

# Driveway/Temporary Access Application

Owner\_\_\_\_\_

Mailing Address\_\_\_\_\_

Telephone #\_\_\_\_\_ Date\_\_\_\_\_

Location of Driveway\_\_\_\_\_

Map\_\_\_\_\_ Lot\_\_\_\_\_ Contractor \_\_\_\_\_

A permit is required to be approved by the Director of Public Works, or designee, *before* any construction of the access may begin. The proposed location must be pre-marked prior to inspection and approval of the Driveway Permit, in accordance with the Town of Amherst Driveway Permit Regulations. This permit is valid for a period of one (1) year from the date of issuance. Application may be made for a one (1) year extension, such request to be submitted prior to the expiration of the permit.

Any modification of roadway facilities, including curbing or sidewalk, will require a Street Occupancy/Road opening permit in addition to the driveway permit. Temporary access points may be converted into permanent driveways, provided other requirements are met, and the access is located in the approved location.

**Preliminary inspection:** Shall be completed by the Director of Public Works or his Designee, within five days of date of application submittal.

**Bond and Fee:** Applicants for a Driveway Permit shall submit a \$50.00 application fee and a security as defined in Section 3.10 (J) of the Amherst Roadway and Utility Standards until such time as a Certificate of Completion has been issued or (two separate checks made payable to the "Town of Amherst" are required, one for the permit and one for the security).

**Final Inspection:** Upon such determination by the Director of Public Works, or designee, the security bond may be returned to the applicant. However, if the access is determined to be improperly constructed and poses a liability to the town, the bond will not be returned and the town may take additional steps towards recovering any additional costs incurred to protect all roadways.

**Scenic Road** ( ) yes ( ) no      **Layout plan included** ( ) yes ( ) no

For Temporary Access Points only:

Temporary Access Point to be utilized (dates) from: \_\_\_\_\_ to: \_\_\_\_\_

Reason/Proposed Use of Temporary Access Point: \_\_\_\_\_

\_\_\_\_\_

As the landowner (or designated applicant) I agree to the following:

1. To construct access point(s) only for the bonafide purpose of securing access to private property such that the right-of-way is used for no purpose other than travel.
2. To construct access point(s) at permitted location(s).
3. To construct access point(s) in accordance with ordinances and permit specifications as issued by the Town of Amherst.
4. To defend, indemnify and hold harmless the Town of Amherst and it's duly appointed agents and employees against any action for personal injury and/or property damage sustained by reason of the exercise of this permit.
5. To furnish and install construction entrance/exits as necessary and drainage as necessary to provide proper and suitable discharge of soils, debris and surface drainage in and around the entrance from the Town right-of-way to the temporary access point.
6. I am the owner or a duly authorized agent of the owner of the parcel upon which the driveway will be constructed. I understand that the Department is relying on this information in considering this application and that the Department does not perform independent title research or make judgments about title or access disputes.

**Owner's Signature** \_\_\_\_\_

.....  
(For Internal Use Only)

Bond Amount: \_\_\_\_\_ Security Paid By: \_\_\_\_\_

Pre-construction inspection date: \_\_\_\_\_ Approved ( ) Yes ( ) No

Approved or Rejected application *sent* to Community Development Office, date \_\_\_\_\_

Inspector's Signature \_\_\_\_\_

Recommendations by Inspector \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Final Inspection by \_\_\_\_\_ Date \_\_\_\_\_

Date Security returned \_\_\_\_\_