



**Town of Georgia**  
**47 Town Common Road North,**  
**St. Albans, VT 05478**  
**(802) 524-3524 or (802) 524-3323**  
email: [roadforeman@townofgeorgia.com](mailto:roadforeman@townofgeorgia.com)

**Application for Town Road Access / Right of Way Permit**

**Application Information**

Applicant: \_\_\_\_\_ Owner: \_\_\_\_\_

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

\_\_\_\_\_

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

911 address of property: \_\_\_\_\_ Tax Parcel ID: \_\_\_\_\_

The undersigned requests an Access/Right of Way Permit to construct an access or make other improvements within the Town Right-of-Way, in accordance with Town Highway Standards, to serve the above referenced property located on the \_\_\_\_\_ side of Town Highway No. \_\_\_\_\_, the local name of this road being \_\_\_\_\_.

The proposed access or changes to be located approximately \_\_\_\_\_ (number of feet or miles) from the intersection of this road and \_\_\_\_\_ (next closest road or landmark).

Description of Improvements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Note: Use back page to sketch locations of improvements requested. See back page for requirements for driveways. Permit not valid until fee is paid and application is signed by Road Commissioner.

**Signatures**

The applicant/owner hereby certifies that the information provided herein is true and correct:

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

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: This permit is issued in accordance with Title 19, Section 1111, V.S.A., relative to all highways within the control and jurisdiction of the Town of Georgia. The issuance of this permit does not release the applicant from any requirements of statutes, ordinances, rules and regulations administered by other governmental agencies. The permit will be effective upon compliance with such of these requirements as are applicable and continue in effect for as long as the present land use continues. Changes of present land use may require new permits. This permit is issued subject to the directions, restrictions and conditions contained herein and on the reverse side of this form and any attachments hereto, and covers only the work described in this application, and then only when the work is performed as directed. Violations are subject to the penalties set forth in Title 19, Section 1111, V.S.A., of fines not less than \$100 or more than \$10,000 for each violation.

**Directions, Restrictions, and Conditions**

1. If possible, all utilities, pipes, cables, wires, etc., will be placed under the road by drill and bore method and placed within a sleeve and may require a damage deposit. Any of the above requiring digging up of the road shall require a damage deposit.
2. The Town assumes no responsibility for damage to structures placed in the right-of-way.
3. All culverts are to be metal.
4. The Road Commissioner, at his discretion, may request an independent site evaluation by a licensed engineer at the applicant's expense.

**Road Commissioner Section**

Fee Paid: \_\_\_\_\_ Check #: \_\_\_\_\_

Approved On: \_\_\_\_\_ Denied On: \_\_\_\_\_ Returned On: \_\_\_\_\_

Road Commissioner Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Road Commissioner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Driveway Standards**

1. The driveway must be constructed so that no water run-off enters the roadway. Snow removed from the driveway must not be placed on the roadway.
2. The need for and size of culverts shall be determined by the Road Commissioner and/or the Road Foreman.
3. If needed, culverts shall be corrugated metal pipe, unless the Selectboard determines a cement box culvert is needed.

4. A minimum of 10" of gravel or crushed stone shall be placed over the top of the culvert.
5. All culverts, if needed, must be a minimum of 15" x 30' steel corrugated pipe. Larger culverts may be necessary in keeping with the size and use of the driveway.
6. The Town of Georgia assumes no responsibility for anything placed in the highway right-of-way, (i.e., mailboxes, signs, driveway markers, etc.).
7. Driveways must be designed and maintained for safe sight distances and traffic safety. If signage is required, signs shall be provided by the applicant. The Selectboard or their representative may consult with regional and state agencies to ensure safety or may require a traffic study.
8. All accesses to public roads must have a -3%-0% slope for approximately 20 feet. Any variation will require Selectboard approval.

#### Drawing of Location of Town Highway and Proposed Improvement

1. Indicate North with an arrow.
2. Indicate name of property owner and adjacent property owners.
3. Indicate name of highway and 911 address of the subject property.

