

**TOWN OF ROME**

8 Mercer Rd.  
Rome, ME 04963  
(207) 397-4011

**APPLICATION FOR DRIVEWAY/ENTRANCE PERMIT**

*This application applies to the creation of new driveways, and the widening and/or resurfacing of existing driveways which access Town roads/streets. Completion of this application and eventual permit approval requires two site visits by the Road Commissioner. The first visit verifies driveway location and identifies special requirements. A second visit is accomplished after project completion. Completed copies of this application will be provided to the property owner, Road Commissioner, and Code Enforcement Officer. Location of the driveway must be staked out by the owner, prior to processing.*

**PROPERTY OWNER INFORMATION**

1. Name \_\_\_\_\_

2. Mailing Address \_\_\_\_\_

3. Phone Number (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**AGENT INFORMATION (if applicable)**

4. Name \_\_\_\_\_

5. Mailing Address \_\_\_\_\_

6. Phone Number (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**PROPERTY LOCATION INFORMATION**

7. Physical Address \_\_\_\_\_

8. Directions to Property \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

9. Side of highway (check one) \_\_\_ North \_\_\_ South \_\_\_ East \_\_\_ West

10. Nearest Utility Pole # \_\_\_\_\_

11. Map/Lot # \_\_\_\_\_

**DRIVEWAY/ENTRANCE INFORMATION**

12. Desired width of driveway/entrance (in feet) \_\_\_\_\_

13. Type of surface (gravel, pavement, etc.) \_\_\_\_\_

14. Does your property have existing access?  Yes  No

15. Proposed driveway/entrance purpose (check one):  Single Family Residence

Home  Business  Commercial/Industrial  Subdivision or Development

Multi-family with 5 or less units  Multi-family with more than 5 units

Retail  Office  School  Business Park  Mall

Other (explain) \_\_\_\_\_

**CONSTRUCTION INFORMATION**

16. Construction expected to begin on \_\_\_\_\_

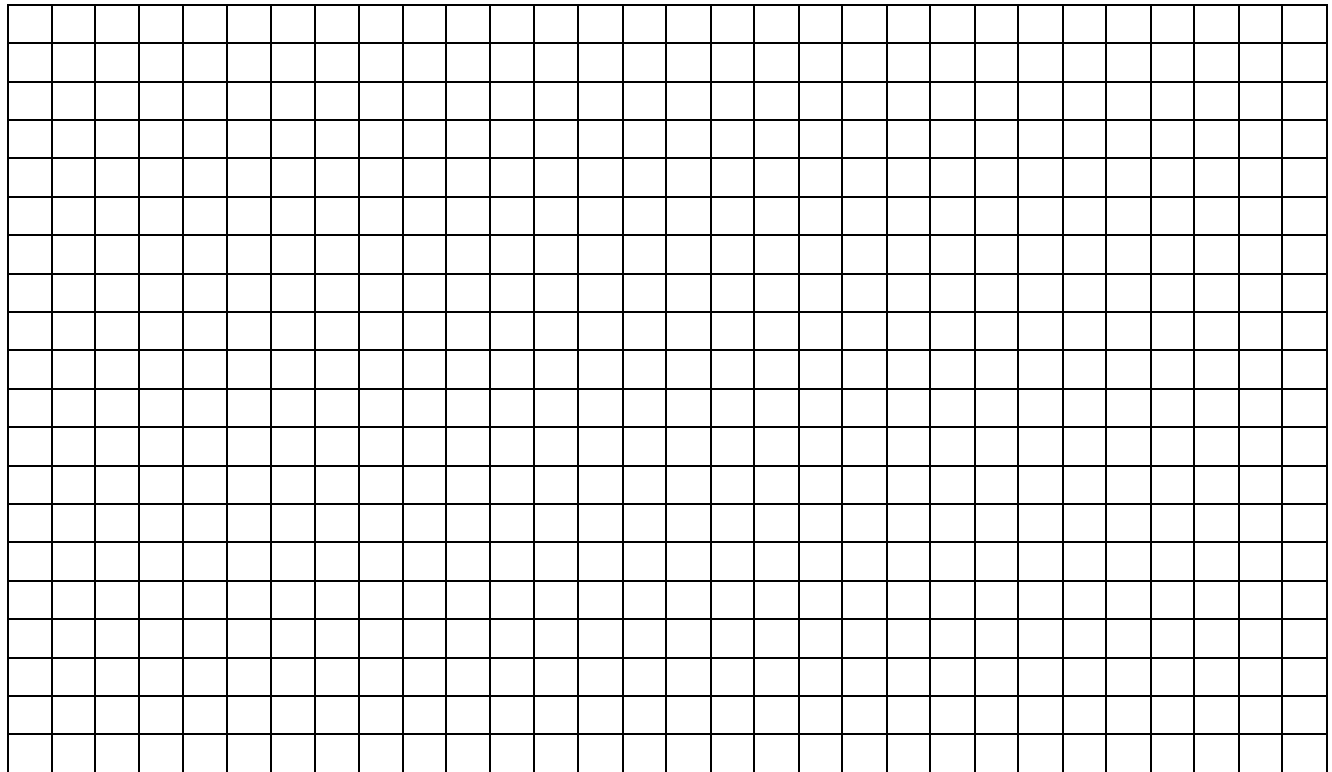
17. Construction expected to be completed by \_\_\_\_\_

18. Person/Construction Company Name: \_\_\_\_\_

19. Construction Contact Name: \_\_\_\_\_

20. Construction Contact Phone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**SKETCH PLAN (or attach Site Plan)**



**THE OWNER HEREBY AGREES**

1. Provide, erect, and maintain all necessary barricades, lights, warning signs, and other devices to direct traffic safely while the work is in progress.
2. At no time cause the highway to be closed to traffic.
3. Where the drive/entrance is located within a curb, curb and gutter, and/or sidewalk section, completely remove the existing curb, curb and gutter, and/or sidewalk as may be required to create the drive/entrance and restore drainage. All driveways/entrances abutting sidewalk sections shall meet the requirements set forth in the American with Disabilities Act of 1990, 42 U.S.C. §§ 12132 et seq.
4. Obtain, deliver to site and install any culverts and/or drainage structures necessary for drainage; the size, type and length of such culverts or structures shall be as specified in the permit pursuant to 23 M.R.S.A. §705. All culverts and/or drainage structures shall be new.
5. Complete construction of proposed driveway/entrance within twelve (12) months of commencement of construction.
6. Comply with all federal, state, and municipal laws and ordinances.
7. Not alter, without the express written consent of the Road Commissioner, any culverts or drainage patterns within the Town's right-of-way.
8. Shall construct and maintain the entrance side slopes to be no steeper than the adjacent roadway side slopes, but in no case to be steeper than three (3) horizontal to one (1) vertical, unless the side slope is behind existing roadway guardrail, in which case it shall be no steeper than two (2) horizontal to one (1) vertical.
9. Notify the Road Commissioner of a proposed change to use served by driveway/entrance when increase in traffic flow is expected to occur.

**FURTHER CONDITION OF THE PERMIT:**

The owner shall assume the defense of, and pay all damages, fines, and penalties for which he/she shall become liable, and shall indemnify and safe harmless said Town, its representatives, agents, and employees from liability, actions against all suits, claims, damages for wrongful death, personal injuries or property damage suffered by any person or association which results from the willful or negligent action or inaction of the owner/applicant/agent and in proceedings of every kind arising out of the construction and maintenance of said entrance(s), including snow removal. Nothing herein shall, nor is intended to, waive and defense, immunity or limitation of liability which may be available to the Town of Rome, their officers, agents or employees under the Maine Tort Claims Act or any other privileges and/or immunities provided by law.

The submission of false or misleading statements on or with this application, or the omission of information necessary to prevent statements submitted herein or herewith from being misleading, is a crime punishable under Chapter 19 of the Maine Criminal Code, and any permit issued in reliance thereon will be considered null and void without notice or further action by the Town of Rome.

Date Filed: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

\_\_\_\_\_ By signing my initials on this line, I hereby certify that I have been granted permission from the property owner to act on their behalf

|                                 |             |
|---------------------------------|-------------|
| _____                           | _____       |
| <i>Road Commissioner</i>        | <i>Date</i> |
| _____                           | _____       |
| <i>Code Enforcement Officer</i> | <i>Date</i> |