



Town of Greenwich
 Department of Public Works, Highway Division
 Town Hall – 101 Field Point Road, Greenwich, CT 06836-2540
 Phone 203-622-7766 – Fax 203-622-7831

Please submit plans folded –
 No larger than 8½” x 14”
 Applications not accepted by Fax.
 Signature Required
 Type online, print & sign

Application for Highway Permit

JOB ADDRESS: _____

DESCRIPTION OF WORK: _____

OWNER’S NAME: _____ CONTRACTOR’S NAME: _____

ADDRESS: _____ ADDRESS: _____

DAYTIME PHONE #: _____ BUSINESS PHONE #: _____

HOME PHONE #: _____ EMERGENCY PHONE #: _____

ALL WORK TO INSTALL, SEWER, WATER, GAS, ELECTRIC, TELEPHONE, CATV, DRIVEWAY, CURBING, BLOCK PAVERS, DRAINAGE, ETC. REQUIRES REVIEW AND A HIGHWAY PERMIT

*****WORK AREA to be MARKED OUT in the FIELD in WHITE PAINT*****

NO PERMANENT STRUCTURES or PLANTING to be INSTALLED on TOWN RIGHT-OF-WAY

ALL IMPROVEMENTS IN THE RIGHT-OF-WAY MUST MEET TOWN OF GREENWICH STANDARDS

The following items **MUST** be submitted with this application **for all types of work:**

- I. **Seven (7) sets of Plans of the Proposed Opening or Driveway Entrance:**
- a. Drawing submitted must be at least 8½” x 11”.
 - b. Site plan required for All NEW Construction, A-2 survey (required for Zoning) and site plan with elevations and property line depicted, certified by Licensed Professional Engineer and Land Surveyor.
 - c. Drawing is to be to scale.
 - d. Street Name and House Number must be clearly indicated.
 - e. North arrow to be indicated.
 - f. Nearest intersection and approximate distance or number and distance from nearest utility pole must be indicated.
 - g. Location, size and type of trees on Town right-of-way.
 - h. Indicate existing catch basins, manholes, culverts, guard rails, curbing, sidewalks, signs, traffic control devices and on street parking fronting property.
 - i. All work in right-of-way shall be in accordance with Town of Greenwich Standard Detail.

Copies of Town of Greenwich Standards are available in the DPW - Engineering Division.

- II. Additional requirement for **DRIVEWAY APPLICATIONS:**
- **Driveway Permit shall be obtained prior to Building Permit being issued. Evidence of approval required by Building Division.**
 - **Highway Division sign-off and Certified “As-Built” required prior to Certificate of Occupancy from Building Division being issued. (Two (2) weeks notice required)**
 - **DRIVEWAY Application includes Completed Application form, Sight Distance Data and Driveway Width.**

Checklist for **DRIVEWAY APPLICATIONS:**

- a. Sight Distance to left and right of the driveway is to be indicated. Certified site plan required for All NEW construction.
- b. Must conform to driveway frontage requirements. **(NOTE: If there is 50 feet or less frontage, only one driveway opening is permitted).**
- c. Indicate width of driveway at property and roadway.
- d. Indicate profile of the driveway from the edge of the Town road minimum 20 feet into driveway. Profile shall be a plus grade of 3% to 6% for first five (5) feet.
- e. Indicate type of curbing, if any, to be installed. Curbing and stone aprons must be kept back 5 feet from the edge of the road with a 5-foot asphalt apron.
- f. Permit application must provide detailed information of how excess runoff water will affect Town right-of-way.
- g. Type of finish pavement is to be indicated.
- h. All curbs and walks in right-of-way to conform to Town of Greenwich standards.

- III. Additional requirement for **DRAINAGE APPLICATIONS:**
- **Trenches and excavation in right-of-way shall be repaired prior to issuance of Certificate of Occupancy**
 - a. If private drains are to be connected to the Town system, a drawing of the private drain, **size and type of pipe**, must be provided.
 - b. If drains are to be connected to the Town system, a complete drainage plan including catch basins, manholes, **size and type of pipe** for the entire property, must be provided. Drainage Summary Report may be required.
 - c. Highway Inspector to be notified of final completion and repair for approval.

IV. Before any excavation work and with this application, you must provide:

“Call Before You Dig” Ticket Number: _____

(To obtain number, calling from within Connecticut - Toll Free, **1-800-922-4455**)

(To obtain number, calling from outside Connecticut, **1-203-281-5435**)

Signature of Permittee/Applicant: _____ Date: _____

(Please type or print name): _____



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APPLICATION FOR HIGHWAY PERMIT

Notice

PERMITS MAY BE REQUIRED FROM OTHER TOWN AGENCIES such as the Building Division, Inland Wetlands and Water Courses Agency, Police Department, Fire Department, Planning and Zoning, etc.

It is the applicant's responsibility to acquire the necessary permits prior to the commencement of work.

THE TREE WARDEN MUST BE NOTIFIED of any excavations in the vicinity of Town Trees.

HIGHWAY PERMIT REVIEW PROCESS

Evaluation Criteria, includes, but is not limited to:

1. HIGHWAY DIVISION – reviews application for: (203) 622-7766
 - Impact to right-of-way
 - Impact on road PCI (Pavement Condition Index)
 - Trench impact, location feasibility
 - Trench repair requirements
 - Impact on drainage
 - Impact of curbs, berms, Belgium stone curbing and entrances
 - Location of pillars, gates, sprinklers and appurtenances
 - All approvals – sign off sheet by Reviewer
 - Encroachments
 - Drainage Easements
2. TREE DIVISION – reviews application for: (203) 622-7824
 - Impact to Town trees
 - Conflicts, removal process
 - Tree Warden posts tree and holds public hearing, rendering decision.
 - Control placement, future growth and impact on sight line.
 - Sight obstructions in right-of-way, recommends removal.
 - May request on-site meeting with applicant to discuss application
3. TRAFFIC ENGINEERING – reviews application for: (203) 622-7760
 - Impact in the right-of-way
 - Traffic plan, Detours and Road Closures to be submitted to Traffic Engineer to coordinate and submit to Board of Selectman.
 - Starting/Finishing Time
 - Approved signs, cones, detours, etc.
 - Impact on Town of Greenwich signs, loops and signals
 - Turning requirements/sight lines
 - Determination of use of Certified Flagger/Greenwich Police Officer
4. SEWER DIVISION – reviews application for: (203) 622-7760
 - Impact to sewers
 - Requirements and requests for on-site meeting with applicant to discuss application
5. ENGINEERING DIVISION – reviews application for: (203) 622-7767
 - Impact in the right-of-way
 - Adherence to Town of Greenwich Standard Construction Details
 - Grades, drainage, driveway design
 - Sight lines
 - Guard Rails
 - Encroachments
 - Drainage Easements
6. BUILDING DIVISION: (203) 622-7755
 - Applicant provides them with approval letter; sign off sheet and/or approved plan from the Highway Division.
 - Building Division will notify Highway Division that C.O. inspection is required.

ALL disputes shall be worked out directly with Reviewers that fail to approve.

NB:

1. Standards Variance Review Committee: Highway Superintendent, Chief Engineer, Traffic Engineer, Zoning Enforcement Officer and dissenting reviewer.

STANDARDS VARIANCE

Before a standards variance may be granted, it shall be determined:

- a. That there are extraordinary or unusual circumstances or conditions applicable to the situation of surrounding property necessitating a variance of the standards.
 - b. That the granting of such variance will not cause substantial drainage problems.
 - c. That the granting of such variance will not conflict with existing or future traffic and parking demands or pedestrian use.
 - d. That the granting of such variance will not be detrimental to the public welfare or injurious to the property or improvements in the vicinity in which the variance is granted.
 - e. That the granting of such variance will not adversely affect the Plan of Conservation and Development.
 - f. That variance will not adversely impact Town trees, unless approval is obtained from the Town Tree Warden.
2. Issue Findings

NOTICE

As of July 10, 2006 there will be a significant change in the building permit application process in the Division of Building Inspection, DPW.

As of this date all building permit applications that include proposals for new or altered driveways (curb cuts) shall have the new or altered driveway location indicated on a site development plan with an A-2 survey certification. This plan shall also indicate topographically accurate location and description of all Town trees in the Town right-of-way, the proposed driveway area and all areas of re-grading. The plan shall be submitted as part of the driveway application to the Highway Division, DPW for review and approval.

The Highway Division, DPW will review the proposed driveway for compliance with Town regulations. They will also route the survey to other appropriate Town departments/divisions for their review and comments when applicable. (Average turn around time for this process is \pm two (2) weeks). When all the appropriate departments/divisions (Highway, Trees, Traffic Engineering, Sewer, Engineering and Parking Authority) have completed their review and approval, the Highway Division will place their approval stamp on the survey and issue a driveway permit.

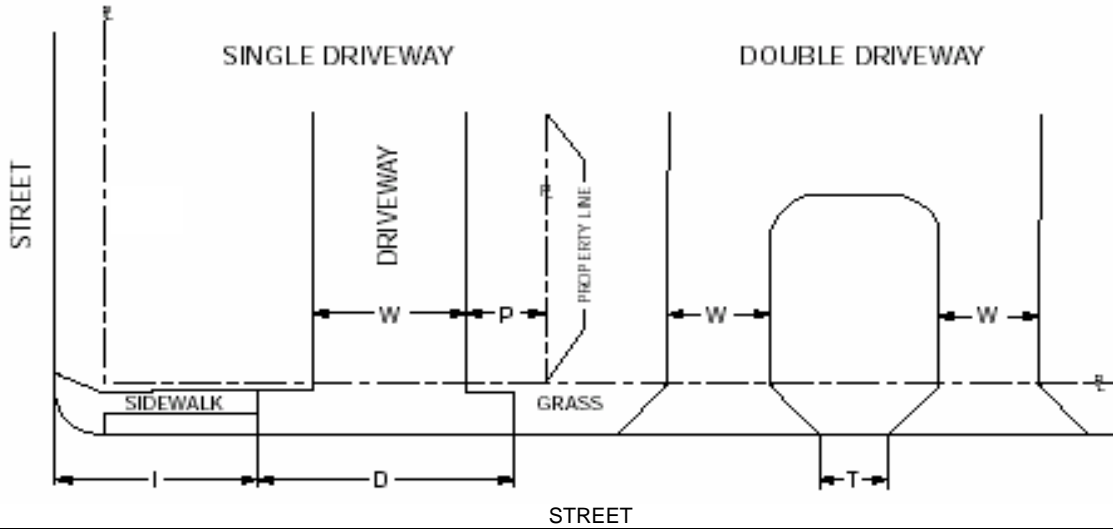
The survey and approved permit then shall be submitted to the Division of Building Inspection as part of the building permit application.

It is important to note that Building permit applications will not be accepted without this A-2 survey and accurate site plan, (bearing the Highway Division's approval stamp) and a copy of the driveway permit.

Prior to the issuance of a Certificate of Occupancy, for the building permit, any conditions of the Highway Division's approval must be in compliance. A certified "As-Built" will be required to be verified by the Highway Division, DPW. It will be the permittee's responsibility to contact the Highway Division for final signoff of the work that is covered under the Highway Division's Driveway Permit. (Early coordination is encouraged to schedule final inspection).



Design Criteria - Driveway



		RESIDENTIAL			COMMERCIAL
		Single Family	Duplex (2 Units)	Multi-Family (3 or more Units)	
Minimum Width at Property	W	9'	9'	9'	
Maximum Width at Property	W	14'	14'	18'	25'
Maximum Width at Roadway	D	25'	25'	35'	45'
Minimum distance from Intersection	I	25'	25'	35'	50'
Minimum Distance between Driveways	T	50'	50'	50'	75'
Minimum Distance from Property Line	P	1'	1'	1'	10'
Type of Driveway Entrance		Bituminous Concrete or Reinforced Concrete			Reinforced Concrete

Notes:

1. Driveway entrance details shall conform to Standard Construction Details
2. Curb details shall conform to Standard Construction Details No. 4.
3. In residential Single family, Duplex and Multi-family zones, there shall be a minimum distance of 50-feet between driveways.
4. Lot width less than 50 l.f., one driveway curb cut only
5. Maximum of two driveway curb cuts per lot.
6. Driveway pavement other than concrete or asphalt must have a minimum 5 feet bituminous concrete apron at the edge of street pavement.
7. Driveway entrance shall be a plus grade of 3% minimum and 6% maximum for the first 5 feet.
8. Sight distances at driveway shall conform to the minimum as required by the Town Roadway Design Manual.
9. No permanent structures or planting to be installed on public right of way.
10. Gates shall be located a minimum of 25 feet from the edge of roadway.
11. Garage setback on corner lot shall be a minimum of 20 feet.
12. All variances from those requirements must be approved by the Commissioner of Public Works following review and findings by a Review Committee comprised of the Highway Superintendent, Chief Engineer, Traffic Engineer and Zoning Enforcement Officer.

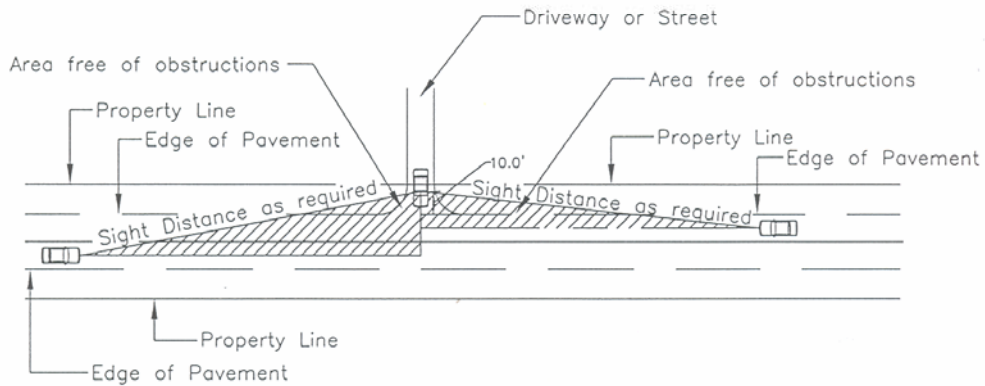
Revised 7/10/06 Approved by: Lloyd B. Hubbs
 Commissioner of Public Works

STANDARD CONSTRUCTION DETAIL
DRIVEWAY ENTRANCE
 TOWN OF GREENWICH, CONNECTICUT
 ENGINEERING DIVISION
 DEPARTMENT OF PUBLIC WORKS



Town of Greenwich
 Department of Public Works – Highway Division
 101 Field Point Road, Greenwich, CT. 06830
 Phone: (203) 622-7766; Fax: (203) 622-7831

SIGHT DISTANCE CRITERIA - DRIVEWAYS



SIGHT DISTANCE DEFINITION FROM THE TOWN OF GREENWICH ROADWAY DESIGN MANUAL:
 The minimum sight distance that must be available to a vehicle stopped on a minor road or driveway at its intersection with a road carrying traffic through the intersection, in order that the stopped vehicle may safely enter and proceed through the intersection. Intersection sight distance shall be measured from the centerline of the minor road at a point ten feet from edge of the travelway of a major road to a point in the center of the lane nearest the shoulder of the approach of the major road to the left, and a point in the center of the lane nearest the centerline of the approach of a major road to the right. Height of the driver's eye is 3.50 feet and height of the object is 4.25 feet.

SIGHT DISTANCE AT INTERSECTIONS

TYPE OF STREET	MINIMUM
Local – Local	150'
Collector – Local	250'
Collector – Collector	250'
Arterial – Local	400'
Arterial – Collector	400'
Arterial – Arterial	400'

STANDARD CONSTRUCTION DETAIL
 SIGHT DISTANCE
 TOWN OF GREENWICH, CONNECTICUT
 ENGINEERING DIVISION
 DEPARTMENT OF PUBLIC WORKS

SCALE = N.T.S.