

Town of Yarmouth
200 Main St.; Yarmouth, ME 04096
Phone: 207-846-2401 Fax: 207-846-2438
Public Works Department
APPLICATION FOR ENTRANCE

OFFICE USE ONLY

Permit #: _____
Date Received: _____
Permit Fee: Not Applicable

Applicant: _____	Contractor Performing Work: _____
Applicant Address: _____	Contractor Address: _____
Applicant Phone #: _____	Contractor Phone #: _____
Applicant E-Mail: _____	Contractor E-Mail: _____
Property Owner: _____	Owner Phone #: _____
Owner Address: _____	Owner E-Mail: _____
Contact Person If Different From Applicant: _____	
Contact Person Phone #: _____	Contact Person E-Mail: _____

Location of Entrance: _____
Street Address (or Name of Street and Lot Number if No Address)

Subdivision Name: _____ Subdivision Lot: _____
Dig Safe #: _____ MAP / LOT: _____ / _____ / _____
Principle use of Property: Residential Commercial Other _____

Show proposed entrance locations, width and arrangement; distance between entrances; setback (from edge of traveled way) of buildings, gasoline pumps, etc.; location of existing culverts, pipes, catch basins or manholes, curbing, gutter, and sidewalks; and the location of proposed culverts, ditches, curbing, and sidewalks.

NOTICE TO APPLICANT: (1) This form is an application only and NO entrance work is to commence until the Entrance Permit has been issued. (2) No excavation work is to commence until DIG SAFE and all underground facility operators have been duly notified of the work 3 business days in advance in accordance with the current State of Maine statutory requirements. (3) All work must conform to the requirements of the Entrance Permit and the current copy of the "Rules and Regulations" as issued by the Town. (4) Make checks payable to "The Town of Yarmouth".

Statement of Agreement: I am duly authorized to execute this application and have reviewed and will comply with the above. I further agree to comply with all requirements of the Entrance Permit and agree to pay any subsequent charges which may become due as a result of my failure to comply with any of the permit requirements of the ROW Ordinance.

Signature of Applicant

Date

APPROVED: _____

DATE: _____

WITH CONDITIONS

WITHOUT CONDITIONS

RIGHT OF WAY PERMIT REQUIRED

CHAPTER 604

Excerpt From
RIGHT OF WAY ORDINANCE
Town of Yarmouth, Maine

D. APPROVAL CRITERIA

1. **General:** Entrances shall be designed and constructed to provide safe access to the public way. Permittees shall comply with the requirements listed, which have been modeled after Chapter 299 - Highway Driveway & Entrance Rules Part A (Maine DOT) and the Access Management Handbook for Local Officials, as developed by The Maine Department of Transportation.
2. **Permittee:** The Permittee for a permit shall be the owner of the property being served. Any driveway or approach constructed by the Owner shall be for the bonafide purpose of securing access to the Owner's property and not for the purpose of parking or servicing vehicles on the road Right of Way.
3. **Sight Distance Criteria:**
 - a. All entrances shall be so located such that vehicles approaching or using the entrance will be able to obtain adequate sight distance in both directions along the public way or to maneuver safely and without interference with traffic.
 - b. Measurements to determine sight distance shall be made in the proposed entrance at a point ten feet (10') from the edge of shoulder line with the height of three and one-half feet (3-1/2') above the pavement. The sight distance shall be computed from this point measuring along the roadway to a point where an approaching height of object four and one quarter feet (4-1/4') feet is first seen.
 - c. Sight Distance Technical Standards. The minimum allowable sight distances for all accesses onto all Town Ways are listed in Table 1. The Town may require up to fifty percent (50%) greater sight distances when at least thirty percent (30%) of the traffic using the entrance will be larger vehicles.

Highway Speed (MPH)	Minimum Sight Distance (In Feet)
25	200
30	250
35	305
40	360
45	425
50	495
55	570

4. **Geometry:**

- a. The entrance shall be designed such that the grade within the Right of Way does not exceed eight percent (8%).
- b. Driveway width within the Town Right of Way must be between twelve feet (12') and twenty-five (25'), unless a special exception is granted by the Public Works Director or representative of the Public Works Authority. The width of the driveway is the distance across the driveway, excluding radii, measured parallel to the roadway.
- c. For uncurbed public ways the entrance shall in general slope away from the road surface at a rate of not less than one quarter inch (1/4") per foot, nor more than one inch (1") per foot for a distance of not less than the prevailing width of the existing shoulder, but in no case less than four feet (4') from the edge of pavement.
- d. The entrance should intersect the traveled way at a horizontal angle of ninety (90) degrees but in no case shall the horizontal angle be less than seventy-five (75) degrees.
- e. No part of the entrance shall extend beyond the property lot frontage for the lot being served.
- f. **Corner Clearance.** Driveway entrances shall be at least fifty feet (50') back from an unsignalized intersection and at least one hundred and twenty-five (125') back from a signalized intersection, measured from the point of tangency.
- g. Where a public sidewalk crosses a driveway apron an accessible route for sidewalk travel shall be constructed across the full width of the drive apron. The accessible route shall match the width of the existing sidewalk on both sides but be no less than five feet (5') wide and shall have a maximum cross slope of two percent (2%).

5. **Drainage:**

- a. Existing roadside drainage in gutter or ditch lines shall not be altered or impeded by the Permittee. The Permittee must provide at his/her expense suitable and approved drainage structures at all entrances as required by the Town.
- b. Surface drainage shall be provided so that all surface water on the areas adjacent to the road shall be carried away from the roadway.
- c. Where a drainage culvert is required to maintain roadside drainage the Town must approve the pipe diameter/length and type pipe material prior to installation. In any case, the pipe size shall be at least fifteen inches (15") in diameter, unless otherwise approved by the Public Works Director or representative of the Public Works Authority.

6. **Construction:**

- a. The Owner is responsible for all construction and restoration of disturbed areas for the entrance within the limits of the Right of Way.
- b. The entire portion of any entrance within the limits of the Right of Way shall be constructed with a minimum fifteen inch (15") well-grade gravel base course (MDOT Type D).
- c. If the entrance grade within the Right of Way exceeds five percent (5%) percent slope then the entrance shall have a paved surface within the limits of the Right of Way.

7. **Curb and Sidewalk:**

- a. When sidewalk or curb exists at the proposed entrance the Permittee shall remove and replace such materials at the Permittee's expense. Fifteen inches (15") of Type D gravel must extend under the sidewalk. Any granite curb to be removed by the Permittee will remain the property of the Town.
- b. Where curb exists, curb tip-downs approved by the Town, shall be provided at each side of a new entrance.
- c. Where sidewalk is removed to accommodate a new entrance a new walk surface of equal type construction is to be provided. The sidewalk area at all entrances is to meet handicap accessibility requirements and conform to the American with Disabilities Act guidelines. In general sidewalks shall meet the following:
 - (i) The maximum sidewalk longitudinal transition slope is not to exceed one foot (1') vertical to twelve feet (12') horizontal;
 - (ii) The maximum sidewalk cross-slope is not to exceed two percent (2%).
 - (iii) No abrupt changes in grade are permitted and the maximum curb reveal crossing a walkway is one-half inch (1/2") or less.

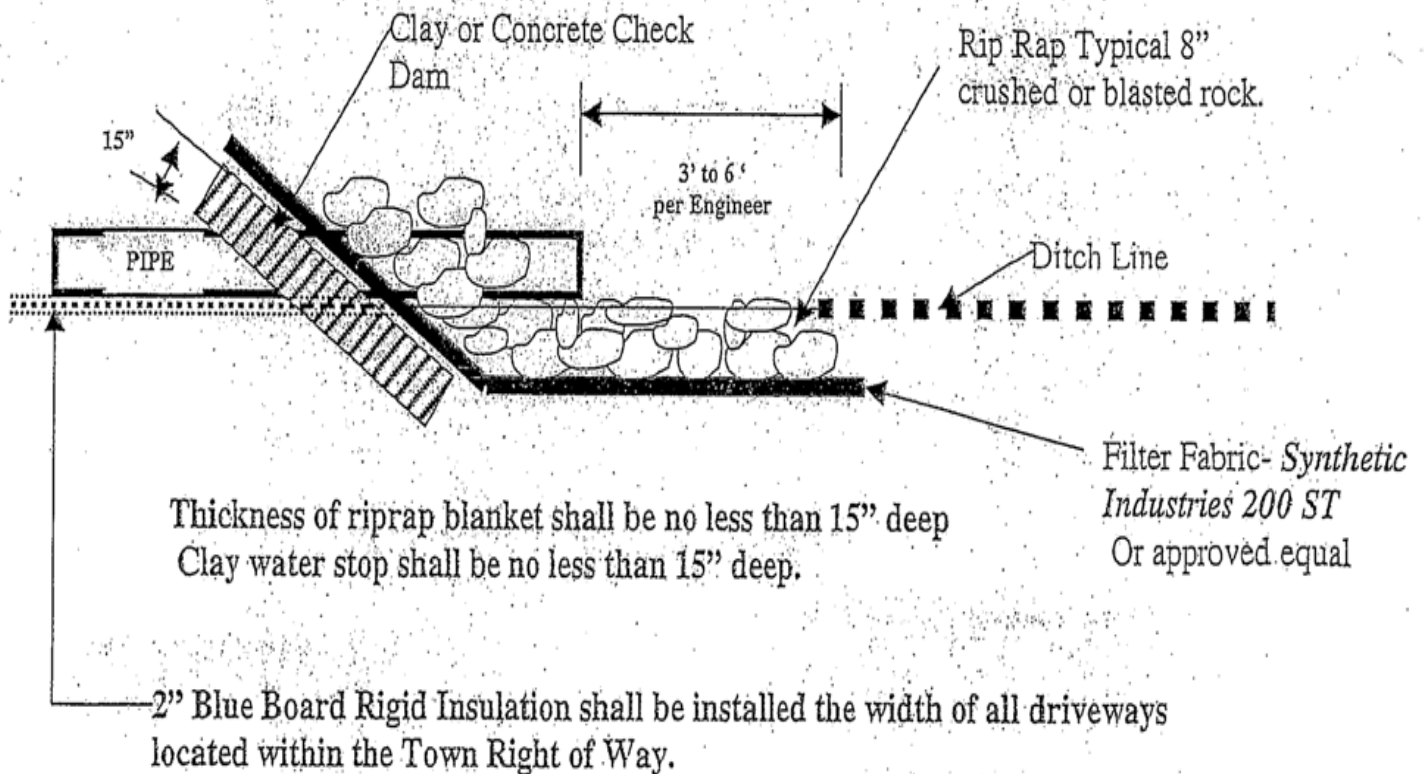
Driveway Culvert Installation

Property Owners are responsible for the costs associated with the initial culvert placement in their driveway entrance. If the driveway culvert is installed to the following specifications, the Town will accept all future maintenance and replacement responsibilities.

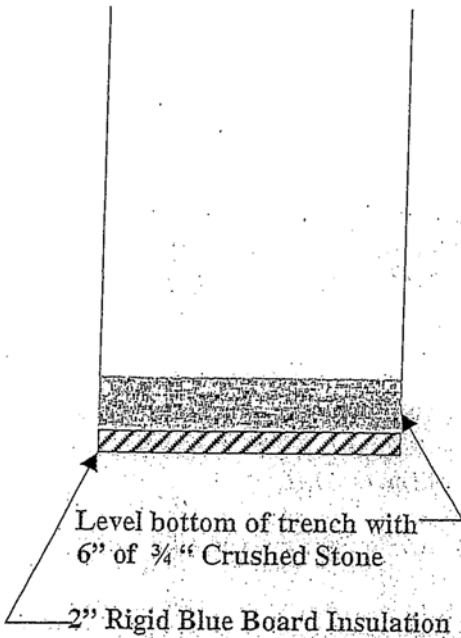
The culvert size typically is fifteen inches (15"), but in all cases must be approved by the Town Engineer or Public Works Director. The culvert can either be a polyethylene smooth walled pipe (ADS N-12 or approved equal) or an aluminum pipe (not aluminized).

The bedding requirements for all pipes are on the following page. The culvert must have a clay check dam located at the inlet and outlet ends to prevent water from piping through the stone and potentially washing out the culvert.

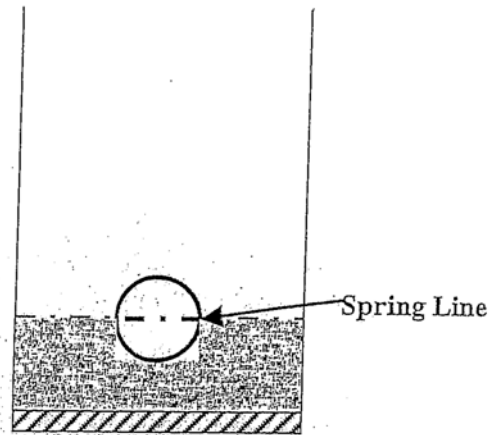
All driveway culverts are required to have two inch (2") blue board rigid insulation installed beneath the culvert and below the ditch line.



Step 1

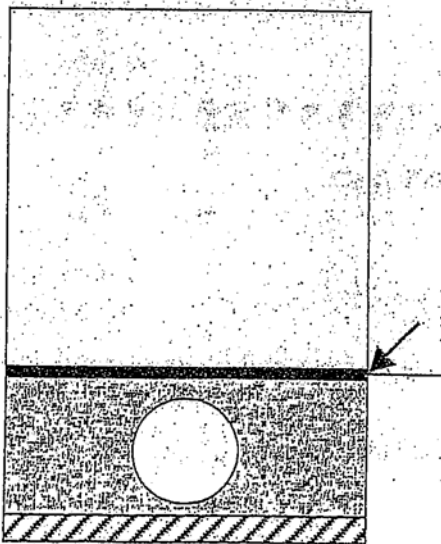


Step 2



- Place Pipe on 6" Bed of Stone
- Fill Stone to Spring line of Pipe
- Use Shovel to chink in voids

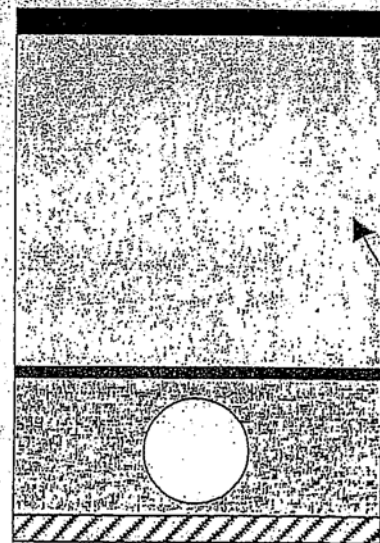
Step 3



- Backfill with stone over top of pipe for storm, sewer, or under drain pipe
- 2" min. over top of pipe with stone
- Place approved filter fabric over top of stone

Step 4

Crushed Gravel or Pavement



After Fabric is down, place MDOT Type C Gravel in trench (3" crushed gravel is acceptable). Install pavement or crushed gravel 3" from top of driveway.