

*Village of Woodstock*  
*Driveway Permit*

Notice: This permit covers only rights vested in the Board of Trustees over this highway or street and it does not release the petitioner from the requirements of any other statutes, ordinances, rules or regulations, or the need to obtain an easement from the landowner if any of the drive is located on lands of another person.

This permit is effective upon compliance with such of those other requirements as are applicable.

An application fee of Twenty-Five Dollars (\$25.00) must accompany this application.

Fee paid: \_\_\_\_\_ Cash/check: \_\_\_\_\_  
Received by: \_\_\_\_\_

Permission is hereby requested by \_\_\_\_\_ to perform the work described as follows on the street or highway known as \_\_\_\_\_

This exact location of this work being: \_\_\_\_\_ (911 address).

Description of the work to be performed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This permit is issued with the following directions, restrictions and conditions and covered only the work described hereinafter, and then only when the work is performed as directed and subject to the following special conditions.

1. The petitioner does hereby waive, release, and discharge the Village of Woodstock from any liability incurred or any damage or claim of damage of any kind or nature which he or others has or may claim to have now or in the future in connection with the work to be done.
2. No work shall be done under this permit until the petitioner to whom it is granted shall have communicated with and received instruction from the Municipal Manager.
3. All the work herein contemplated shall be done under the supervision and to the satisfaction of the Municipal Manager or his authorized agent which after due notice, is not satisfactorily corrected, the Municipal Manager may, with or without notice, make or cause to be made such corrections and petitioner shall reimburse the Village for any expense incurred in making said corrections.
4. Drive to be constructed in so far as possible with Vermont Department of Highway Stand Sheet 8-71 Profile and Notes.
5. The driveway shall have a minimum width of twelve feet and a maximum width of twenty feet at any point lying within the Village highway right of way, provided however, a driveway serving only one single family dwelling may have a minimum width of eight feet and a maximum width of twenty feet at any such point.

6. Any property other than a property having only one single or two family dwelling may have two driveways, provided said driveways are to be used separately for ingress and egress.
7. All driveway construction shall be designed and constructed in such manner as will divert water and runoff from the driveway away from the Village Street, highway, and sidewalk and also in such manner as will not interfere with or obstruct drainage ditches or other water courses. If culvert is planned by the applicant or required by the Board, the applicant and owner(s) shall bear all cost of installation and maintenance.
8. The driveway shall, as nearly as possible, intersect and pass through the Village Street, highway, and sidewalk at a right angle.
9. The driveway shall be designed, constructed, and located in such manner as to provide safe passage over any sidewalk and safe access to the traveled portion of the Village highway or street. The slope of the driveway shall be the minimum slope necessary under the circumstances and, at and near the point of intersection with a sidewalk or traveled portion of a Village highway or street shall be level with the traveled way for the maximum distance practicable under the circumstances using recommended standard of twenty feet. The sitting of the intersection of the driveway with a sidewalk or traveled portion of a Village highway or street shall be such as will maximize the view of on-coming pedestrian and/or vehicular traffic and provide, to the extent possible, at intersections. Turnarounds shall be provided where possible to avoid the necessity of backing onto a public traveled way.
10. The driveway shall be sited to minimize the need to alter the location of existing public parking spaces and crosswalks.
11. Curb cuts may be permitted only if strictly necessary. If curb cuts are permitted, the board may impose any and all such terms and conditions as it shall deem necessary to ensure that the work to be performed will be completed in a manner consistent with other curb cuts made throughout the village and result in the least amount of damage possible to remaining curbing. A performance bond may be required.
12. This permit may be modified or revoked at any time by the Board of Trustees of the Village of Woodstock, VT.
13. In issuing the permit the Village Trustees are relying on the accuracy of the information submitted by the applicant for this permit.
14. Applicant does hereby agree to hold the Village of Woodstock harmless from claims of all third parties for damages from whatsoever cause incident to the exercise of this permission to construct a driveway.

This permit is valid for one year from the date of issuance.

The undersigned, in consideration of the approval of this permit having duly read all the contents herein, agrees to the directions and to the restrictions and to conditions contained herein.

Signature of applicant: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

\_\_\_\_\_

Telephone number: \_\_\_\_\_

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

Please provide a sketch showing the location of the proposed access and stake out the proposed access so that the Director of Public Works may review it before approval is granted.

Please mail or email completed permit to:

[permits@townofwoodstock.org](mailto:permits@townofwoodstock.org)

PO Box 488  
Woodstock, VT 05091

***FOR OFFICE USE ONLY***

Director of Public Works:

- Concur
- Nonconcur

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Additional conditions:

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This permit is:

- Approved
- Denied

Dated at Woodstock, Vermont this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Village Manager: \_\_\_\_\_