



TOWN OF COLUMBIA

Building & Land Use Department

323 Route 87, Columbia, CT 06237

(860) 228-0440 • LandUse@ColumbiaCT.org

Job Address: _____

Property Owner's Name: _____

Phone/Email: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Contractor/Applicant: _____

Phone/Email: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Name of Liability Insurance Co. (if apron work): _____

(SUBMIT A COPY OF THE CERTIFICATE OF INSURANCE WITH THIS APPLICATION)

Desired starting Date _____

Approximate completion Date: _____

PERMIT #:

WORK TO BE DONE:

- New Driveway
- New or Relocated Apron
- Repair / Expand Existing Apron
- Relocate Driveway

NOTE: Must meet attached specifications

Apron Cash Bond is required for work within the town right-of-way

Permit Fee: **\$ 25.00**

OFFICE USE:

___ Cash ___ Check # _____

Bond # _____ Amount **\$1,000.00**

Cash ___ Check # _____

PROJECT DESCRIPTION: Briefly describe the project below and **ATTACH: Detailed Sketch including dimensions** (see pg 3-4)

***** **AFFIDAVIT AND AGREEMENT** *****

I hereby certify that I am the **owner**, or the **authorized agent** for the owner of the above described property and that all work covered by this application and the submission of this permit application has been authorized by the owner. I agree to furnish the Town of Columbia the amount of bond or deposit required, and to reimburse the Town for any expense incurred by the Town in completing any work which is to be performed in connection with the permit. I further agree to defend and hold the Town of Columbia harmless from any injuries to person or to property resulting from any work performed in connection with this permit. I am familiar with, and will abide by, the rules, specifications and regulations for driveways and aprons as adopted by the Town of Columbia, that permission is granted to Town Officials to enter the property to do required inspections.

FOR ALL NEW LOT DEVELOPMENT - A final inspection of the driveway and apron is require before a certificate of occupancy or can be issued.

Applicant Signature: _____ **Date:** _____

NO WORK SHALL START until the applicant has received the approval to begin.

----- OFFICE USE -----

Public Works: _____ Date: _____ Approved: YES NO ___ Conditions/Comments (on back)

APPROVED FOR BOND RELEASE: _____ Date _____

Other Approvals, if Required:

Sanitarian: _____ Date: _____ Approved: YES NO ___ Conditions/Comments (on pg 2)

Wetlands: _____ Date: _____ Approved: YES NO ___ Conditions/Comments (on pg 2)

Zoning: _____ Date: _____ Approved: YES NO ___ Conditions/Comments (on pg 2)

Fire Marshal: _____ Date: _____ Approved: YES NO ___ Conditions/Comments (on pg 2)

DRIVEWAY / APRON PERMIT CONDITIONS or COMMENTS

Related to the approval or non-approval of this application

PUBLIC WORKS DIRECTOR: _____

DATE: _____

SANITARIAN: _____

DATE: _____

WETLANDS AGENT: _____

DATE: _____

ZONING OFFICIAL: _____

DATE: _____

FIRE MARSHAL: _____

DATE: _____

APRON SPECIFICATIONS

Driveway aprons are to be built to the following MINIMUM specifications. For new homes, the driveway apron must be constructed and approved by the Public Works Director, and the driveway must be approved by the Zoning Agent BEFORE a Certificate of Occupancy can be issued.

Sight Distance – New and relocated driveways shall have a minimum of two hundred and fifty feet (250') of clear sight lines in both directions when entering a town road.

Apron Dimensions: At the town road edge, aprons must be a minimum of eighteen feet (18') wide; with a three-foot (3') radius reducing the width to a minimum of twelve feet (12') wide; the length of the apron must be fifteen feet (15') from the edge of the town road edge.

Runoff: Apron and driveway shall be sloped to direct stormwater into roadside drainage swale and away from road

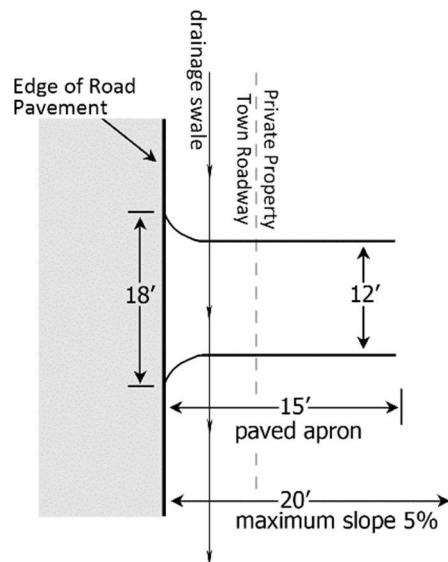
Grade – Apron and driveway grade shall not exceed five percent (5%) for the first 20 feet (20') from the town road.

Subbase – The subbase shall be gravel with a minimum depth of eight inches (8").

Base – The base material shall be processed gravel with a minimum depth of four inches (4").

Top Coat – Aprons must have a minimum of three inch (3") thick Class 2 bituminous concrete.

Culverts – Culverts for drainage in the Town right-of-way shall be smooth bore, corrugated High Density Polyethylene pipe with a minimum fifteen inches (15") in diameter.



BEFORE you call for application approval, mark out (spray paint) the exact apron location and layout in a manner that meets these Apron Specifications.

DRIVEWAY REGULATIONS

8.12 Driveways. (Excerpt of Columbia Zoning Regulations)

8.12.1 General Requirements. The following standards shall apply.

- a. Runoff from Driveways. Driveways shall be designed 1) to prevent runoff onto Town property unless the Town has approved such design and 2) to prevent runoff from Town property onto private property. Privately owned and maintained drainage diversion swales, detention areas and/or dry wells shall be utilized to the greatest extent possible. Where private drainage features are utilized, it shall be noted in the land records that maintenance of such features is the responsibility of the lot owner and that, subject to proper notification by the Town, the Town may undertake any necessary maintenance and bill the cost to the property owner.
- b. Construction Standards. Driveways shall be constructed of a durable, non-erodible, load bearing material capable of supporting emergency equipment up to 50,000 pounds. Sub base shall be gravel with minimum depth of 8 inches. Base material shall be processed gravel with minimum depth of 4 inches. Culverts in the Town right-of-way shall be a minimum 15 inches in diameter. Use of ACCMP is prohibited.
- c. Grading Standards. Driveway grades shall not exceed 15%, and driveways with grades exceeding 10% shall be paved. Driveway grade shall not exceed 5% over the first 20 feet from the road. Driveway side slopes shall not exceed a slope of three horizontal to one vertical (3:1) unless retaining walls or other stabilizing measures are provided.
- d. Width. Driveway width shall be a minimum of 12 feet. Driveways shall have sufficient radius at curves to accommodate emergency equipment.
- e. Vertical Clearance. To avoid damage to emergency equipment, a minimum vertical clearance of 14 feet shall be maintained over the entire driveway.
- f. Sightline. Minimum sightline distances at the intersection of the driveway with the public road shall conform to the requirements of the Connecticut Department of Transportation. This distance may be increased where the Town Engineer determines that the rate of traffic requires a higher standard for safety.
- g. Angle of Intersection. Driveways shall intersect with the public road at an angle of approximately ninety degrees for at least the first 20 feet adjacent to the public road.
- h. Work in Town Right of Way. A permit is required for any work in the Town right-of-way, including tree trimming or removal. Any disturbance of the Town right-of-way shall be repaired by the permittee. Any trees damaged by construction shall be removed at the permittee's expense and may be required to be replaced.
- i. Turnaround. A turnaround area shall be provided on each lot to avoid backing into the street, except that this requirement may be waived where it is determined that lot topography or shape make this requirement impracticable. A turnaround area of sufficient size and load-bearing capacity to accommodate emergency equipment shall be provided where driveway length exceeds 200 feet.
- j. Passing areas. Pullouts to accommodate two- way traffic, measuring at least 8 feet by 50 feet, may be required. Passing areas shall generally be provided at 500 foot intervals, depending on site conditions.
- k. Liability. The property owner and the permittee shall be responsible for all claims of damage resulting from the construction or alteration of the driveway.
- l. Completion of Work. No certificate of zoning compliance shall be issued unless the driveway installation is completed or bonded.