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**Town of Londonderry, Vermont**  
**Policies Regarding Driveway Accesses Off Town Highways**  
**Adopted 10/7/13**

The following are policies to clarify the roles and responsibilities of the town and property owners for establishing and maintaining private driveways and access points that meet with town highways. These policies apply to all classes of town highways (Class 2,3, and 4). These policies pertain to all types of private accesses.

**Establishing a new access-** Prior to starting construction, the property owner must apply for an Access Permit. Access Permit applications are available at the Town Clerk's office. Once submitted, the selectboard will review the application at the next regular selectboard meeting. The road foreman and road commissioner will inspect the location prior to the meeting and advise the selectboard as to suitability and any issues to be addressed. Once an application has been approved, a permit will be issued including any special requirements, and construction may begin.

**New access standards-** The following standards apply to all new accesses. In the case that these standards cannot be met because of physical limitations, the selectboard will stipulate approved deviations to the standards on the Access Permit.

-A culvert with minimum diameter of 15" must be installed at an appropriate ditchline location at the edge of the town road, and ditches established to an appropriate depth for the culvert.

-To the extent possible, the first 20 feet should pitch away from the town road a minimum of 1/2" per foot.

-Other requirements will be specified on the permit, such as culvert length, amount of culvert cover, headers, ditching distance, culvert distance from the travel lane, and line of sight requirements.

**New access costs-** All costs of constructing a new access and meeting the above standards are the responsibility of the access owner. This includes the portion of the new access that lies within the town right of way but that is outside the travelled portion of the town road.

**Ongoing maintenance of established driveways-** From the edge of the travelled portion of the town road, all maintenance and associated costs of maintenance of a private driveway are solely the responsibility of the driveway owner.

The owner is responsible to maintain the driveway, including associated culverts and ditches, in a condition such that proper drainage is maintained to preclude water and materials from entering the town road. For existing driveways where this is difficult, a "best effort" must be made by the owner.

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**Exception to maintenance responsibility:** When a town road is repaved or a gravel road is reconstructed that causes a change of elevation to the road surface, the town will place appropriate material, within the town right of way portion of a driveway, to provide a reasonable transition, or "ramp", onto the town road. This will be done as part of the reconstruction process and will be completed within a reasonable timeframe, at the town's expense.

Until this work is completed, driveway owners must be aware that access may be limited and must use caution entering or leaving the town road.

Responsibility, including costs, for maintenance of the driveway "ramp" reverts to the driveway owner once the town road repaving or reconstruction process has been completed.