

Town of Freedom

DRIVEWAY ENTRANCE SITING

And

CULVERT INSTALLATION and MAINTENANCE POLICY

A. Permit Required

1. Any new driveway entrance that crosses a water diversion or ditch, on a town maintained road, a discontinued, abandoned, or privately-owned road requires an entrance permit to be applied for, approved and issued by the Public Works Director or the Director's designee. The Driveway permit must be approved by the Public Works Director before either building the driveway or any work can be done on site. The Driveway permit must precede a Building or Plumbing Permit. Driveway entrances requiring site review in accordance with the State Land Use Ordinance shall first require approval from the Planning Board.
2. If a new entrance requires the installation of a culvert, the Public Works Director or designee will state on the permit the diameter and length of the culvert. The culvert must be installed according to these installation specifications and any other conditions which the Public Works Director or designee may impose.
3. The landowner responsible for the permit application, the contractor, and the Public Works Director must meet at the site and agree upon the placement of the culvert and any other conditions as they relate to the policy.
4. A copy of this policy and the Driveway Entrance Application must be attached to every Town of Freedom Building Permit. The Driveway Permit will be maintained in a file at the Town Office with all other permits associated with the building of a new structure and/or driveways.
5. This Policy shall apply equally to anyone seeking a Harvesting Permit that will enter on a Town Way or other roads as described above.

B. Siting Requirements

The edge of the driveway shall be setback at least 10 feet from the edge of any side or rear property line unless there is a survey of the property completed by a Registered Land Surveyor and corner pins properly locating the property lines exist. In such case, the edge of the driveway may be as close as 3 feet from a side or rear property line, provided proper drainage is installed to ensure that stormwater runoff is not channeled onto abutting property without a legal drainage easement. Shared driveways shall be exempt from the setback requirements.

C. Culvert Installation Standards

1. The minimum diameter of any culvert shall be 15 inches, the minimum length shall be 20 feet, and the maximum length shall not exceed 30 feet unless the Public Works Director approves otherwise.
2. All culvert pipe and fitting materials shall be new and shall be constructed of High Density Polyethylene (HDPE) meeting at least AASHTO M294, Type S standards and shall be installed according to this policy and the manufacturer's recommendations. Where there may be inconsistencies or conflicts between these, the Public Works Director shall make the final determination.

3. When setting a culvert, all mulch, peat or other organic material must be removed from the base area and replaced with gravel bedding material no larger than 2-1/2 inches. If a culvert must be installed over ledge or other unyielding material, the culvert must be placed on 12 inches of acceptable bedding material.
4. Culverts must be set at a downhill pitch of 2-4% (approx. 6-10 inches for a 24 ft. culvert).
5. Backfill material around the culvert and a minimum of 12 inches of cover material over the culvert must be placed in 6-inch lift increments and compacted to 95%. If the depth of the cover material cannot meet the minimum 12-inch requirement due to the presence of ledge, this may be reduced to the greatest practical extent as determined by the Public Works Director.
6. Road ditches on each end of the culvert must be dug out for a distance adequate to provide for the free flowage of stormwater through the culvert. At a minimum, the ditch at the inlet of the culvert must be opened to allow full passage of water into the culvert and, the ditch from the outlet of the culvert must be tapered down-slope for a distance sufficient to result in a continuous grade elevation equal to or less than that of the base, or invert, of the installed culvert.
7. The grade of the entrance shall slope away from the road surface at a rate of 1/2 inch per foot to provide for a low spot 3 feet beyond the edge of the existing shoulder, but not less than 5 feet from the edge of the pavement or traveled way and shall be graded so that surface water shall be carried away from the road.
8. Culverts shall extend at least 6 inches beyond the base of a 2-to-1 slope on either side of the driveway and rock headers must be installed around both ends of the culvert.
9. When it is anticipated the culvert size may need to exceed 24 inches in diameter, the landowner or developer may be required to obtain professional advice for sizing and installation of the culvert. All such costs shall be paid for by the landowner/developer.
10. Driveways shall not be ditched to carry new stormwater from the developed site to the Town road ditch. The developed site includes all new structures, driveways and private roads, parking areas, sidewalks, and other changes to real estate resulting in new impervious surface area.
11. The landowner or developer is responsible for providing all necessary barricades, lights, warning signs and other devices as necessary to safeguard traffic properly while work is in progress.

D. Installation, Replacement and Maintenance Policy

1. Following approval of the installation, the landowner or developer is responsible for the purchase, installation and proper backfilling of said culvert.
2. If the culvert is installed within the limits of a Town road, the Town thereafter becomes responsible for the maintenance and any necessary replacement of the culvert according to the requirements of this policy.

E. Enforcement

1. In the event this Entrance Siting and Culvert Installation Policy is not complied with in full, the Town may take action against the landowner or developer in accordance with the enforcement provisions contained in State law (30-A MRSA, Section 4452, 23 MRSA, Sections 3251 and 3401) and the Land Use Ordinance of the Town of Freedom.

Town of Freedom

DRIVEWAY ENTRANCE PERMIT APPLICATION

The undersigned landowner or developer hereby applies for a permit to construct a new driveway entrance within the Town of Freedom and agrees to fully comply with the Town's *Driveway Entrance Siting & Culvert Installation & Maintenance Policy* as a condition of approval, a copy of which is attached. In order to fulfill the requirements of this application, the Landowner is required to contact the Public Works Director (207) 382-3042 at the Town Garage and leave a voice mail. After this application is filled out, it will be maintained by the Town Clerk with the Building Permit and all other pertinent applications. Please be advised that the Building Permit is not complete until all applications are turned in to the Town Clerk.

Owner's Name: _____

Telephone No. _____

Mailing Address: _____

Applicant's Name (if different from owner): _____

Mailing Address: _____

Telephone No. _____

Location of Property: _____

Street Address: _____

Map: _____ Lot: _____

Proposed use of property: Dwelling___ Garage___ Business___ Barn___ Woodlot___

Other___: (explain) _____

Width of Proposed Driveway: _____

Signature of Applicant: _____ Date: _____

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Diameter of culvert approved: _____ Length of culvert approved: _____

Other Conditions of Approval:

Permit Granted for the above specified entrance by _____

Public Works Director or Designee Date