DRIVEWAY ORDINANCE

Town of Hancock, Vermont

Pursuant to Article 19 VS.A. §1111 (b) and 19 VS.A.§ 1111 (g), the Selectboard of the Town of Hancock hereby adopts the following ordinance relating to the regulation of driveways and secondary approaches.

1. Anyone wanting to build a driveway or parking lot off a town road must apply for a town permit.
	1. A permit shall be required for any new access point to the town highway.
	2. For existing driveways that pre-date this ordinance, a permit shall be required when there is a change in use of the property that substantially alters the traditional use or frequency of use of the access point, e.g.- a logging access road changes use to a driveway when a structure is built on the parcel.
2. The Town of Hancock requires any party performing work in the town right of way to carry a $1 million liability policy naming the Town as an additional insured for the period of construction of a permitted driveway.
3. After the permit has been obtained by the landowner, he/she must meet with the Hancock Road Commissioner and go over his/her plans for the project. At this stage the landowner will be given instructions by the Road Commissioner regarding town requirements. They are as follows:
	1. The town may require a culvert in the town ditch diameter and length will be determined by the Road Commissioner.
	2. Any excavation being done in the town right-of-way will require the landowner to contact "Dig Safe" to check on any underground lines. If any underground lines are damaged, it will be the responsibility of the landowner to repair and pay for damages.
	3. The Town of Hancock will require at least an eight foot (8') long flat area be made off the town road that will prevent any water coming off the new driveway into the town road. No water will be allowed to run on to the town road from the new driveway/s, ditches, or steep banks, etc.
	4. After all permit requirements have been met and the job has been completed, the landowner will be required to contact the Road Commissioner. Final inspection will be conducted, and if the landowner is in compliance both the lot owner (also referenced as landowner) and Road Commissioner will complete the permit.
	5. In the event any lot owner is not in compliance with the provisions of this ordinance or any permit issued hereunder, the Road Commissioner may suspend any permit under this section until compliance is obtained. Any permit may be suspended by issuance of a Notice of Suspension, which shall be sent to the lot owner by certified mail, return receipt requested. If there is continued use or activity after suspension, the Road Commissioner, on behalf of the Town, may physically close the driveway or access point if, in the opinion of the Selectboard, the safety of highway users is, or may be affected.
	6. The centerline position of the driveway’s intersection with the town highway shall have its GPS coordinates recorded on the driveway permit.
		1. The GPS coordinates may be provided in Decimal Degree (DD), Degree, Minute, Second (DMS), Military Grid Reference System (MGRS), or Universal Transverse Mercator (UTM) format.
		2. The accuracy of GPS devices used to record the position of the driveway shall be one meter or better.
		3. The precision of the GPS coordinates recorded on the permit shall be:
			1. Six decimal places for DD coordinates (DD.DDDDDD)
			2. Two decimal places for DMS coordinates (DD,MM,SS.SS)
			3. To one meter for MGRS (18T XP EEEEE NNNNN)
			4. To one meter for UTM (18T EEEEEE NNNNNNN)
4. The permit shall be recorded on the landowner's land deed.

Please note: There here may be a recording fee for this process which is payable by the landowner.

# PUBLIC NOTICE AND IMPLEMENTATION

Public Notice: the Selectboard of the Town of Hancock shall make reasonable efforts to ensure that the public is notified of the existence of this Ordinance:

## Driveway Ordinance

This Driveway Ordinance shall be:

1. Entered into the Selectboard's minutes.
2. Shall be posted in at least three conspicuous places within the Town of Hancock.
3. The full text of the Ordinance or a concise summary of it published in The Herald of Randolph not more than fourteen (14) days following the date specified below when this ordinance is adopted.

This Ordinance is hereby adopted by the Selectboard of the Town of Hancock on this 4th day of October, 2022 and shall, unless a petition is filed as provided by law, become effective upon the expiration of sixty (60) days after said date.

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DRIVEWAY PERMIT

Town of Hancock, Vermont

LANDOWNER:

DATE APPLYING:

PARCEL ID#:

GPS COORDINATES:

TOWN ROAD NAME AND NUMBER:

DIG SAFE ISSUED JOB NUMBER:

DO NOT WRITE BELOW THIS LINE MUNICIPAL USE ONLY

ROAD COMMISSIONER INSTRUCTIONS

CULVERT NEEDED?

☐YES ☐NO

IF YES, WHAT SIZE?

ENTRANCE CONSTRUCTED AS DIRECTED?

☐YES ☐NO

THE TOWN OF HANCOCK REQUIRES ALL TRUCKS WEIGHING OVER 24,000 POUNDS TO BE PERMITTED, HAVE YOU OR YOUR CONTRACTOR MET THIS REQUIREMENT?

☐YES ☐NO

By signing below landowner and contractor agree to the terms laid out by the road commissioner. The first site visit will establish those terms and the second visit will ensure that all terms have been met. The second visit signature will complete the permitting process.

Permit will then be given to town clerk for recording.

Landowner Signature Contractor’s Signature

Road Commissioner 1st Visit Road Commissioner 2nd Visit