backfilling of said culvert.
2. If the culvert is installed within the limits of a Town-owned road, the Town thereafter becomes responsible for the maintenance and any necessary replacement of the culvert according to the requirements of this policy.

#### **E. Enforcement**

1. In the event this Entrance Siting and Culvert Installation Policy is not complied with in full, the Town may take action against the landowner/developer in accordance with the enforcement provisions contained in State law (30-A MRSA, Section 4452) and the Land Use Ordinance of the Town of Readfield.