



# TOWN OF NEW FAIRFIELD

## PUBLIC WORKS DEPARTMENT

4 Brush Hill Road, New Fairfield, CT 06812-2619  
Office (203) 312-5628 Fax (203) 312-5678

**APPLICATION IS HEREBY MADE FOR A PERMIT TO ENCROACH ONTO THE TOWN RIGHT OF WAY**

**SPECIAL NOTES:**

- ❖ Applications not completely filled in, or that do not include proposed work plan, including but not limited to grading, cuts, fills, drainage and does not meet construction specification lines 2 - 19 of the "Town of New Fairfield Street and Sidewalk Ordinances" will not be accepted by the Public Works Office.
- ❖ It is the responsibility of the applicant to follow up on the status of any applications for permit and/or certificate of occupancy.
- ❖ Any access way created in any manner contrary to Public Works Department requirements shall constitute a violation of the Ordinance. Public Works Department has up to 30 days to review a completed application; an application fee of \$ 100.00 is required.
- ❖ Performance Bond will only be released upon satisfactory completion of all required work as determined by the Public Works Department. No sign off for Certificate of Occupancy will be granted to all work is satisfactorily completed.

**GENERAL PERMIT REQUIREMENTS:**

- ❖ No work will begin without an approved permit from the Public Works Department.
- ❖ The accessway will be constructed in such a manner as to not interfere with any drainage along town owned or private roads.
- ❖ The gutter line of the roadway is to be kept intact.
- ❖ All work taking place within the Town Right of Way shall be constructed according to the requirements as set forth by the Town of New Fairfield's Town Ordinance, and or as designated by the Public Works Department additional requirements.
- ❖ The access way shall have an anti-tracking pad immediately installed consisting of 3'' crushed clean stone and must be maintained until pavement has been installed and the site stabilized. No material can be tracked or eroded on to the town right of way.
- ❖ No tracked equipment shall be operated on the travel portion of the town or private road.
- ❖ The proposed site must be tagged or marked clearly with paint, flags, or monuments.
- ❖ The permittee must submit appropriate documented approvals from other Town agencies, which have a direct bearing on this application (i.e. Planning Commission approved subdivision plans, zoning restrictions, etc.), as well as a drawing.

<b>DATE:</b> _____	ENCROACHMENT PERMIT TYPE ONTO TOWN RIGHT OF WAY: (CHECK ONE)
	<input type="checkbox"/> DRIVEWAY <input type="checkbox"/> EXCAVATION <input type="checkbox"/> SIDEWALK

NAME OF SUBDIVISION (IF APPLICABLE): _____	MAP# / BLOCK# / LOT#: _____
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NAME OF STREET/STREET NO.: \_\_\_\_\_

NAME OF BANK OR SURETY COMPANY:	I HAVE SUBMITTED A PERFORMANCE BOND WITH THIS APPLICATION IN THE AMOUNT OF \$ _____ TO REIMBURSE THE TOWN OF NEW FAIRFIELD FOR EXPENSES AND/OR DAMAGES CAUSED BY THE EXECUTION OF THE WORK, AND AGREE TO PERFORM THE WORK ACCORDING TO THE REGULATIONS ON PERMIT WORK AS STIPULATED IN THE ORDINANCES GOVERNING CERTAIN ACTIVITIES ON TOWN ROADS, HIGHWAYS AND SIDEWALKS AND CONSTRUCTION OF DRIVEWAYS INTERSECTING WITH TOWN HIGHWAYS. (COMMON USE DRIVEWAYS MAY REQUIRE A HIGHER BOND AMOUNT, WHICH WILL BE ASSIGNED BY THE PUBLIC WORKS DIRECTOR OR DESIGNEE.
AMOUNT OF CHECK OR BOND REQUIRED:	
<b>PROPOSED START DATE:</b>	
<b>PROPOSED COMPLETION DATE:</b>	

<b>NAME OF PROPERTY OWNER:</b>	<b>SIGNED:</b>  <div style="text-align: center; border: 1px solid black; padding: 2px;">Property Owner</div>
<b>ADDRESS:</b>	<b>PRINT NAME:</b>
<b>TOWN / STATE / ZIP:</b>	<b>TELEPHONE:</b>

NAME OF PERSON TO PERFORM WORK:

TELEPHONE: \_\_\_\_\_

ADDRESS:

PUBLIC ACT 87-71 OF THE CONNECTICUT STATE STATUTE REQUIRES THAT CALL BEFORE YOU DIG BE CALLED PRIOR TO ANY EXCAVATING OR REQUESTING APPLICATION FOR PERMIT. THIS DEPARTMENT WILL NOT ACCEPT ANY APPLICATIONS WITHOUT THE CBYD NUMBER.

TOWN / STATE / ZIP:

CBYD 1-800-922-4455:

CBYD#:

**BELOW IS FOR PUBLIC WORKS USE ONLY**

DATE RECEIPT OF APPLICATION:

PERMIT NUMBER:

DATE BOND WAS RECEIVED:

ACCEPTED / DENIED:

DATE:

IF DENIED, PLEASE EXPLAIN:

SPECIAL CONDITIONS OF PERMIT:

AMOUNT OF BOND:

EXPIRATION DATE:

A permit is hereby granted in the Town of New Fairfield, to THE APPLICANT subject to compliance with the Town of New Fairfield Code of Ordinances and any other stipulated requirements.

Signature \_\_\_\_\_

Antonio Iadarola  
Town of New Fairfield Engineer

Russell Loudon  
Town Of New Fairfield DPW Superintendent

**FINAL INSPECTION FOR CERTIFICATE OF OCCUPANCY AND/OR RELEASE OF BOND**

DATE OF FINAL INSPECTION:

ACCEPTED / DENIED:

IF DENIED, REASONS WHY:

Signature \_\_\_\_\_

Antonio Iadarola  
Town of New Fairfield Engineer

Russell Loudon  
Town of New Fairfield DPW Superintendent

*TOWN OF NEW FAIRFIELD  
CONSTRUCTION SPECIFICATIONS  
DRIVEWAYS, ACCESSWAYS, AND APRONS*

- 1) The applicant shall submit the proposed access way on a professional plan or to be included on the "Proposed Sanitary Disposal System Plan" including but not limited to grading, cuts, fills, and drainage and specification lines 2 - 18.
- 2) The apron width of the driveway, measured along the gutter line of the Town road shall be no wider than 18 feet for an access way servicing one dwelling, and 22 feet for a common driveway.
- 3) The angle of intersection to the Town road shall be no less than 60 degrees.
- 4) The driveway shall have a minimum sightline distance of 200 feet, measured as shown on detail sheet.
- 5) The driveway shall be excavated to a proper depth and have a minimum of 12" (after compaction) of bank run gravel, or 8" of 3/4" - 1 1/2" broken stone base installed.
- 6) The apron of the driveway shall be 2" thick asphalt, Class II.
- 7) The paved apron shall have a 1 1/2" tall lip along the gutter line of the Town road to prevent water from draining onto driveway. This applies to all driveways, at a positive or negative grade from the road.
- 8) The paved apron shall extend 15 feet from the gutter line of the Town road.
- 9) The edge of the apron shall not extend beyond the gutter line of the Town road in order to prevent the apron from being damaged during snow plowing.
- 10) The edge of the Town road will be saw cut. Tack coat will be applied and paved apron shall be keyed into the edge of the asphalt of the Town road at least 2" to prevent apron from breaking away. A total thickness of 3 1/2" of asphalt would be required at edge of apron to provide the 1 1/2" lip.
- 11) The grade of the access way shall not exceed twelve percent (positive or negative) except those said grades not exceed eight percent (positive or negative) for the first thirty feet measured from its intersection with the street.
- 12) It is strongly recommended that any driveway steeper than 10 percent be paved.
- 13) The radius of the return flares shall not be less than three feet.
- 14) Only the paved apron area of the driveway will be allowed to drain onto the Town road.
- 15) Any drainage runoff other than the paved apron area (15' from gutter line) created by construction of driveway shall be properly discharged as per the Public Works Department.
- 16) Any existing drainage that will be affected by installation of the driveway will be revised, relocated, or protected as per the Public Works Department.
- 17) The contractor shall employ all proper erosion control measures during construction.
- 18) If the Department of Public Works determines that there will be a chance of sediment being deposited onto the
- 19) Town road after construction is completed, the bond will be held until the driveway is deemed to be stable. Periodic inspections by the Public Works Department will be required during construction of the driveway at the time the permit is applied for, after installation of base material (see #4), and after completion of driveway (see #1-17).