



**PLANNING AND ZONING COMMISSION
TOWN OF BRANFORD**

1019 Main Street, Branford, CT 06405, Telephone: (203) 488-1255, FAX: (203) 315-2188

APPLICATION FOR DRIVEWAY ZONING PERMIT

ADDRESS OF PROPERTY _____

TAX MAP _____ BLOCK _____ LOT _____ ZONING DISTRICT _____

DOES PROPOSED DRIVEWAY INTERSECT A TOWN ROAD? YES___ NO___

PLEASE SUBMIT THE FOLLOWING WITH COMPLETED APPLICATION:

1. \$85.00 application fee (\$25 Zoning Fee + \$60 State Surcharge)
2. A plot plan showing the location, angle, width, length and distance to the nearest intersection of the proposed driveway in relation to the roadway.
3. If the proposed driveway is located on a slope, the submitted plan must include a grading plan with existing and proposed contours.
4. Description of work to be completed _____

Refer to Section 6.12 (page 2) of the Town Zoning Regulations for further information.

PLEASE NOTE: IF THE PROPOSED DRIVEWAY INTERSECTS A TOWN ROAD, A ROAD OPENING PERMIT AND/OR AN EXCAVATION BOND MAY BE REQUIRED BY THE TOWN ENGINEER.

Owner's name _____

PLEASE PRINT

Address _____

Phone _____

E-mail _____

Signature _____

Applicant's name _____

PLEASE PRINT

Address _____

Phone _____

E-mail _____

Signature _____

FOR OFFICE USE ONLY

Receipt Date _____ Fee Paid _____

Approved/Denied By _____ Date _____

AN ACT CONCERNING NOTICE OF ZONING DECISIONS.

Be it enacted by the Senate and House of Representatives in General Assembly convened:

Section 1. Subsection (f) of section 8-3 of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2003*):

(f) No building permit or certificate of occupancy shall be issued for a building, use or structure subject to the zoning regulations of a municipality without certification in writing by the official charged with the enforcement of such regulations that such building, use or structure is in conformity with such regulations or is a valid nonconforming use under such regulations. Such official shall inform the applicant for any such certification that such applicant may provide notice of such certification by either (1) publication in a newspaper having substantial circulation in such municipality stating that the certification has been issued, or (2) any other method provided for by local ordinance. Any such notice shall contain (A) a description of the building, use or structure, (B) the location of the building, use or structure, (C) the identity of the applicant, and (D) a statement that an aggrieved person may appeal to the zoning board of appeals in accordance with the provisions of section 8-7, as amended by this act.

Sec. 2. Section 8-7 of the general statutes is repealed and the following is substituted in lieu thereof (*Effective October 1, 2003*):

The concurring vote of four members of the zoning board of appeals shall be necessary to reverse any order, requirement or decision of the official charged with the enforcement of the zoning regulations or to decide in favor of the applicant any matter upon which it is required to pass under any bylaw, ordinance, rule or regulation or to vary the application of the zoning bylaw, ordinance, rule or regulation. An appeal may be taken to the zoning board of appeals by any person aggrieved or by any officer, department, board or bureau of any municipality aggrieved and shall be taken within such time as is prescribed by a rule adopted by said board, or, if no such rule is adopted by the board, within thirty days, by filing with the zoning commission or the officer from whom the appeal has been taken and with said board a notice of appeal specifying the grounds thereof. Such appeal period shall commence for an aggrieved person at the earliest of the following: (1) Upon receipt of the order, requirement or decision from which such person may appeal, (2) upon the publication of a notice in accordance with subsection (f) of section 8-3, as amended by this act, or (3) upon actual or constructive notice of such order, requirement or decision.

6.12 DRIVEWAYS.

6.12.A Purpose.

The purpose of this section is to provide for safe vehicular access from the street into all developed properties, minimize disruption of traffic on adjacent roadways, and control drainage and sedimentation into and out of all driveways. For driveways that access Route 1, see also Section 5.3, “Access Management District.”

6.12.B Applicability and Permit Requirements

1. The provisions of this Section shall apply to all driveways within the Town of Branford.
2. No driveway shall be established or relocated without issuance of a zoning permit by the Zoning Enforcement Officer.
3. The application for a zoning permit for a driveway shall provide all information necessary to determine compliance with the requirements of this section as well as any other relevant information required for a zoning permit, as described in the Branford Zoning Regulations.
4. If driveway plans are incorporated into a subdivision, site plan, special exception, or Coastal Site Plan Review application, no separate zoning permit application is required for the driveway(s).
5. Note that a road opening permit from the Office of the Town Engineer may be required for any activity within the Town right of way.
6. Note that any curb cut on a State Highway requires approval by the Connecticut Department of Transportation.

6.12.C Minimum Design Standards for All Zoning Districts

1. Driveways shall be constructed to provide year-round access for emergency and service vehicles and shall have an all-weather passable surface not less than ten feet in width when serving one lot and not less than sixteen feet when serving more than one lot. Driveways shall not exceed thirty feet in width at the street line unless a greater width is required by Town Ordinances or by the State of Connecticut.
2. The slope of a driveway shall not exceed eight (8) percent within thirty five (35) feet of its intersection with a Town road. At no point shall the grade of the driveway exceed fifteen (15) percent.
3. The maximum number of driveways permitted from any lot to a street shall be as follows (see Section 6.12.D.3 for an additional limitation regarding business driveways):

Length of Street Frontage	Maximum Number of Driveways
0 to 299 feet	2
300 to 599 feet	3
600 to 899 feet	4
900 feet or more	5

4. Whenever practical, a driveway shall intersect a street at 90 degrees. In no case shall a driveway intersect a street at an angle of less than 60 degrees.
5. Each driveway shall be located so as to ensure adequate sight lines for vehicles to exit the drive with minimum hazard and disruption of traffic. The minimum sight distance shall be determined by AASHTO standards based on the prevailing speed of traffic on and the classification of the intersected roadway.

6. No driveway shall intersect a Town roadway within 25 feet of the streetline, or streetline extended, of a State road or another Town roadway.
7. Each driveway shall be designed so as to minimize erosion and migration of sediment and storm water onto adjacent properties and roadways.
8. Each driveway shall be connected to the street by a paved apron extending at least ten feet back from the edge of pavement of such street.
9. Each apron shall be designed, graded and paved to match the surface of the Town roadway, avoid obstruction of the flow of water in the gutter line of the town roadway, and prevent the flow of roadway drainage onto any adjacent lot.
10. Any public infrastructure (e.g. roadways, sidewalks, survey monuments, guardrails, or culverts) that is damaged or removed in the course of driveway construction must be reconstructed to current Town standards.
11. Where grading for a driveway curb cut is required in a Town road right-of-way, slopes shall be no steeper than 2:1 (i.e. two feet horizontal to one foot vertical) and shall be stabilized with grass or other groundcover appropriate to the site conditions and shall be covered with a minimum of six inches of topsoil, limed, fertilized, seeded and mulched.

6.12.D Additional Standards for Business and Special Districts.

1. No exit from or entrance to an off-street parking facility or off-street loading space shall be so laid out as to constitute or create a traffic hazard or nuisance.
2. Driveways to the street from any one lot in any Business or Special Zone shall be a minimum of 12 feet wide for one-way traffic and 24 feet wide for two-way traffic.
3. Lots containing less than 150 feet of street frontage in any Business Zone shall be limited to one driveway to the street.
4. Internal driveway access between parking lots on adjacent properties is encouraged and may be permitted subject to Planning and Zoning Commission approval.
5. No part of a lot located in a Residence District shall be used for access to a use not permitted in such District.

6.12.E Emergency Access.

1. In order to provide adequate room for emergency vehicles to turn into driveways and access all buildings and parcels within the Town of Branford, all new driveways (including alleys, private roads, and other accessways) shall provide minimum horizontal clearance of fourteen feet, (free of tree branches, walls, fences and other impediments) regardless of the paved width of the driveways.
2. Where there are automatic gates at driveways, an emergency means of opening the gates shall be provided to the Fire Department.
3. If all buildings on the parcel are within 50 feet from the traveled portion of the road and can be easily accessed from the road, the Commission may exempt the parcel from the requirements of this Section.

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