

TOWN OF BERLIN
RESIDENTIAL DRIVEWAY PERMIT

APPLICANT NAME: _____ PHONE: _____ EMAIL ADDRESS: _____

APPLICANT MAILING ADDRESS: _____

PROPERTY OWNER & PROPERTY LOCATION ADDRESS: _____

- **Non-residential driveways require site plan review before the Board of Appeals**
- A new **residential** driveway in the Town of Berlin must meet the following requirements, be viewed and approved by ALL Town officials listed below *before* any driveway may be constructed or submitted to the Berlin Town Administrator for final approval on behalf of the Berlin Board of Selectmen (Berlin General By-Law Art. IV, Sec. 5; BOS vote 7/23/19)
- A Sewage System Plan will be submitted with each **residential** driveway permit application for any new construction.
- Driveway permit applications for property with existing structures must be accompanied by a site plan.

1. The driveway shall not cause water to flow onto the Town highway.
2. The driveway shall not restrict the flow of water along the side ditches of the Town highway.
3. There shall be safe sight distance for the car to enter the Town highway.
4. Driveway access to any approved building lot must originate from any frontage of that lot on a Town way.
5. Driveway must be kept level for 20 feet (minimum) from the road and must be graded for ambulance and fire trucks.
6. Location of driveway to be staked prior to application.
7. Final inspection will be required before sign off on Certificate of Occupancy.
8. Bituminous concrete driveways will be butted to edge of road pavement, lapping onto road will not be permitted.
9. One inspection will be performed at no cost. There will be a one hundred dollar (\$100.00) re-inspection fee for each additional visit, payable to the Town of Berlin at time of inspection.
10. All driveways hereinafter constructed, reconstructed, or altered in the Town of Berlin shall conform to this permit.
11. Any damage done to Town roads which is caused by a contractor unloading or loading trac driven equipment on the public way will be the responsibility of the person taking out the permit. Repairs will be accomplished using the infra-red method.

Highway Superintendent

Police Chief

Building Inspector

Fire Marshall

Final approval: _____

Town Administrator

Dated: _____