

CURTIS RAND  
FIRST SELECTMAN

Telephone: 860-435-5170  
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Email: townhall@salisburyct.us



TOWN OF SALISBURY  
CONNECTICUT

Christian Williams  
Donald Mayland  
Selectmen

Town Hall  
P.O. Box 548  
27 Main Street  
Salisbury, Connecticut 06068

## INSTRUCTIONS FOR DRIVEWAY PERMITS AND ROAD CUTS

1. Flag where the proposed work will influence our road.
2. Fill out the permit application completely and follow requirements listed below:

### REQUIREMENTS FOR DRIVEWAYS:

- a. Must be marked out with visible tape and be inspected and approved.
  - b. Must be inspected by First Selectman and/or Highway Foreman.
  - c. Materials: 18 inches minimum thickness. 12 inches bank run and 6 inches processed gravel 15 feet wide and 20 feet in from town road. Needs inspection at that time.
  - d. Entrance off of gravel road should be same specification as above except no asphalt needed. Inspection when finished.
  - e. Asphalt class II minimum. 3 inches thick compacted, 15 feet wide and 12 feet in from town road. (15 feet at road edge taper to 12 feet back 3 feet.) Inspection when finished. Asphalt must be applied within one year.
  - f. For road cut 4" of asphalt in 2" lifts and responsible for 3-years after completed.
  - g. Permit may require engineered design to eliminate water, ice, sediment or other negative impacts on town roadways.
3. Provide a surety bond (\$600). This will be returned when work is inspected and properly completed. Make check payable to "Town of Salisbury". It will be deposited promptly. The surety bond is forfeited to the town if not reclaimed within five years. Extensive road disturbance may require a larger bond to be determined by the Highway Foreman and/or First Selectman.
  4. You may contact the Highway Foreman, (860) 435-5184, at any time for direction or assistance.
  5. The Highway Foreman will inspect the sub-base, when he is notified.
  6. Finish surface will also be inspected when completed.
  7. If water lines or utilities are involved, advance notice is required. Plan must be filed with application.

**\*\*\* You are responsible for any maintenance within the work zone for 3 years from completion\*\*\***

**PLEASE NOTE: NO WORK MAY BEGIN UNTIL PERMIT APPLICATION IS SIGNED BY THE FIRST SELECTMAN or HIGHWAY FOREMAN**

Office Use Only: Date Received: ____/____/20__
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**THIS PERMIT TO DISTURB A TOWN HIGHWAY IS ISSUED TO:**

OWNER'S NAME \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

For the purpose of doing necessary work on a Town highway according to the "Ordinance Regarding Permit for Work on Town Highways", adopted by Town Meeting, October 7, 1957 and amended July 11, 1959. The owner of the property hereby agrees to indemnify the Town for injury to persons or property arriving out of work covered by this permit.

**Property Location:** (HOUSE #) \_\_\_\_\_ (STREET) \_\_\_\_\_  
**OR** Map \_\_\_\_\_ Lot \_\_\_\_\_ (From Assessor's Maps)

**DETAILED DESCRIPTION OF WORK:**

\_\_\_\_\_  
\_\_\_\_\_

**NEAREST UTILITY POLE NUMBER (where applicable):** \_\_\_\_\_

**Check One:** Private Drive \_\_\_\_\_ Utility Connection \_\_\_\_\_

**SPECIAL CONDITIONS:**

\_\_\_\_\_  
\_\_\_\_\_

**CONTRACTOR'S - NAME, ADDRESS AND TELEPHONE NUMBER:**

\_\_\_\_\_  
\_\_\_\_\_

**INSURANCE COMPANY - NAME, ADDRESS AND POLICY NUMBER:**

\_\_\_\_\_  
\_\_\_\_\_

***For Town of Salisbury Only:***

Receipt acknowledged of surety bond in amount of \$ \_\_\_\_\_.

Check Number \_\_\_\_\_ Dated \_\_\_\_\_ / \_\_\_\_\_ /20 \_\_\_\_\_

**INITIAL INSPECTION BY:** \_\_\_\_\_ Title \_\_\_\_\_  
DATE \_\_\_\_ / \_\_\_\_ /20 \_\_\_\_

**FINAL INSPECTION BY:** \_\_\_\_\_ Title \_\_\_\_\_  
DATE \_\_\_\_ / \_\_\_\_ /20 \_\_\_\_

**Project Approved - Return Bond:**

**BOND RETURNED** \_\_\_\_\_ / \_\_\_\_\_ /20 \_\_\_\_\_