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: APPLICANT (If other than landowner*):

Name: Name:
Address: Address:
Home Phone Number: Phone:
Local Phone Number: Cell Phone Number:
Cell Phone Number: EMAIL:
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.

_________________________   ________________ and/or      ______________________________                      _______________
Landowner                                   Date                                          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