



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.

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	Applicant's name _____ PLEASE PRINT
Address _____ _____	Address _____ _____
Phone _____	Phone _____
E-mail _____	E-mail _____
Signature _____	Signature _____

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FOR OFFICE USE ONLY

Receipt Date \_\_\_\_\_ Fee Paid \_\_\_\_\_

Approved/Denied By \_\_\_\_\_ Date \_\_\_\_\_

**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 excavation permit from the Office of the Town Engineer shall 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. Residential district driveways shall not exceed twenty-four feet in width at the street line and shall not exceed thirty-feet at the edge of pavement of the street. Other (commercial, industrial, etc.) shall not exceed thirty feet. A greater width may be allowed by the Commission 1) upon recommendation of the Town Engineer; or 2) when required by Town Ordinance 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 99 feet	1
100 to 299	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. For residential single

family homes a twenty-five foot (25') sight triangle should be provided as a minimum. A larger sight triangle may be required based upon the recommendation of the Town Engineer.

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. 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 and shall conform to the current version of the Standard Town Details of the Town Engineering Department.
9. Except for residential driveways serving individual dwelling units, driveways and parking lots that require vehicles to back over a sidewalk or street line are prohibited.
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. Driveway widths in the Business Districts shall meet the following minimum required widths (see Section 6.12.E. for additional Emergency Access requirements):

DEVELOPMENT/DRIVEWAY TYPE	Minimum WIDTH
Residential and non-residential (one or two-way travel), less than eight (8) parking spaces	12 feet*
Non-residential and mixed use (two-way travel), less than eight (8) parking spaces	15 feet*
Residential, non-residential, or mixed use (two-way travel,) greater than eight or equal to (8) parking spaces	24 feet*

\* upon the recommendation of the Town Engineer, the Commission may require widths greater than those indicated. Lots containing less than 150 feet of street frontage in any Business District shall be limited to one driveway to the street.

3. Lots containing less than 150 feet of street frontage in any Business District 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.

## SECTION 6 BASIC STANDARDS

5. No part of a lot located in a Residence District shall be used for access to a use not permitted in such Residence 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 and vertical clearance of fourteen feet, (free of tree branches, walls, fences and other impediments) regardless of the paved width of the driveways. 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 this requirement upon written recommendation of the Fire Marshal. If the buildings are greater than 50 feet from the traveled portion of the road and can be easily accessed from the road, the Commission may exempt the parcel from this requirement upon written approval of the Fire Marshal.
2. Where there are automatic gates at driveways, an emergency means of opening the gates shall be provided to the Fire Department.

**6.12.F Additional Standards for Common Driveways.**

1. Common driveways shall not exceed 1,000 feet in length.
2. A common driveway may serve no more than two lots without a Special Exception. The Commission may increase the number of lots served by a common driveway to four by Special Exception, provided the following additional standards are met:
  - (1) Construction plans and profiles signed and sealed by a professional engineer licensed in the State of Connecticut must be submitted. Said plans shall address all requirements of this section and provide stormwater control measures as necessary to ensure that no drainage problems arise from the driveway installation.
  - (2) The common portion of the driveway shall not exceed 1,000 feet in length.
  - (3) A hammerhead or equivalent turnaround area is required at the termination of the common drive. The design of the turnaround area shall be of sufficient size and shape to accommodate projected traffic and specific site conditions. Since this turnaround is for maintenance and emergency vehicle use, it is not to be used for parking and must be kept clear of snow in the winter.
  - (4) Where a common access drive intersects with a town road, a sign post shall be installed indicating the house numbers for all properties served by the common access drive.
3. Common driveways serving two or more lots, or driveways which cross one or more lots before reaching the primary lot, shall be constructed in a permanent easement recorded in the Town Land Records and shall be at least fifteen feet (15') in width. Such easements shall include (in total or by reference) the covenants establishing the manner in which the costs of road maintenance, snow plowing and repair will be shared. Evidence of filing of such easement on the land records shall be submitted to the Zoning Enforcement Officer prior to construction of such driveway.