



## Town of Lebanon

579 Exeter Road

Lebanon, CT 06249

Land Use Office: 860-642-6028 email: [buildingdept@lebanonct.gov](mailto:buildingdept@lebanonct.gov)

#DRV - -

Expires on: \_\_\_\_\_

### PERMIT APPLICATION FOR DRIVEWAY / DRIVEWAY APRON

**To be completed by the applicant:**

Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

**The following applies to permit for driveway construction/reconstruction work at:**

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

Owner's Name: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_ Map #: \_\_\_\_\_ Lot #: \_\_\_\_\_

Project Start Date: \_\_\_\_\_ Bond check/surety#: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_

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

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell/Work Phone: \_\_\_\_\_

#### **Description of driveway work:**

Construction ( ) Reconstruction ( ) Drainage ( ) Catch Basin ( ) Other: \_\_\_\_\_

#### **REQUIREMENTS:**

- A plot plan showing the exact location of the proposed access including all pertinent measurements and materials to be used shall be attached to the application.
- Performance bonds of not less than five thousand dollars (\$5,000) check, cash or surety bond, shall be posted with the Land Use Office prior to the start of any work under this section.
- Application fee \$50.00 Date paid: \_\_\_\_\_ Cash \_\_\_\_\_ Check \_\_\_\_\_

#### **AGREEMENT:**

The filing of this application constitutes an agreement that the applicant shall comply with all State ordinances, the Town of Lebanon Driveway Ordinance (voted on and approved at a Town Meeting held on August 30, 2004), regulations and specifications, and that all work will be done in accordance with this application and the plan attached. The applicant further agrees that all work shall be completed and approved by the Town of Lebanon within one (1) year of application. Failure to do so will result in the calling of the bond. The applicant shall be responsible for and shall assume any and all liability that may arise from work initiated under the provisions of this section. The applicant shall indemnify and hold harmless the Town of Lebanon for any liability that may be incurred by said work.

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

Apron Location Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Final Inspection Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Bond Returned By: \_\_\_\_\_ Date: \_\_\_\_\_

Bond Returned To: (Sign) \_\_\_\_\_ Date: \_\_\_\_\_

(Print Name) \_\_\_\_\_

LEGAL NOTICE  
TOWN OF LEBANON  
REVISED DRIVEWAY ORDINANCE

BE IT ORDAINED by the electors of the Town of Lebanon at a duly warned Special Town Meeting to be held on August 30, 2004;

Any person who proposes to establish, alter, change, improve or relocate an access onto any town road shall:

A. Procedure

1. Applicant shall make application for a driveway or access permit from the Selectmen on a form provided for this purpose.
2. Accompanying the permit application shall be a plot plan showing the exact location of the proposed access including all pertinent measurements and materials to be used.
3. Applicant shall post a bond with the Selectmen in the amount of \$5,000 as a guarantee that the work will be done as specified. The Selectmen may require a bond in a greater amount if, in their opinion, the cost of the installation exceeds \$5,000.
4. All accesses onto a Town road shall meet the following specifications:

B. Construction Specifications

1. Aprons shall be required for all driveways; paved aprons shall be installed on paved roads, gravel aprons on gravel roads.
2. The paved driveways apron shall consist of a minimum 2" completed depth of class 2 bituminous concrete (asphalt) compacted with a minimum of a 2 ton roller. Paved apron shall be placed on a 6" compacted course of processed aggregate. Base course shall be placed on a 12" compacted bank run gravel subgrade.
3. The gravel driveway apron shall consist of a 6" course of compacted processed aggregate placed on a 12" of compacted bank run gravel subgrade.
4. Apron dimensions: the apron shall be a minimum of 28' wide at the edge of the traveled portion of the town road, narrowing at not less than a 8' radius on each side of the driveway to a width of not less than 12', and to a distance of not less than 15' from the edge of the traveled portion of the town road or the property line, whichever is greater. Driveway width at the edge of the road shall not exceed 45'.
5. The apron is to meet the road at an elevation no higher than the existing pavement so that a snow plow blade will pass without catching.
6. Maximum change in elevation from the edge of the road pavement to a point of 15' back shall be 9".

7. For driveways lower than the roadway, a high point shall be provided near the end of the driveway to prevent water from flowing onto the lot from the road. The high point shall be 4" higher than the road edge, but no higher than the center of the road.
8. Apron may not extend into the traveled roadway.
9. Apron is to be constructed at the owner's expense; the owner is responsible for repairing any and all damage done to the existing road. Apron and repairs shall be completed and approved by Town staff before the driveway bond is released or the certificate of occupancy is issued, which ever may apply.
10. Maximum grade for any driveway shall be 15%.
11. Any driveway, or portion thereof, whose grade exceeds 10% shall be paved to a uniform minimum width of 10' to minimize erosion and sedimentation problems. Contiguous portions where grade exceeds 5% shall also be paved.

#### **C. Sight Lines**

1. Any trees, brush, stonewalls, fences, and/or other obstructions impeding sight lines shall be removed or lowered. Sight lines shall be determined from a point 10' from the edge of the traveled way portion of the town road using a height of 3.5' for both eye and object, in both directions.

Minimum sight distance shall be: (both directions)

Posted Speed (MPH)	30	40	50
Sight Distance (feet)	200	275	400

#### **D. Drainage Piping**

Edges of the driveway and gutter area shall be graded so that water will pass the driveway without running into the street or onto the lot. Driveways and aprons shall be graded so as not to direct drainage onto the road. To insure that this provision is satisfied, the Town may require that drainage pipe be provided in accordance with the following:

1. Interruption of gutter or roadside swale flow will require piping. Piping shall be sized for a 25 year storm, and shall be a 15" minimum diameter. Flared ends and riprap shall be required to reduce erosion and sedimentation, and to present a neat appearance.
2. Pipe may be reinforced concrete (RCP), asphalt coated corrugated metal, (ACCP), or high density polyethylene (HDPE). All pipe shall be installed according to manufacturer's installation recommendations. Installation trench shall have a minimum 6" bedding and minimum 1' cover. Bedding and cover shall be 1" process gravel or 3/4" stone.

3. Pipe shall be located as far from the edge of the road as possible to minimize the hazard to errant vehicles. Existing swales shall be graded as appropriate to provide a smooth transition to and from the pipe. Disturbed swales shall be protected with riprap or other appropriate measure to minimize erosion.
4. Piping installations shall be subject to inspection and approval by Town Staff. All deficiencies shall be approved before the driveway bond is released or the certificate of occupancy is issued, which ever may apply.

#### **E. Figures**

The driveway shall be constructed in accordance with the requirements shown on Figure (Plate) 1 "Driveway Apron Construction Details".

The minimum lengths of transition (vertical) curves for driveways shall follow the values shown on Figure (Plate) 2 "Minimum Transition Curve Lengths For Driveways".

#### **F. Inspection and Approval Procedure**

1. No permit shall be issued without prior approval of said access by the Selectmen.
2. Inspection is required before and during pipe installation, and prior to paving.
3. Final inspection will consist of the approval of paving of apron/driveway, and of sight lines as per Town of Lebanon Driveway Ordinance.
4. After all requirements of said Town of Lebanon Driveway Ordinance are satisfied, bond shall be released.

This ordinance shall supersede all previous ordinances related to driveways.

This Ordinance shall take effect fifteen (15) days after publication, in accordance with the General Statutes.

Dated at Lebanon, Connecticut this 8<sup>th</sup> day of September 2004

Effective date is September 23, 2004

Leslie Wertam  
Acting Town Clerk

#### 7.4 DRIVEWAYS (effective 8/25/08)

Each lot shall have vehicular access through its required lot frontage except when the Commission approves a common or shared driveway.

a. Location of Driveways

- 2) Driveways shall meet the intersection sight distance requirements of Subdivision Regulation Sec. 6.3.N.B.
- 3) Driveway and parking areas shall be setback a minimum five (5) feet from property lines unless a common driveway is approved by the Commission.
- 4) No more than three (3) driveways shall be located along the outside perimeter of a cul-de-sac circle.

b. Residential driveways longer than 250 feet shall be constructed and maintained year-round according to the following standards.

- 1) Minimum 12 foot wide and be clear of obstructions for a height of 13 feet.
- 2) Constructed to accommodate a two-axle 42,000 lb. fire truck, including related bridges and culverts.

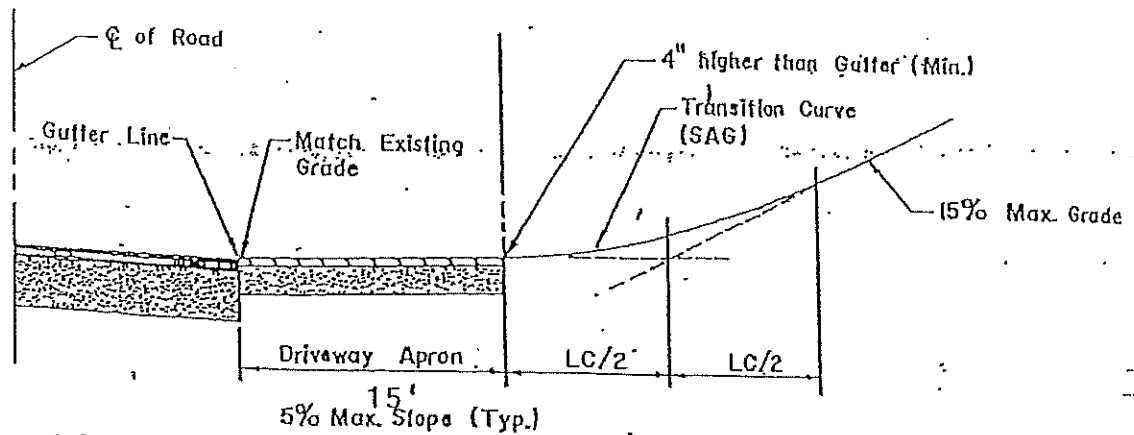
c. Common Driveways (this section is not applicable to common driveways proposed in a Conservation Subdivision Development). The Commission may approve a common driveway if it finds that each lot is capable of providing vehicular access by way of its own driveway with access through the required lot frontage and that in the opinion of the Commission a common driveway is desirable for traffic and safety concerns. Only one common driveway may be permitted on a lot. Common driveways shall:

- 1) Serve at least one of the lots on which it is located;
- 2) Minimum 12 foot wide, have an additional passable area of three (3) feet on each side (for a total 18 foot wide stabilized passable area), and be clear of obstructions for a height of 13 feet.
- 3) Have a maintenance agreement filed in the Lebanon Land Records the contents of which are acceptable to Commission Counsel.

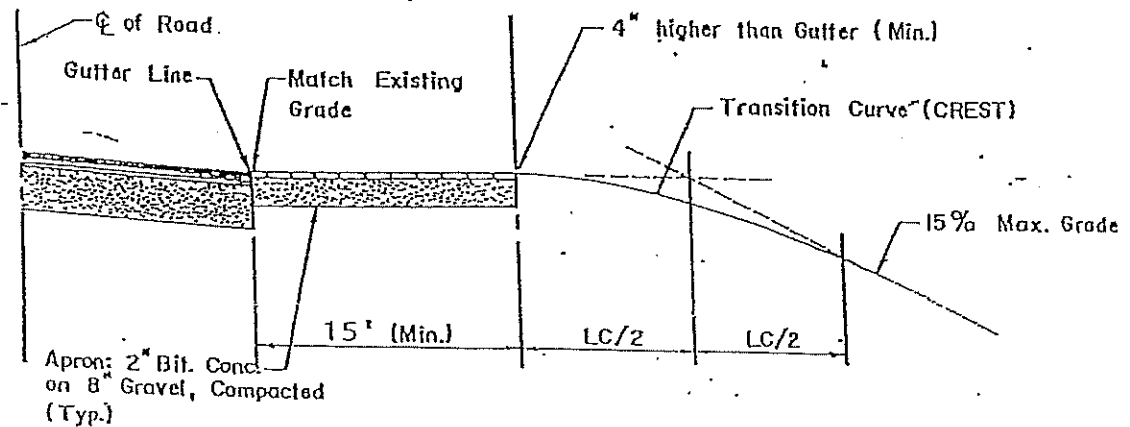
#### 7.5 HOME OCCUPATION

a. Upon issuance of a permit by the Commission or its designated agent, offices of a recognized profession, personal service business or business may be permitted as a home occupation in any RA, VBD and VGD residence districts provided:

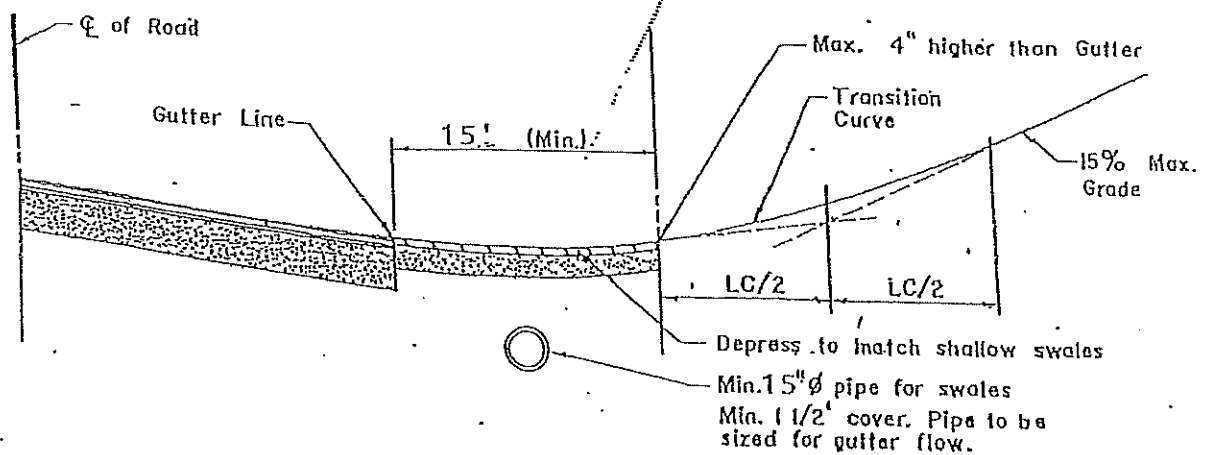
- 1) The use is clearly secondary to the residential use of the property.
- 2) Not more than one non-resident may be employed in the home occupation.
- 3) There shall be no change in the outside appearance of the residence or visible sign of the operation of the home occupation except for a name plate not to exceed 5 square feet in area.



### SECTION UPHILL DRIVEWAY



### SECTION DOWNHILL DRIVEWAY



The DETAIL shown shall directly above shall be used on roads having no curbs and where off-road drainage exists.

REVISIONS			
No.	Description	Date	App.

TOWN OF LEBANON, CT.  
 DRIVEWAY APRON CONSTRUCTION DETAILS

Plate 1 NTS

NOTICE  
**REMOVAL OF ROADSIDE TREES**  
WITHIN TOWN OF LEBANON RIGHT-OF-WAYS

Any person who may need to remove a roadside tree within the limits of the town of Lebanon right-of-ways for any purpose must first contact the Lebanon Tree Warden.

Such purposes may include, but are not limited to: new driveway construction, line-of-site issues, subdivision requirements, engineering, drainage improvement, and utility installation.

Roadside trees within the limits of the state highways (Rt. 87, Rt. 289, Rt. 207) are under the jurisdiction of the CT. DOT and should be referred to that state agency.

Sec. 24-59 of the CT. General Statutes requires any tree to be removed within the municipal right-of-ways be approved and posted by the municipal tree warden. The statute requires a 10-day waiting period following posting before the tree can be removed.

Contact: \_\_\_\_\_, Lebanon Tree Warden at 642-6100 (leave message) for further information and posting.

JN 6/10'03