

Town of Vernon

Connecticut



Driveway Regulations and Specifications

Engineering Department
14 Park Place
Vernon, CT 06066

Price: \$5.00

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SECTION I ORDINANCES RELATING TO DRIVEWAY CONSTRUCTION, AND THE AUTHORITY GRANTED TO THE TOWN ENGINEER

Sec. 11-21 – Driveways.

- (a) No person shall construct a new driveway, relocate or expand an existing driveway leading onto a town highway or road, without first obtaining a permit from the town engineer. In determining the advisability of issuing such permits, the town engineer shall consider the location of the proposed driveway, its effect on highway drainage, highway safety, the width and character of the highway affected, the density of traffic thereon and the character of such traffic. The person to whom the permit is issued shall comply with the provisions and restrictions contained therein at his own expense.
- (b) The town engineer shall publish regulations, specifications and requirements for the conduct of the work provided for by this section as he may deem for the best interest of the town. Fees have been established in order to offset the costs associated with providing said service to the community.

The following procedures and fees are established:

- (1) A license is required to perform specific work within the rights-of-way and will be issued by the town engineer or his designated agent to any person or corporation who shall meet the following conditions:
 - a. Make proper application thereof.
 - b. File a satisfactory bond.
 - c. File evidence of liability insurance as specified herein; and
 - d. Satisfy the town engineer or his designated agent that he or it is competent and intends to perform the work with all applicable conditions, rules, regulations and specifications as published in "Regulations & Specifications regarding Curbs, Sidewalks and Street Excavations" revised July of 2007 established by the town engineer and the "Driveway Regulations & Specifications" revised July of 2007 and as may have been or be amended from time to time. A fee of fifty dollars (\$50.00) for each license issued.
- (2) A permit application must be submitted and approved by the town engineer prior to performance of any work by a licensed contractor within the public right-of-way in the Town of Vernon. Each permit application must be approved by the town engineer or his designated agent. No work shall be commenced or be continued unless the approved permit is posted by or in the possession of the licensee or his/its agent at the location of the work to be performed. A fee of fifty dollars (\$50.00) will be charged for each permit application and license issued. No work shall be performed until the permit application is approved.
- (3) Utility pole location. Utility poles shall be installed no closer than eight (8) feet from the curb or edge of roadway unless specifically approved by the engineer. Utility poles shall not be located or relocated in any sidewalk within the town's right of way unless the sidewalk meets the American Disabilities Act (ADA) and is approved by the engineer.
- (4) The inclusion of substitute Bill No. 5931 "An Act Concerning Road Repairs by Utility Companies "(effective October 1, 2007) into the "Regulations & Specifications regarding Curbs, Sidewalks and Street Excavations" revised July of 2007.
- (c) When possible traffic hazards exist, the approval of the traffic authority shall be obtained prior to issuance of a permit.

(d) The violation of this section or any rule or regulation shall be unlawful and the fine for such offense shall be in accordance with section 1-9.

(Ord. No. 142, 12-21-82; Ord. No. 245, 5-6-03; Ord. No. 279, 8-7-07)

The violation of this ordinance or any rule or regulation shall be unlawful and the fine for such offense shall be not more than ninety dollars (\$90.00). Each day any such violation shall continue shall constitute a separate violation.

II DEFINITIONS

Bank Run Gravel: A type of gravel meeting the requirements of Section M.02.01, M.02.02 or M.02.03 of the Standard Specifications

Bituminous Concrete: The substance known to many people as asphalt, pavement or black top. Bituminous concrete used with respect to a driveway permit shall meet the requirements of Article M.04, Class 2 of the Standard Specifications. The bituminous concrete may be spread by hand and thoroughly compacted by multiple passes of a roller weighing not less than five hundred (500) pounds. The compacted thickness of the bituminous concrete shall be two inches (2") or greater.

Catch Basin: A structure normally located in the street right of way at the curb line for the purpose of collecting storm water.

Concrete: Portland cement concrete shall be Class "F", having a minimum strength of 4,000 psi at 28 days, and shall meet the requirements of Section M.03.01 of the Standard Specifications.

Curing: Immediately following the final finishing, as soon as possible without marking the surfaces, the concrete shall be covered with waterproof paper. The use of a spray curing compound may only be used with the permission of the Town Engineer. The waterproof paper shall extend at least twelve inches (12") beyond the edge of the walk and, if required, shall be lapped a minimum of six inches (6"). It shall be held down on all edges and laps by continuous wood planks or piles of sand. Use of rocks or broken concrete will not be permitted. At the end of at least seventy-two (72) hours, the paper shall be removed.

Cold Weather Concrete and Protection: No concrete shall be placed between November 15th and April 1st of the subsequent year, or when the air temperature is 32° F or below. Concrete may be placed when the air temperature is between 33° F and 40° F only when the contractor meets the requirements of Section 6.01.03.12 of the Standard Specifications and only with the approval of the Town Engineer. The curing for cold weather concrete shall consist of the waterproof paper as specified above, but shall remain in place for four (4) days. The paper shall be covered with either an insulating blanket or six inches (6") of loose hay, covered by an additional layer of waterproof paper.

Contractor: That person, partnership, corporation or firm that obtains a driveway permit and actually constructs the proposed improvements. The Contractor shall have a valid license from the State of Connecticut, a Town of Vernon contractor's license, certificate of insurance, and a \$5,000 permit bond on file with the Vernon Engineering Department. These are required for all Contractors working within the Town of Vernon right of way.

Culvert: A conduit for surface drainage which in turn discharges to a natural water body or to a holding pond.

Curb: that vertical edging of the paved portion of a street, of granite, bituminous concrete or cement concrete and installed in conformance with the Town of Vernon Specifications.

Curb cut: Any opening made through the curb from an adjacent property for the purpose of constructing a driveway or road.

Driveway: A paved access way for vehicles from the curb to the street line of eight inch (8") thick reinforced concrete, two inches (2") compacted thickness of bituminous concrete and/or concrete pavers. A driveway shall be any access to a public street, including access to private residences, commercial or industrial establishments, private roads, entrances to parking lots and entrances to public buildings. Driveways are to be constructed in conformance with these specifications, and shall remain the responsibility of the property owner.

Engineer: The Town of Vernon Town Engineer or his authorized representative..

Filter Fabric: A fabric that is non-rotting, acid and alkali resistant and have sufficient strength and permeability. Fibers shall be low water absorbent and the fiber network shall be dimensionally stable.

Gravel Base: The substance below the paved area of the roadway or driveway made up of bank run and/or processed aggregate.

Inspector: A representative of the Engineer assigned to make all necessary inspections of all driveways and curbs within the Town accepted streets and to recommend necessary repair work. He shall inspect the repair, construction and materials of driveways, curbs and necessary street excavations.

Manhole: Access structures for utilities at changes in line or grade, usually made of precast concrete, concrete block, brick or reinforced concrete cast in place.

Pavement: The surface area of the right of way where vehicular traffic travels. Pavement is usually bituminous concrete or cement concrete.

Pavers: Used in place of bituminous concrete or cement concrete. Concrete pavers must meet the ASTM Standards C-936-82.

Processed Gravel: Processed gravel shall conform to the requirements of Section 3.04.01, 02 and 03 of the Standard Specifications.

Registered Engineer: A person licensed to practice engineering in the state of Connecticut.

Reinforced Concrete: Concrete with welded wire mesh reinforcement placed two inches (2") up from the bottom of the slab. The welded wire mesh shall be 6" x 6" x 8 / 8.

Right of Way: The land described between the street lines.

Standard Specifications: The latest version of the State of Connecticut Standard Specifications for Roads, Bridges and Incidental Construction.

Sidewalk: The walkway between the curb and street line of five inches (5") or thicker of concrete, or of two inches (2") or thicker of bituminous concrete. The sidewalk shall be constructed in accordance with the Town of Vernon specifications and accepted by the Town of Vernon.

Stone Dust: Material used to fill small voids and for fine grading, and it must meet the requirements of M.01 of the Standard Specifications.

Street: The word street shall be construed to embrace streets, avenues, boulevards, highways, roads, alleys, lanes, viaducts, bridges and the approaches thereto, and all other public thoroughfares in the Town of Vernon and shall mean all that part thereof from the street line to the premises abutting thereon.

Street Line: The property lines for the area known as the right of way. The Street line is generally the abutting property owner's front property line.

Town: The Town of Vernon, Connecticut

III PERMIT REQUIREMENTS

1. The Contractor must have a driveway permit on the job at all times while the driveway is being worked on. A driveway permit must be obtained from the Town of Vernon Engineering Department prior to performing any work on a driveway. Driveway permits shall only be issued to a contractor who has a valid Town of Vernon Contractor's License. A Town Vernon Contractor's License can be obtained by submitting the following documents to the Town of Vernon Engineering Department.
 - A valid license from the State of Connecticut
 - A Permit bond in the amount of not less than five thousand dollars (\$5,000) from a surety company authorized to do business in the Town of Vernon.
 - A certificate of insurance with the following amounts:
 - Not less than \$100,000 for injuries or death of any individual
 - Not less than \$500,000 to those injured or killed in any one accident
 - Property damage shall be not less than \$100,000
 - The Town of Vernon must be named "additional insured" on all insurance certificates.
2. Workmen's Compensation insurance and the permit bond shall remain in effect for a period of one (1) year after the work has been completed. Cancellation of the bond or insurance will automatically suspend the driveway permit.

3. No permit will be accepted without a valid call before you dig number. State law requires all excavators to call 1-800-922-4455 prior to construction so all underground utilities can be located. These numbers are only valid for thirty (30) days, which validates the driveway permit for thirty (30) days.
4. The Engineering Department shall be notified twenty-four (24) hours in advance of start of construction so an inspection can be scheduled. Each day work is to be done on a driveway, the Engineering Department is to be notified.
5. The person applying for the driveway permit must show by a drawing, an erosion control plan, showing how he plans on stopping gravel, dirt, etc. from washing into the road (both during construction and permanently).
6. The Contractor applying for a permit shall file with the Engineering Department his business address and telephone number. The contractor shall notify the Engineer promptly of any changes in the above information. Any orders or notices which the Engineer may send certified to the Contractor at his address on file, shall be considered as due notice delivered to him personally and shall relieve the Town from further obligation.

IV DRIVEWAY REQUIREMENTS

1. All driveways shall conform to the following:
 - All driveways shall have a one inch (1") raised lip along the curb line, except as noted in the subdivision section.
 - The maximum width along the curb line shall be thirty feet (30')
 - The minimum width along the curb line shall be thirteen feet (13')
 - The minimum driveway slope within the Town right of way is plus one percent (+1%)
 - The maximum driveway slope within the Town right of way is plus ten percent (+10%)
 - The sight distance for new driveways shall be based on the posted speed limit. If the speed limit is not posted, the sight distance will be based on 30 MPH

Minimum Sight Distance

350' for 30 MPH
 425' for 35 MPH
 475' for 40 MPH

The Engineer may vary the above minimum sight distance when he deems it necessary.

- Driveways closer than fifty feet (50') to a street intersection will require approval by the Town of Vernon Traffic Authority.
- Only one driveway is allowed per lot. Exceptions will be heard on an individual basis and must receive approval from the Town of Vernon Traffic Authority. The second driveway will be required to meet all the requirements of any other driveway.
- All driveways shall enter and cross the right of way perpendicular to the street line. The Engineer may vary this requirement when he deems it necessary.

- No driveway will be allowed to cross the right of way in front of another property without a legal agreement acceptable to the Engineer.
- All driveways shall be completed the same construction season that the permit is issued.
- All improvement costs relative to the driveway shall be born by the applicant. These include, but are not limited to costs of erosion control, costs of culverts, costs of engineering, costs to repair the Town road where required by driveway work, costs of all materials, costs of relocating catch basins or other utilities if required, and costs to remove all excess and unused materials.

2. Drainage at Proposed Driveways

- No driveway may obstruct the flow of storm water along the road or through drainage ditches, culverts or conduits.
- Culverts under new driveways shall be designed for a ten (10) year storm by a Registered Engineer.
- The minimum pipe size shall be fifteen inch Reinforced Concrete Pipe (15" RCP)
- The minimum slope of the pipe under a driveway will be one percent (1%). The maximum slope shall be five percent (5%) without riprap.
- Generally, Reinforced Concrete Pipe conforming to the requirements of AASHTO M 170 Class IV drainage pipe shall be used. Other types of pipe may be approved on an individual basis provided there is proof of structural stability (minimum design H-20 loading).

3. Types of Driveways

- For streets with concrete sidewalks, the driveway shall be constructed with concrete as shown on Plate #1 of these regulations and the Town of Vernon Curbs, Sidewalk and Street Excavation Specifications.
- For streets with bituminous concrete sidewalks, the driveway shall be constructed with concrete as shown on Plate #2 of these regulations and the Town of Vernon Curbs, Sidewalk and Street Excavation Specifications.
- For streets without sidewalks, the driveway shall be constructed with bituminous concrete as shown on Plate #3 of these regulations.
- Where concrete pavers are used for driveway construction where there are no sidewalks, the driveway shall be constructed in accordance with Plate #4 of these regulations.
- Where concrete pavers are used for driveway construction where there are concrete sidewalks, the driveway shall be constructed in accordance with Plate #5 of these regulations
- Where concrete pavers are used and there is a concrete sidewalk along the property, the ramp, header and sidewalk shall be 8" reinforced monolithic 4,000 lb. concrete. The pavers shall be laid flush with the top of the sidewalk. The driveway shall be constructed per Plate #4 of these regulations.
- The Engineer may require the driveway to be built according to Plate #1 where sidewalks are planed.

4. Exceptions

- The Engineer may vary any part of this Regulation/Specification under the requirement of this section. He may also require that the driveway be designed by a Registered Engineer if he deems it necessary.
- All exceptions must address the following:
 - Sight Distance
 - Drainage
 - Driveway and Road Grading
 - Overall Safety of Driveway
 - Distance to Property Line
- All requests for exceptions to these regulations must be presented to the Engineer who shall have the authority to act upon the same subject to the approval of the Traffic Authority, if required.

V SUBDIVISIONS

- All driveways being constructed in a newly approved subdivision must meet all the stipulations in these regulations. A blanket permit for all driveways will be issued if the developer shows all driveways on the plan, when the plans are submitted for review by the Planning & Zoning Commission. If the driveways are not shown at that time, the developer will be required to obtain individual permits for each driveway before it is constructed. All driveways must be approved by the Town Engineer.
- All driveways constructed on a subdivision road with only the binder course in place shall be constructed with a three inch (3") lip along the curb line so as to allow for the two inch (2") surface course when placed.

VI MAINTENANCE AND PROTECTION OF TRAFFIC

- The Contractor shall maintain and protect the vehicular and pedestrian traffic while the driveway is under construction for the full length of the project and shall provide a sufficient number of travel lanes and pedestrian walkways to move the traffic.
- The Contractor shall erect and maintain construction signs, construction barricades and traffic cones that forewarn traffic of the construction.
- The Contractor shall keep all signs in proper position, clean and legible at all times.
- Suitable ingress and egress shall be provided at all times where required, for all intersecting roads and for all abutting properties.
- Where barricades are permitted to remain on the street, the Contractor shall provide precautionary items such as flashers which will be in operation during all hours between sunset and sunrise.
- The Contractor shall notify the Police Department (860-872-9126) at least two (2) days in advance of his beginning work within the street lines and subsequently in advance of any change and additions in the work which will affect traffic flow.
- For control of moderate traffic, the Contractor shall provide an adequate number of flagmen employed at his own expense.

VII SAVES CLAUSE AND EMERGENCY ACTION

- Nothing in these regulations shall be construed to prevent work necessary for the preservation of life or property.
- Nothing in these regulations shall be construed to prevent work when ordered by the Director of Public Works, Chief of Police or Fire Chief.
- Permit application and with attached sketch or drawing is hereby made part of this document.
- When emergency work is done outside of normal working hours, a permit for the work may be applied for by noon on the next working day.
- The permittee shall at all times, at his own expense, preserve and protect from injury any adjoining property by providing proper foundations and taking other measures suitable for the purpose. The permittee shall, at his own expense, shore up and protect all buildings, utilities, walls, fences or other property likely to be damaged during the progress of the excavation work and shall be responsible for all damage to public or private property or highways resulting from its failure to properly protect and carry out said work.
- If any section, sub-section, paragraph, sentence, clause or phrase of this Regulation /Specification should be declared invalid for any reason whatsoever, such decision shall not affect the remaining portions of this Regulation / Specification, which shall remain in full force and effect; and to this end the provisions of this Regulation /Specification are declared severable.
- An appeal from the Engineer's decision may be taken pursuant to Connecticut Administrative Procedure Act and returnable to the Superior Court for the Judicial District of Tolland.
- Surplus materials from excavations shall be legally disposed of by the contractor at his expense.



TOWN OF VERNON

ENGINEERING DEPARTMENT
14 PARK PLACE, VERNON, CT 06066

STANDARD DETAIL

CONCRETE DRIVEWAY APRON

NOT TO SCALE

REV. DATE: 4 / 12 / 00

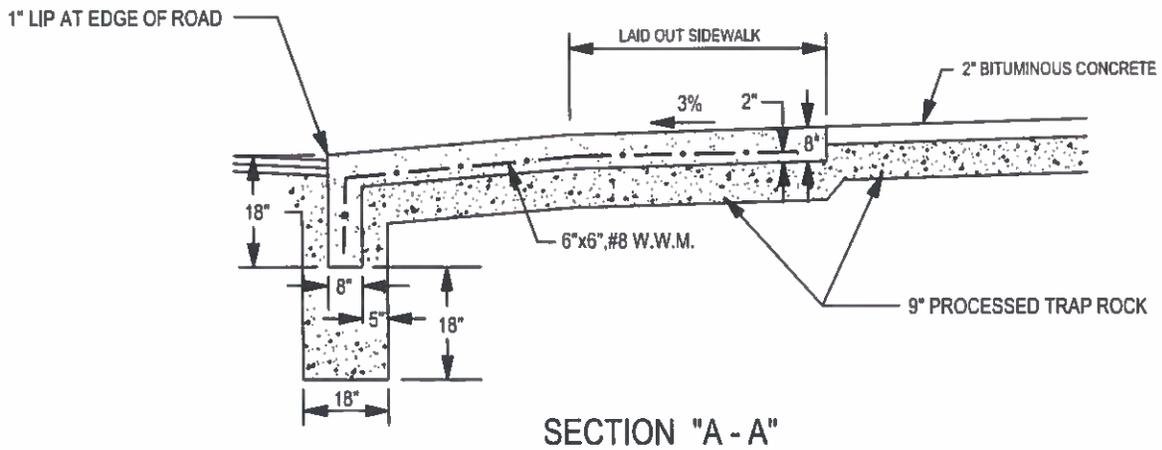
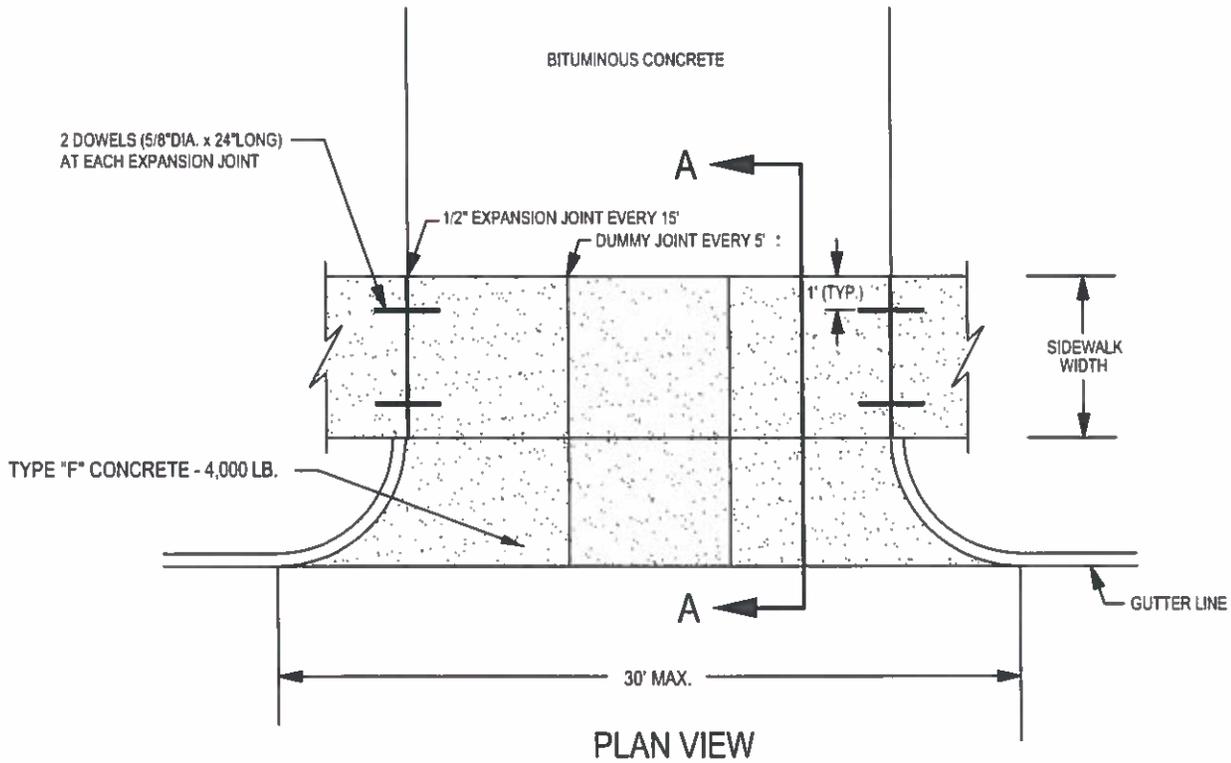


PLATE #1



TOWN OF VERNON

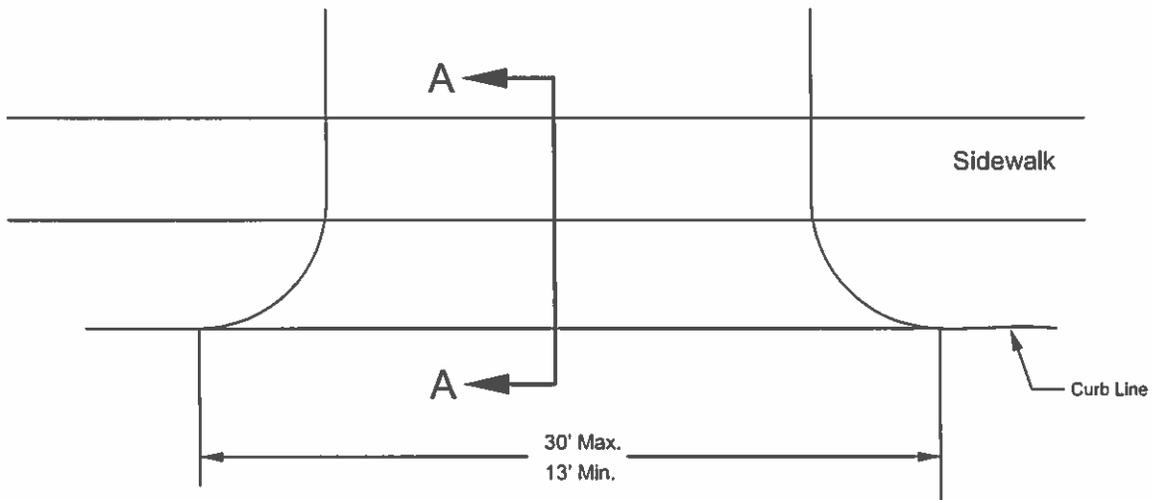
ENGINEERING DEPARTMENT
14 PARK PLACE, VERNON, CT 06066

STANDARD DETAIL

BITUMINOUS CONCRETE
DRIVEWAY APRON WITH
BITUMINOUS SIDEWALK

NOT TO SCALE

REV. DATE: 4/12/00



PLAN VIEW

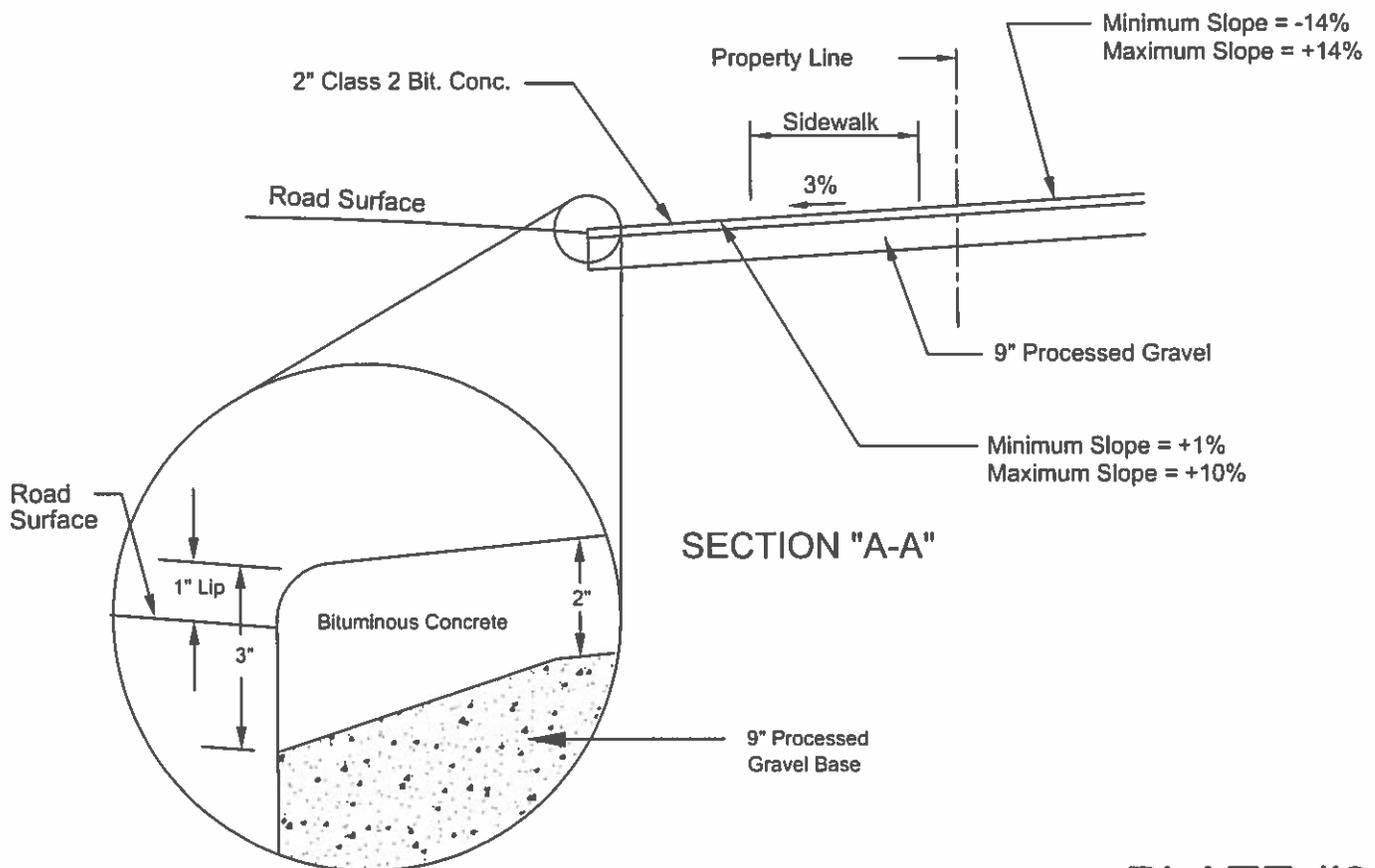


PLATE #2



TOWN OF VERNON

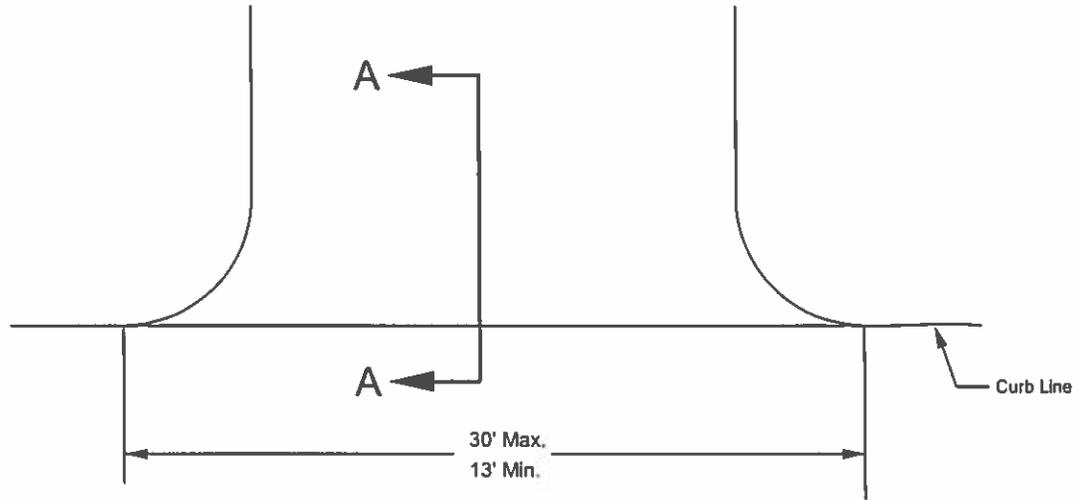
ENGINEERING DEPARTMENT
14 PARK PLACE, VERNON, CT 06066

STANDARD DETAIL

BITUMINOUS CONCRETE
DRIVEWAY WITH NO
SIDEWALK

NOT TO SCALE

REV. DATE: 4/12/00



PLAN VIEW

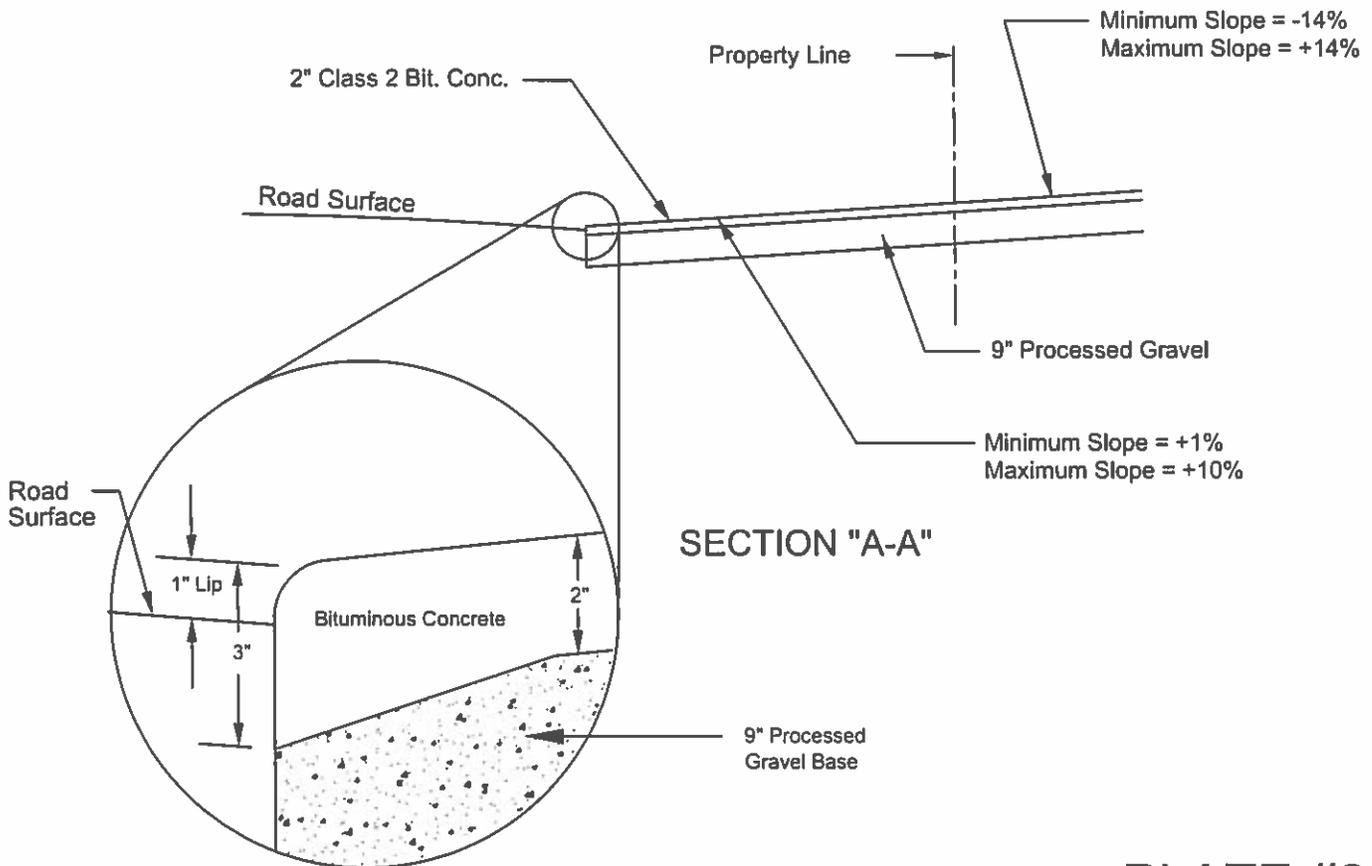


PLATE #3



TOWN OF VERNON

ENGINEERING DEPARTMENT

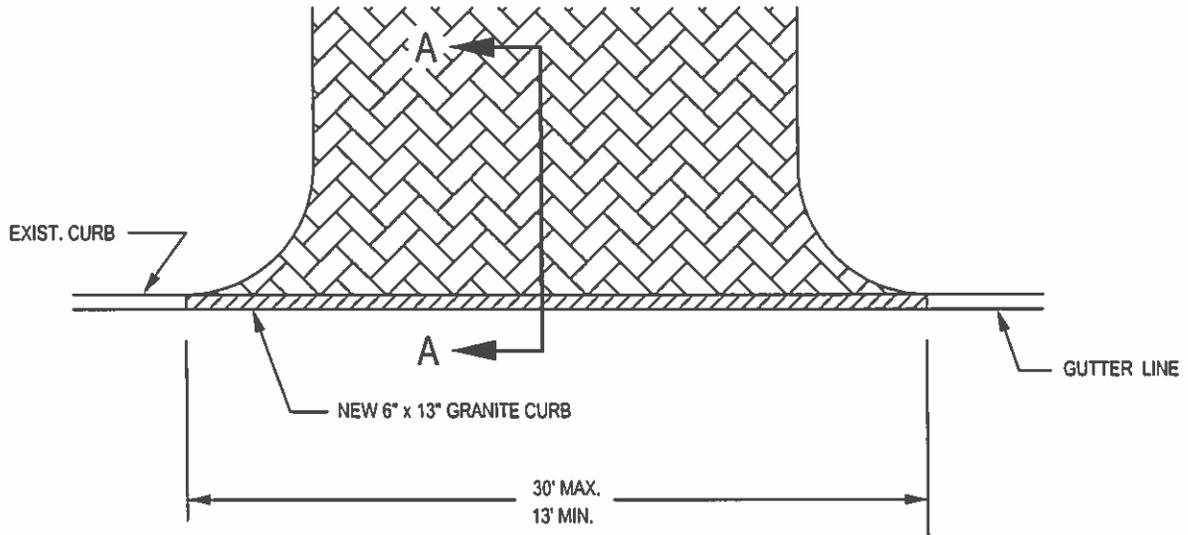
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STANDARD DETAIL

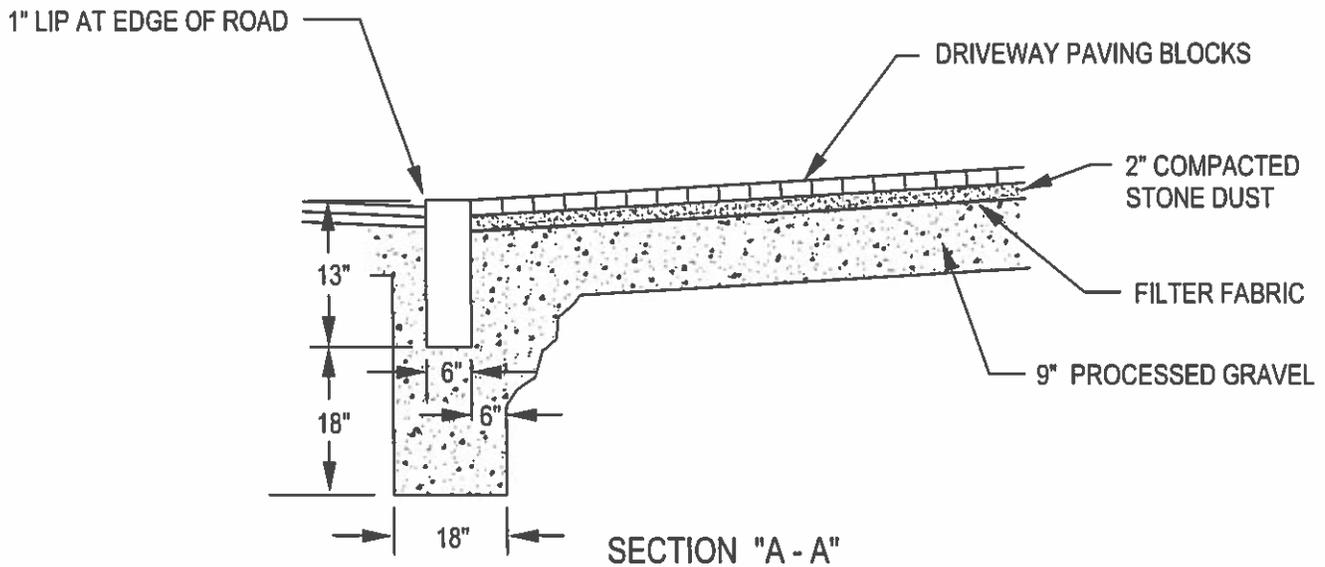
CONCRETE PAVER DRIVEWAY
APRON WITHOUT SIDEWALK

NOT TO SCALE

REV. DATE: 5 / 23 / 00



PLAN VIEW



SECTION "A - A"

KEEP THE NEW CURB HEADER FACE FLUSH WITH THE EXISTING CURB. WHERE THERE IS NO CURB, RECESS THE HEADER 2" FROM THE GUTTER LINE.
CONTACT THE TOWN ENGINEER BEFORE INSTALLATION.

PLATE #4



TOWN OF VERNON

ENGINEERING DEPARTMENT

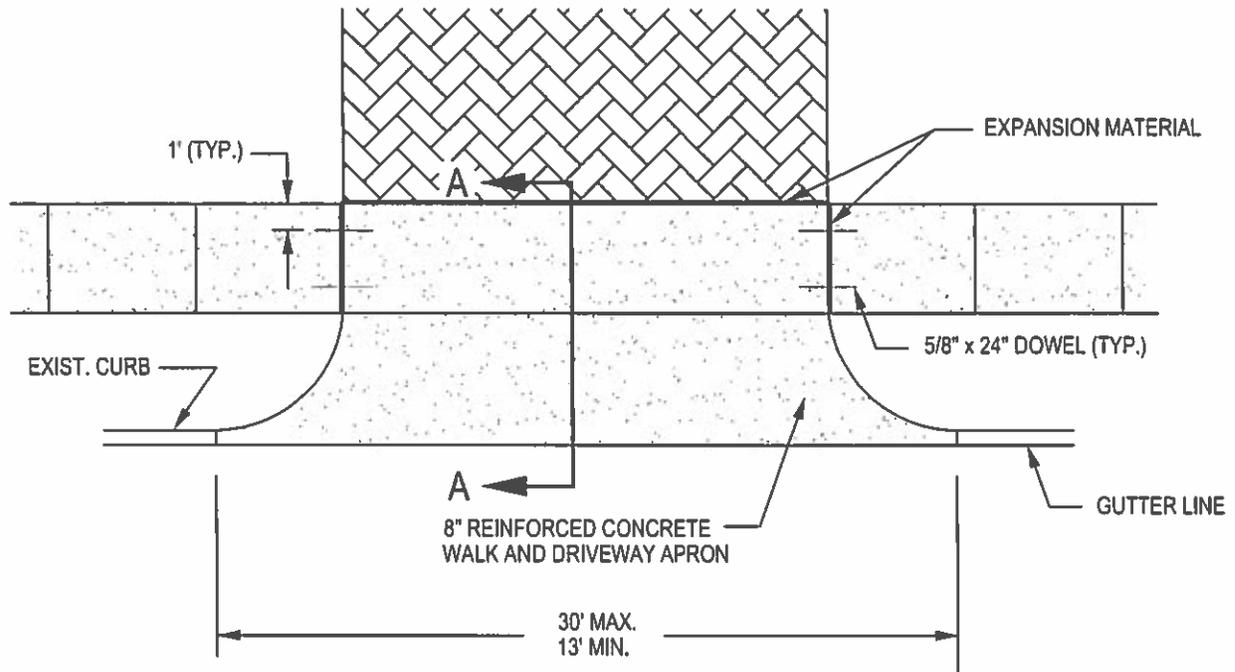
14 PARK PLACE, VERNON, CT 06066

STANDARD DETAIL

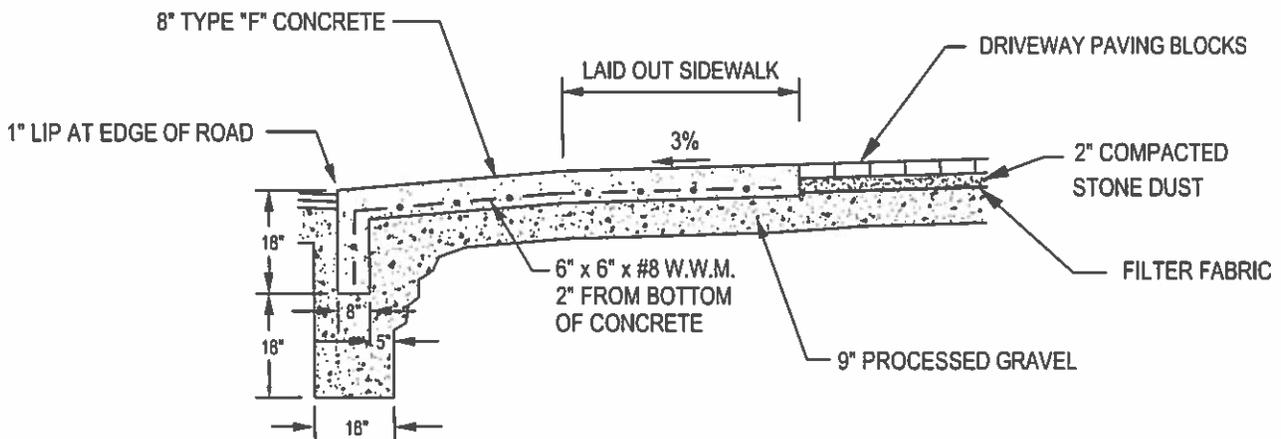
CONCRETE PAVER DRIVEWAY
APRON WITH SIDEWALK

NOT TO SCALE

REV. DATE: 5/23/00



PLAN VIEW



SECTION "A-A"

KEEP THE NEW CURB HEADER FACE FLUSH WITH THE EXISTING CURB. WHERE THERE IS NO CURB, RECESS THE HEADER 2" FROM THE GUTTER LINE.
CONTACT THE TOWN ENGINEER BEFORE INSTALLATION.

PLATE #5