

DRIVEWAY PERMIT POLICY

A. PURPOSE:

The purpose of this policy is to establish a method to be used in issuing driveway permits on Town-maintained roads.

B. Effective this date, we the Selectmen of Columbia, establish the following policy with respect to the issuance of driveway permits on Town-maintained roads.

1. A **written application** shall be furnished to the Board of Selectmen on a form provided by the Town along with a **fee in the amount of \$50.00**.

2. Upon receiving this application, the Board of Selectmen will have the Road Agent view the proposed site with the property owner to determine that it meets the following criteria:

- A. Proposed driveway site will provide an all-season safe sight distance in both directions.
- B. Proposed driveway, when constructed, will be no wider than 50 feet in width.
- C. Proposed driveway will be at least 3 feet from any boundary corners.
- D. Proposed driveway must be constructed so that the area adjacent to the highway is graded such that the drive surface will slope from the edge of the pavement or gravel to a line 20 feet in distance from the pavement or gravel and 10 inches below the pavement or gravel.
- E. More than 2 driveways to any one parcel of land is prohibited unless said parcel has in excess of 500 feet of road frontage.

F. If a culvert is necessary, **minimum size is to be 15”**.

3. After viewing the proposed site, the Road Agent will give permission for the driveway to be constructed.

4. After the driveway is constructed, the Board of Selectmen will again have the Road Agent view the site to make sure that all criteria were met.

5. Once the final inspection is done, the Board of Selectmen will issue a **Permit for Driveway Use** and give a copy of the completed **Permit** to the Planning Board to be included with the applicant's Building Permit, if applicable.

ADOPTED	<u>MAY 11, 2002</u>
AMENDED	<u>AUGUST 12, 2002</u>
AMENDED	<u>AUGUST 25, 2003</u>
AMENDED	<u>OCTOBER 24, 2005</u>
AMENDED	<u>November 22, 2010</u>
AMENDED:	<u>MARCH 12, 2025</u>