

Instructions:

Town of East Lyme Right of Way Permit Application:

The Town Right of Way is the land owned by the Town located between homeowner's front property line and the edge of the road, and the roadbed itself. The distance from the edge of the road and front property line varies, but is normally 10 to 15 feet.

A Right of Way Permit is required for but not limited to:

1. Any work performed in the Town Right of Way.
2. New house construction.
3. New or modified driveway.
4. Underground Utility work in the Town Right of Way (electrical, sewer, water, drainage, etc.)
5. Planting or installing anything in the Town Right of Way
6. Any other activity deemed by the Town Engineer to affect the Right of Way Permit.

A. Please complete the Right of Way Permit application, attach a copy of the site plan, and provide a bond. Submit all of this information to the Engineering department.

B. Items on site plans that are commonly included but not limited to are:

Existing conditions and proposed work to be completed.
Existing and proposed topography (contours, elevations).
Existing and Proposed driveway locations with spot elevations.
Location of proposed footing drains or sump pit with elevations.
Any existing or proposed obstacles that might effect line of site on a Town road for vehicles entering a Town road from a new driveway.
Any other information deemed necessary by the Town Engineer.

1. There is no fee for the driveway permit, but a bond of \$1,000 is required for driveway aprons and smaller jobs in the Town Right of Way. A \$5,000 bond is required for utility crossings and larger jobs in the Town Right of Way, or as may be set by the Town Engineer. Other jobs shall be bonded as determined by the Town Engineer.

The bank check must be made out to **The Town of East Lyme or *Your name* (Both names must be on the bank check with an *or* between them or we will not except it)**

Example: **Pay to the order of: "The Town of East Lyme OR John Smith"**

After the acceptance of the completed project the bond will be returned.

C. Any further question can be addressed to (860) 739-6931 ext. 141

D. Please save this instruction sheet for future reference.

Application

Town of East Lyme Right of Way Permit

Complete this form, attach a Site Plan and Bond and return to Engineering Dept.

Application is hereby made in accordance with the provisions of the Ordinance Regulating Excavations, Cuts, Fill and Change of Grade in Public Highways adopted at a Town Meeting, January 28, 1965 and Sept 21, 1975 to perform the following work:

1. Brief description of Work: _____

2. Attach a site plan to the application.

3. Location of work.

_____ / _____
House number Street Name Assessor map Number / Subdivision lot number
Assessor lot number For new subdivisions

4. Legal owner of the property

5. Mailing address: _____ Phone # _____

A bond of \$1,000 is required for driveway aprons and smaller jobs in the Town Right of Way. A \$5,000 bond is required for utility crossings and larger jobs in the Town Right of Way or as may be set by the Town Engineer. Other jobs shall be bonded as determined by the Town Engineer.

6. Check box to indicate Bank Check, Surety Bond, Cash, or Passbook savings.

Bank check Surety Bond Cash Passbook N/A

The bank check must be made out to **The Town of East Lyme or Your name (Both names must be on the bank check with an *or* between them or we will not except it)**

Example: Pay to the order of: "The Town of East Lyme OR John Smith"

For Surety Bond only

Amount of Bond \$ _____

Expiration Date _____

Person or Company Named on Bond _____

Note: Person Named on Bond Must also sign Permit

After the acceptance of the completed project the bond will be returned.

7. The Undersigned persons are responsible to complete the work indicated on the approved Right of Way Permit to Town standards and the satisfaction of the Town Engineer. The bond provided may be forfeited to the Town to rectify unsatisfactory conditions in the Town Right Of Way caused by work done under this permit.

8. Signature of applicant: _____ Date: _____

9. Signature of Bond Holder: _____ Date: _____

10. Work cannot commence until an approved Right of Way permit is received.

11. Contact Town for inspection prior to starting work.

Town Use Only	Initial Inspection _____	Date _____
	Recommend for approval _____	Date _____
	Approved: _____	Date _____
	Final inspected: _____	Date _____
	Bond Released _____	Date _____