

Town of Calais, Vermont

CHARTERED 1781

Curb Cut Permit Application Process

“All new accesses to Town Rights-of-Way, including Class 2, 3 and 4 roads require a curb cut permit. Additionally, any change of use of an existing curb cut, whether previously permitted or not, shall require a curb cut permit.” Calais Curb Cut Ordinance, October 11, 2004

Curb cut application permit fee: \$50 plus \$10 recording fee = \$60

1. Read the “Town of Calais Curb Cut Ordinance.” Pay careful attention to “Article IV Drainage and Other Requirements, Section 3 Access Grades” which states that the entrance area will be constructed in accordance with Vermont Agency of Transportation Standard Sheet B-71. Sheet B-71 is attached to this cover letter along with “Town of Calais Curb Cut Engineering Requirements as of April 2014,” a less technical description of how your curb cut should be constructed.
2. Complete the “Application for Curb Cut Permit” including the “Sketch Drawing and Location Map.” If you have technical questions, call the Road Commissioner at 456-7466. **A curb cut permit is permission to access a public road; it is not a permit for constructing a driveway.**
3. Flag the area of your proposed curb cut so it is visible to the selectboard and road commissioner.
4. Mail or drop your permit application off at the Town Office with the \$60 fee.
5. The town clerk will forward your application on to the Road Commissioner and Selectboard. They will visit the site and will review your application at a regularly scheduled meeting. It is a good idea for you to attend the meeting in case there are any questions.
6. When approval is granted, the Selectboard signs the “Notice of Approval to Proceed to Construct Curb Cut” and the town clerk will mail it to you. This approval is good for one year.
7. **THE CURB CUT PERMIT:** Upon completion of the project, call or email the town clerk. She will notify the Road Commissioner to inspect the project to ensure that any restrictions or conditions have been met. The Road Commissioner and Selectboard will sign the Curb Cut Permit and send you a copy. The clerk will record your curb cut permit in the town records.

Rev. 1/1/15