



ACCESS PERMIT APPLICATION

Permit # _____

Parcel ID: _____

Any new or modified access areas onto a Town highway requires Town approval. For access proposals on State roads, including RT 2 and RT 117, applicants are required to apply directly to VT Agency of Transportation. For local approvals, please review section 6.6 of the *Public Improvement Standards & Specifications for the Town of Richmond* (see municipal website) and provide all the information requested in this application. If you have questions please contact the Highway Department at 434-2631. Additional local permits and approvals may also be required, for information contact the Zoning Administrative Officer at 434-2430.

Application Date: _____ Physical Address of Property: _____

Applicant Name: _____ Property Owner Name: _____

Applicant Mailing Address: _____ Owner Mailing Address: _____

Phone: _____ Phone: _____

Email: _____ Email: _____

Description of Project: _____ Is property in floodplain? _____

The Highway Department will review the proposal to ensure adequate sight lines, culverts and drainage issues. All new driveway culverts must have a minimum diameter of 15". Appropriate techniques such as headwalls and wingwalls may be required especially where erosion or undermining may be expected to occur. The landowner is responsible for purchasing and installing all required materials as approved for installation in the access permit. The landowner is responsible for all maintenance and repair for one year from the date of completion. For the replacement of existing culverts, the Highway Department will make the decision that an existing culvert has failed. The landowner will pay for the purchase price of the culvert. If the grade of the driveway is altered by the landowner so that the culvert is affected by frost action, the landowner will be responsible for repairs.

- Please include a Sketch Plan showing the proposed location of the new or modified access. (see reverse)
- Town Highway Access Application Fee—\$115 residential/ \$145 commercial

Submit the completed application form with the required fee to Planning & Zoning Office.

Signatures: The undersigned hereby certifies this information to be complete and true.

Applicant Signature	date	Property Owner Signature	date
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Application received by ZAO & forwarded to Highway Department (date & initial): _____ Fee: _____

Application received & reviewed by Highway Department (date): _____ Decision: APPROVED / DENIED / WITHDRAWN

Comments: _____ Additional comments on reverse

Highway Foreman Signature: _____ Date: _____

Application received by Town Manager and scheduled for Selectboard approval (date of SB meeting): _____

Selectboard Decision: APPROVED / DENIED / WITHDRAWN Comments: _____

Selectboard Chair Signature: _____ Date: _____

Return approved application to Planning & Zoning Office for applicant notification and filing (ZAO date & initial): _____

TOWN CLERK'S OFFICE Received for Record: _____ A.D. _____ At _____ o'clock _____ minutes _____ M And Recorded in Book: _____ page _____ Attest: _____
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