

Permit Number \_\_\_\_\_

# **DRIVEWAY & CULVERT PERMIT APPLICATION**

## **Town of Machiasport**

**Date Application Filed** \_\_\_\_\_

**Fee Paid:** \_\_\_\_\_

**NOTE: If a Driveway & Culvert Application is included with a Building Permit Application the Building Permit fee of \$40 will cover both Applications. However, if this Driveway & Culvert Application is submitted separately, the fees will be \$40 for the Building Permit Application and \$10 for the Driveway & Culvert Application.**

When locating Roads, Driveways and Culverts please refer to the *Building Permit Ordinance* and the *Shoreland Zoning Ordinance* for the appropriate road setbacks.

An APPLICATION for a **DRIVEWAY & CULVERT PERMIT** is required when a driveway or culvert is added onto a Town or Private Road. The Road Commissioner must approve and sign this Application, and this Application must be attached to the Building Permit Application, if appropriate, and presented to the Planning Board for its approval.

**NOTE:** An **APPLICATION FOR ENTRANCE ONTO A STATE AID ROAD OR STATE HIGHWAY** must be obtained from the Maine Department of Transportation. (Copies are available at the Town Office) The State Application for Entrance onto a State Aid or State Highway must be signed by a state official and be attached to a Building Permit Application before it is submitted to the Planning Board for its' approval.

### **1. ADDRESS (911) WHERE THE DRIVEWAY & CULVERT IS LOCATED**

**NOTE:** The 911 address is obtained from the Machiasport Town Clerk

**2. MAP #** \_\_\_\_\_ **LOT #** \_\_\_\_\_

**3. ESTIMATE VALUE of the Driveway and Culvert:** \_\_\_\_\_

**NOTE:** The dollar amounts should be based upon fair market value of the materials and labor.

#### **4. LANDOWNER:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Home Phone Number: \_\_\_\_\_  
Local Phone Number: \_\_\_\_\_  
Cell Phone Number: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

#### **APPLICANT (If other than landowner\*):**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Cell Phone Number: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

**\* Applicant must attach a written authorization from the landowner appointing him/her as the landowner's legal DESIGNEE to complete and sign this Application.**

### **5. Draw a SKETCH PLAN showing the location of the DRIVEWAY and/or CULVERT work to Done.**

**6. DRIVEWAY & CULVERT INFORMATION:**

Is the new driveway to be placed on a lot with a \_\_\_\_\_ Town Road \_\_\_\_\_ Private Road \_\_\_\_\_ Private Way \_\_\_\_\_ State Road, or \_\_\_\_\_ Deeded Access?

What is the name of the road where the driveway/culvert will be placed? \_\_\_\_\_

\_\_\_\_\_ YES \_\_\_\_\_ NO Does the lot have a minimum of 100 feet of frontage on a Town Road, Private Road, Private Way, Deeded Access or State Road? If NO, Explain

\_\_\_\_\_ YES \_\_\_\_\_ NO Has a *Road Opening Permit* been obtained from MDOT for the driveway entrance on a State Road? **(The Permit must be attached. To the Building Permit Application)**

What size culvert would be installed? \_\_\_\_\_ Length \_\_\_\_\_ Width

What is the width \_\_\_\_\_ and length \_\_\_\_\_ of the proposed driveway?

What type of culvert is being installed? \_\_\_\_\_

How deep will the culvert be buried? \_\_\_\_\_

**7. DECLARATION OF APPLICANT:**

In many cases the contractor or other party may obtain a Driveway & Culvert Permit on the landowner's behalf as his/her legal DESIGNEE may obtain a Road Opening Permit. Remember, as the landowner, he/she is ultimately responsible for complying with all building requirements. Failure to obtain a Building Permit and/or Driveway/Culvert permission from the Road Commissioner may result in costly construction delays, legal action and/or removal of work already completed.

I declare that I am the applicant for the DRIVEWAY & CULVERT Permit on a legal lot. The information I am providing with this Application is true and correct to the best of my knowledge. **I understand that I am responsible for installing the first culvert according to the standards set forth by the Road Commissioner, and further understand that the Town will maintain my culvert if it is installed according to the standards.**

I agree that I will not to start this project until this Application has been approved. I understand it is my responsibility to meet any Dig Safe requirements.

\_\_\_\_\_  
Landowner Date \_\_\_\_\_ and/or \_\_\_\_\_  
Landowner's Legal DESIGNEE (Contractor or other) Date

**8. ROAD COMMISSIONER APPROVAL:**

Note: The Town requires approval by the Road Commissioner for any culvert type and size to be installed.

\_\_\_\_\_ APPROVED \_\_\_\_\_ DENIED State reason for denial \_\_\_\_\_

THE CONDITIONS ARE: \_\_\_\_\_

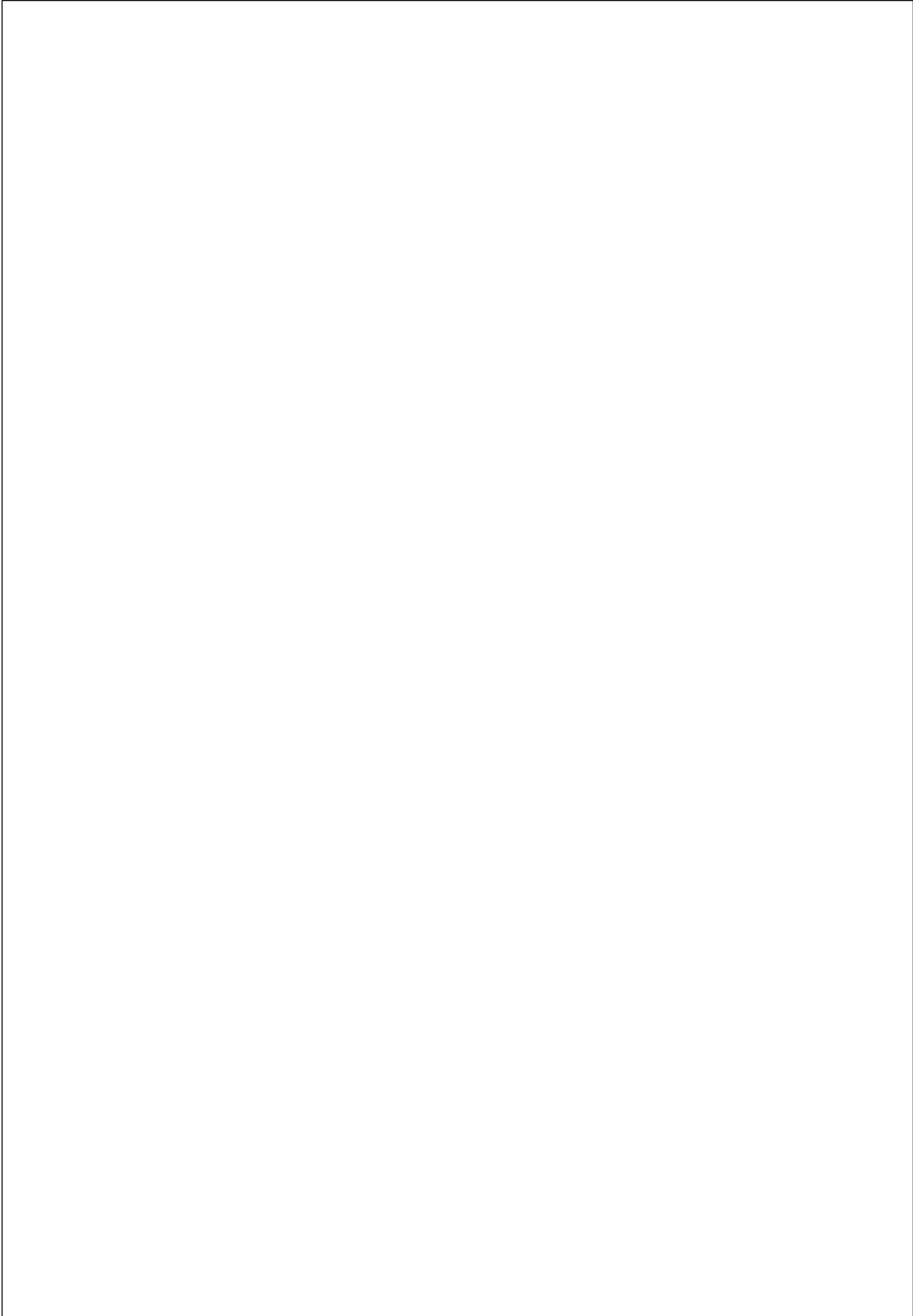
Approved Driveway/Culvert \_\_\_\_\_ Length \_\_\_\_\_ Width

Approved Type of Culvert \_\_\_\_\_

Approved depth of the culvert \_\_\_\_\_

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

\_\_\_\_\_  
Date



Approved by Planning Board November 13, 2008

