



**Town of New Milford  
Procedure for Constructing / Repairing a Driveway or Performing  
Work in the Town Right of Way.**

If Work within the Town right of way is constructed **WITHOUT** using the below steps, the Town of New Milford will not be responsible for damage or problems which arise due to improper construction. The applicant / property owner, however, may be held responsible for such incidents.

1. An individual or company files a completed application for the construction, reconstruction, resurfacing of a driveway, or performing work in the Town Right of Way with the Department of Public Works. The **APPLICANT** is the party that signs for the application when relevant, as stated in the Town of New Milford Code of Ordinances – Personal check –minimum \$1,000.00 or Insurance bond minimum \$1,500.00. If the proposed work is covered by a Planning Commission bond, a copy of the bond and approved subdivision plot plan must be submitted with the application. Any application not completely filled out and signed will be returned to the applicant. A current CBYD (Call Before You Dig) reference number must be on the application to be considered complete.
2. **§ 18-72 Permit required:** It shall be unlawful for any person, firm or corporation to hereafter construct, reconstruct or otherwise alter any driveway abutting or intersecting any road which is now or may become part of the town highway before first filing a written application with the office of the First Selectman of the Town of New Milford and receiving a permit therefor. The fee for such permits for each applicant shall be as follows:
  - (a) Driveway, repair in right of way \$50.00
  - (b) Driveway, reconstruction \$100.00
  - (c) Driveway, new \$200.00
3. Upon receipt of the permit, construction may begin. Under **no circumstances** may work begin prior to receipt of the permit.
4. The Road Construction Supervisor will inspect the site after the location has been clearly marked and not all conditions on the permit.
5. The permit will be processed and returned to the applicant within 1 to 2 weeks. All work must be constructed in accordance with the Town of New Milford Road and Driveway Ordinances and the specific guidelines included on the permit.
6. **Once the work is completed to the satisfaction of the Department of Public Works the bond will be released.**
7. **Sign offs for Certificate of Occupancies may not be granted until the work is completed.**

Attached you will find several construction details along with articles taken from the New Milford Code of Ordinances, Planning Regulations, and Zoning Regulations which may apply to the proposed work. These are for reference, and since they may be amended or revised at any time, reviewing the applicable regulations and ordinances either online (at <http://www.newmilford.org/>) or in New Milford Town Hall is recommended. If you have any questions regarding this procedure, please feel free to call the Department of Public Works during business hours: **Monday - Friday 8am to 4:30pm (860-355-6040)** or email to **public\_works@newmilford.org**

ANY APPLICATION NOT FILLED OUT COMPLETELY WILL NOT BE ACCEPTED BY THE PUBLIC WORKS OFFICE	<b>TOWN OF NEW MILFORD CONNECTICUT APPLICATION FOR PERMIT</b>	DATE:
	Right of Way Use Permit	KIND OF PERMIT: (Circle)  Driveway   Excavation   Sidewalk  Other:

APPLICATION IS HEREBY MADE FOR A PERMIT TO ENCROACH ONTO THE TOWN RIGHT OF WAY  
All work is to be completed according to Town specifications as outlined in the New Milford Code of Ordinances. Specific details and special considerations will be addressed by the Director of Public Works or his designated representative. Work cannot be initiated without an approved permit from this office.

Note: The proposed site should be tagged or marked clearly with paint, flags, or monuments.

SUBDIVISION (if appropriate)	NAME OF STREET	STREET NO. & LOT NO.
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LOCATION OF PROPOSED WORK (Utility Pole No., Street Intersection, Other Landmarks)  
Submit appropriate documented approvals from other Town agencies which have a direct bearing on this application (i.e. Planning Commission approved subdivision plans, Zoning restrictions, etc.) As well as a sketch (if no plot plan.)

NAME OF BANK OR SURETY COMPANY:	<p>I HAVE FURNISHED WITH THIS APPLICATION A PERFORMANCE BOND IN <i>THE AMOUNT OF \$1,000.00 OR \$1,500.00</i> TO REIMBURSE THE TOWN OF NEW MILFORD FOR EXPENSES AND DAMAGE CAUSED BY THE EXECUTION OF THE WORK, AND AGREE TO PERFORM THE WORK ACCORDING TO THE REGULATIONS ON PERMIT WORK AS STIPULATED IN THE ORDINANCES GOVERNING CERTAIN ACTIVITIES ON TOWN ROADS, HIGHWAYS AND SIDEWALKS AND CONSTRUCTION OF DRIVEWAYS INTERSECTING WITH TOWN HIGHWAYS. COMMON USE DRIVEWAYS MAY REQUIRE A HIGHER BOND AMOUNT WHICH WILL BE ASSIGNED BY THE PUBLIC WORKS DIRECTOR.</p> <p>Property Owner-Name: _____ Signed: _____</p> <p>Contractor-Name: _____ Signed: _____</p>
AMOUNT OF CHECK OR BOND:	

PROPOSED STARTING DATE:	PROPOSED COMPLETION DATE:	(Maximum 90days)
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NAME OF PROPERTY OWNER:
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ADDRESS:
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TOWN:
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NAME OF PERSON TO PERFORM WORK And Email:
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Address:
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Phone:
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SHOW SKETCH OF PROPOSED WORK BELOW ONLY IF THERE IS NO NEW PLOT PLANS (ATTACHED) WHICH ARE BEING PRESENTED FOR APPROVAL TO ANY TOWN AGENCY.	<p><b>PUBLIC ACT 87-71 OF THE CONNECTICUT STATE STATUTE REQUIRES THAT CALL BEFORE YOU DIG BE CALLED PRIOR TO ANY EXCAVATING OR REQUESTING APPLICATION FOR PERMIT. THIS DEPARTMENT WILL NOT ACCEPT ANY APPLICATIONS WITHOUT THE CBYD NUMBER.</b>  <b>CBYD 1-800-922-4455:</b>  <b>#</b></p>
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TOWN OF NEW MILFORD

Public Works Dept

10 Main Street

New Milford, Connecticut 06776

Telephone (860) 355-6040 • Fax (860) 355-6055

The applicant shall provide a sketch or drawings of sufficient detail to evaluate the proposed Right of Way Application. This sketch shall show the location of the work to be done in relation to the outstanding features of the road such as property lines, intersections, pavement lines, sidewalks, trees, drainage structures and utility poles. The permit should show the nature and extent of the work proposed. The completed application form shall disclose the methods and material proposed to be used. Please provide a picture looking at the site and one in each direction from the center of the proposed work.

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

Signature \_\_\_\_\_ Printed Name: \_\_\_\_\_

# Town of New Milford

## MS4 Stormwater Pamphlet

- Helpful Links:
  - CT DEEP <http://www.ct.gov/deep/site/default.asp>
  - US EPA <http://www.epa.gov/>
  - Town of New Milford Water Smart  
<http://www.newmilford.org/content/20744/default.aspx>
  - Town of New Milford Request a Service  
<http://www.newmilford.org/content/3863/3866.aspx>

- This informational pamphlet is provided by

The Town of New Milford

Mayor Peter Bass

Director of Public Works – Michael Zarba, PE

Asst. Public Works Director/Town Engineer – Jack Healy, PE

Department of Public Works, 10 Main Street, New Milford, CT 06776

(860)-355-6040

<http://www.newmilford.org>

# Town of New Milford

## Preventing Stormwater Pollution



### Ideas to Help Manage & Reduce Stormwater Pollution

**Cistern** is a large tank that collects rain water from your roof. Cisterns are most appropriate when you have significant out door water needs.

**Conservation Landscapes** are designed to benefit local streams by using native plants as a low-cost alternative to traditional landscapes.

**Downspout Redirection** is a slow runoff and help water soak into the ground.

**Drywell** is gravel-filled areas that store rainwater underground.

**Green Roof** is a roof made up of layers of soil and plants on its surface. As a result, less rainwater – and accompanying pollutants run off the roof and into nearby storm drains and streams.

**Pavement Removal** increases the amount of permeable ground on the property.

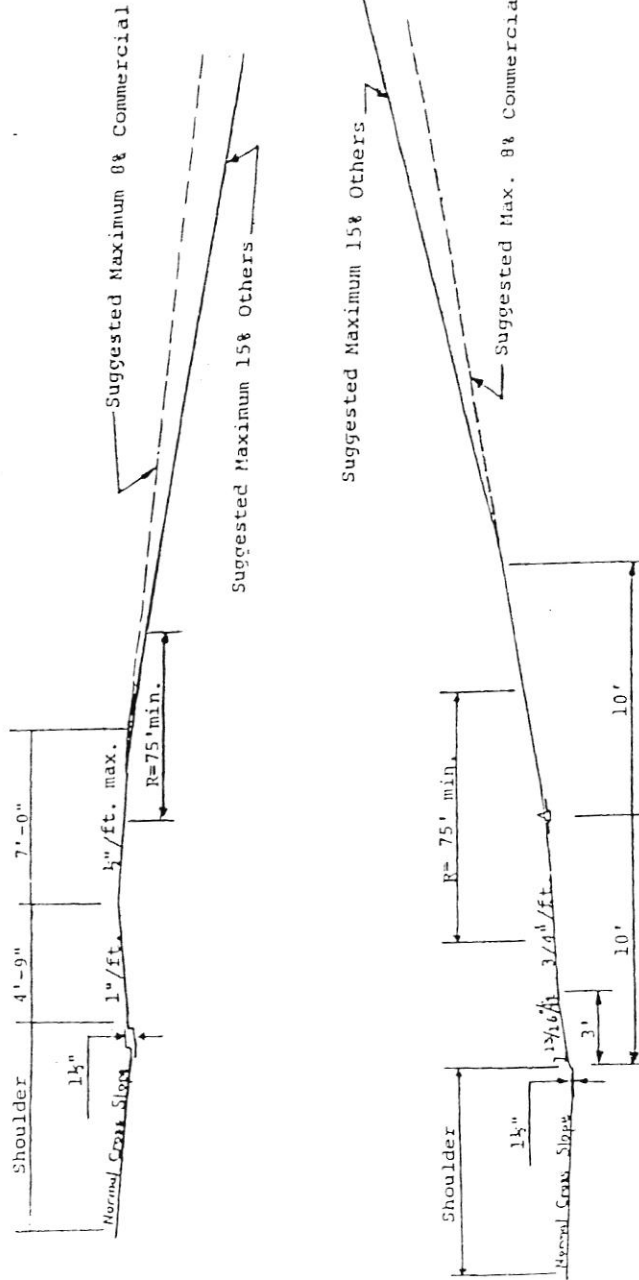
**Pervious Surfaces** can be used for driveways, walkways and patios, and are as functional as traditional materials.

**Rain Barrels** are containers connected to your downspouts to collect runoff from your roof.

**Rain Gardens** are a cost effective option to solve drainage problems and reduce runoff from your yard.

**Tree Planting** provides many benefits to a community. Among other benefits, tree roots stabilize stream banks and absorb rainwater.

# STREETS AND SIDEWALKS



TOWN OF NEW MILFORD

Typical roadway and driveway intersecting an existing Town Highway

(Not to Scale)

**CURRENT IMPERVIOUS AREA SQUARE FOOTAGE= \_\_\_\_\_**  
**PROPOSED IMPERVIOUS AREA SQUARE FOOTAGE= \_\_\_\_\_**

\*Impervious Area includes any structure that does not allow rainfall to penetrate through to the ground such as buildings, driveways, and other features

**WATER QUALITY FEATURE SIZING**

Impervious Area x  $\frac{1}{12}$  = Volume (for 1" of rain)  
 WQF: Length x Width x Depth = Volume



**NOTES:**

- 1) The intent of the creation of on site Water Quality Features is to meet CTDEEP MS4 requirements whereby reducing the amount of storm water runoff from impervious areas. This helps improve the water quality in lakes, rivers, streams, and the ocean.
- 2) Total area of driveway in square feet to be provided with "Driveway Permit Application" along with sketch showing all required dimensions.
- 3) The Water Quality Feature shall be sized to accommodate any building runoff that is directly connected to it by way of roof leaders or other methods of conveyance.
- 4) Size and location of the Water Quality Feature to be approved by the Town Engineer.

OPTIONAL TURN AROUND AREA

WATER QUALITY FEATURE SIZED TO COLLECT RUNOFF FROM IMPERVIOUS SURFACES (SHALLOW & MOWABLE DEPRESSION, RAIN GARDEN, SWALE, OR OTHER FEATURE) TO BE APPROVED BY THE TOWN ENGINEER

ARROW SIGNIFIES DIRECTION OF WATER FLOW ON CROSS SLOPED DRIVEWAY

Edge of Town Right of Way

SEE "Typical Construction of a Driveway Apron" DETAIL

**EXAMPLE OF TYPICAL DRIVEWAY PLAN**  
 (NOT TO SCALE)

>BYD- "Call Before You Dig" 1-800-922-4455

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[http://www.ct.gov/deep/cwp/view.asp?a=2721&q=558562&deepNav\\_GID=1654](http://www.ct.gov/deep/cwp/view.asp?a=2721&q=558562&deepNav_GID=1654)

<https://westcog.org/environmental-management/water-conservation/stormwater/>

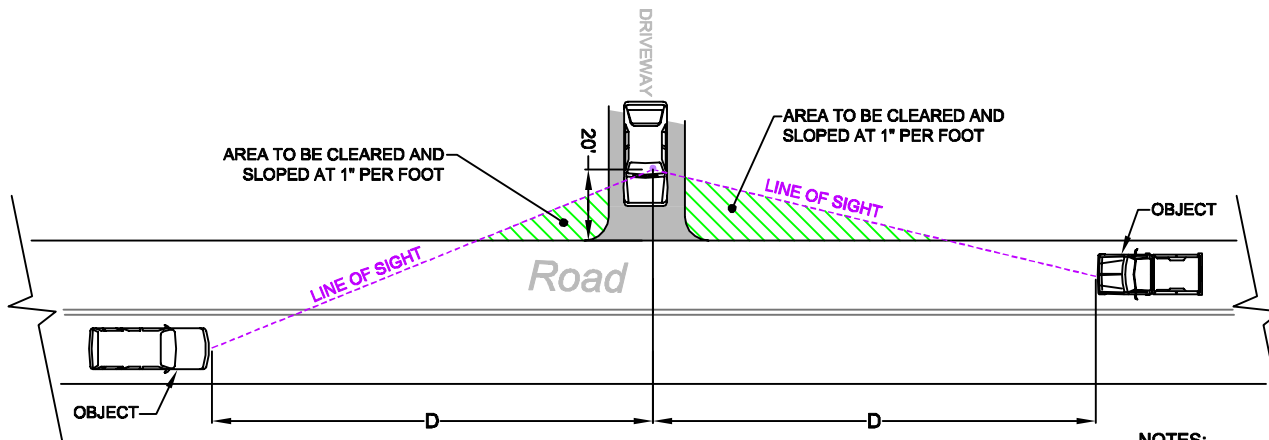
<http://www.newmilford.org/content/20744/default.aspx>

Town of New Milford  
 Public Works Department  
 10 Main Street  
 New Milford, Connecticut  
 (860) 355- 6040 fax (860) 355-6035

**TYPICAL DRIVEWAY PLAN**

SCALE:  
 NTS  
 Drawn By: JH  
 Checked by: DLS  
 Approved by: DLS

SHEET:  
 1



**NOTES:**  
 1) SIGHT DISTANCE AS TAKEN FROM THE DRIVEWAY LOCATION SHALL BE MEASURED FROM A POINT 20' BEYOND THE EXISTING SHOULDER LINE OF THE ROAD AND AT A STATIONARY HEIGHT OF 3'-0". THE OBJECT HEIGHT SHALL ALSO BE MEASURED AT 3'-0".  
 2) DISTANCE "D" TO BE MEASURED AT THE CENTER OF THE LANE OF THE ONCOMING TRAFFIC.  
 3) THE PLANNING COMMISSION MAY ALLOW REDUCED SIGHT LINES FOR COMMON DRIVES, HOWEVER, IN NO CASE SHALL THE DISTANCE BE LESS THAN THE STOPPING SIGHT DISTANCE AS SHOWN IN "TABLE 1" FROM THE NEW MILFORD STREETS AND SIDEWALK ORDINANCES.

*From New Milford Street & Sidewalk Ordinances*

**D= MINIMUM SIGHT DISTANCE**

- 350' for 30 M.P.H. design speed
- 425' for 35 M.P.H. design speed
- 475' for 40 M.P.H. design speed
- 525' for 45 M.P.H. design speed
- 575' for 50 M.P.H. design speed
- 700' for 60 M.P.H. design speed
- 850' for 70 M.P.H. design speed

*"Stopping Sight Distance" From New Milford Street & Sidewalk Ordinances "Table 1"*

<b>Arterial (&gt;3,000 ADT)</b>	<b>Major Collector (1,500 to 3,000 ADT)</b>	<b>Minor Collector (750 to 1,500 ADT)</b>	<b>Local /Residential (&lt;750 ADT)</b>
500 feet	400 feet	350 feet	200 feet

**TYPICAL SIGHT DISTANCE DETAIL**  
 (NOT TO SCALE)

CBYD- "Call Before You Dig" 1-800-922-4455

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 Public Works Department  
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 New Milford, Connecticut  
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**SCALE:**  
 NTS  
 Drawn By: JH  
 Checked by: DLS  
 Approved by: DLS

**SHEET:**  
 4

**TYPICAL SIGHT DISTANCE DETAIL**