

**TOWN OF WINHALL**  
**ACCESS / RIGHT-OF-WAY PERMIT APPLICATION**

Application #: \_\_\_\_\_ Fees Due: \_\_\_\_\_ Fees Received: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

911 Number: \_\_\_\_\_ Road Name: \_\_\_\_\_

Tax Map: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

**ACCESS**

\_\_\_\_\_ Construct New Access (\$100)  
\_\_\_\_\_ Change Existing Access (\$100)  
Number of Feet from Nearest Intersection: \_\_\_\_\_  
Name of Intersection: \_\_\_\_\_  
Site Distance at Access in each Direction: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Site Flagged (site must be flagged before application filed)

**WORK IN RIGHT-OF-WAY**

\_\_\_\_\_ Change Grade (\$25) \_\_\_\_\_ Install Pipes (\$100)  
\_\_\_\_\_ Repair Ditch (\$25)  
\_\_\_\_\_ Change Drainage (\$100)  
\_\_\_\_\_ New Culvert (\$100) \_\_\_\_\_ Other (\$25) specify:  
\_\_\_\_\_ Repair Culvert (\$25) \_\_\_\_\_  
\_\_\_\_\_ Fill Land Adjacent to Highway (\$25)  
\_\_\_\_\_ Install Fence or Stone Wall (\$25)

Contractor: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

*The property owner is the applicant and agrees to maintain said improvements and follow the instructions, restrictions, and conditions of the permit, if issued. No action will be taken unless the application is complete. By signing below, the property owner represents that they have read the Town of Winhall Highway Ordinance, Section 5.00, "Driveways, Entrances, and Approaches to a Town Highway and Development Road".*

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Agent: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address of Agent: \_\_\_\_\_

I, \_\_\_\_\_, hereby appoint the above-referenced person as my designated agent with the authority to act on my behalf in all matters concerning this Access/Right-Of-Way Permit.

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Description of Project: \_\_\_\_\_

Permit Fee: \$ \_\_\_\_\_ Fee Due Town Clerk: \$ 30.00 Total Due: \$ \_\_\_\_\_

**For Official Use Only**

The Highway Foreman has inspected the project area and his/her signature authorizes approval of the installation/project, subject to Select Board approval via the Notice of Approval to Proceed.

Highway Foreman Signature: \_\_\_\_\_

**TOWN OF WINHALL**

**ACCESS / RIGHT-OF-WAY ~ NOTICE OF APPROVAL TO PROCEED**

Property Owner: \_\_\_\_\_ Address: \_\_\_\_\_ Permit #: \_\_\_\_\_

*Directions, Restrictions, Conditions:*

*Upon receipt of this Notice, applicant is authorized to proceed with the project in accordance with the notations above and any attachments hereto. Approval covers only the work described in the application or modifications made above, and must be performed as directed. The issuance of this Notice does not release the property owner from compliance with applicable local, regional, State, and Federal regulations. Violators are subject to enforcement/penalties. Damages that occur are the responsibility of the property owner. A permit authorizing the use of the access and/or right-of-way will be issued and become effective when it is determined that compliance with this Notice has been achieved. No construction may begin until the Town of Winhall has issued this Notice and the Highway Foreman has inspected the project. Upon completion of the work, the applicant shall notify the Highway Foreman for final inspection.*

Approval to Proceed issued on: \_\_\_\_\_, is valid until: \_\_\_\_\_ {for two (2) years}

Select Board Signatures:

\_\_\_\_\_

**TOWN OF WINHALL**

**ACCESS / RIGHT-OF-WAY ~ FINAL APPROVAL**

Property Owner: \_\_\_\_\_ Address: \_\_\_\_\_ Permit #: \_\_\_\_\_

*It is the determination of the Winhall Select Board that all of the directions, restrictions, and conditions described in the Notice of Approval to Proceed are in compliance and are hereby incorporated into the issuance of this Permit. Any change in the use of the right-of-way will require a new Permit. The issuance of this Permit does not release the property owner from compliance with local, regional, State, or Federal regulations. Violators are subject to enforcement/penalties. Damages that occur are the responsibility of the property owner.*

Highway Foreman Approval {post-constructed/installation}: \_\_\_\_\_ Date: \_\_\_\_\_  
*Foreman Signature*

Final Approval Issued On: \_\_\_\_\_

Select Board Signatures:

\_\_\_\_\_