

DRIVEWAY ENTRANCE PERMIT POLICY

I. Purpose

The purpose of this policy is to establish uniform guidelines for the installation, maintenance, and modification of driveway entrances on properties within Sandy River Plantation. This policy aims to ensure the safety and accessibility of roads, both public and private, while promoting orderly development within the Plantation.

II. Scope

This policy applies to all property owners or developers seeking to construct, modify, or install a driveway entrance to a property located along a public or private road in Sandy River Plantation.

III. Definitions

- **Driveway Entrance:** The access point from a private property to a public or private road.
- **Public Road:** Any road or way owned, maintained, or controlled by the local or state government, including but not limited to highways, streets, or lanes.
- **Private Road:** Any road or way that is not publicly maintained and is owned or controlled by private individuals, entities, or homeowners' associations.
- **Permit:** A formal authorization issued by the Board of Assessors to install or modify a driveway entrance.

IV. General Requirements

1. Permit Required:

- A permit must be obtained before the construction, alteration, or modification of any driveway entrance, whether the property is on a public or private road.
- This applies to all new driveways, the widening or relocation of existing driveways, and the modification of any portion of a driveway entrance.
- The Board of Assessors may establish the fee for such permit

2. Application Process:

- Property owners must submit a complete application to the Sandy River Plantation Office. The application must include:
 - Property owner's name and contact information
 - Property location (address will be assigned once approved)
 - Description of the proposed driveway entrance and any related construction

- A site plan showing the location of the driveway, the property boundaries, and the nearest public or private road
- Any other relevant information as requested by the Board of Assessors
- The permit application will be reviewed by the Board of Assessors or a designated official, who will assess the potential impact on public or private roads, drainage, and traffic flow.

3. **Review and Approval:**

- Applications for driveway entrances along **public roads** will be reviewed by the Sandy River Plantation Board of Assessors in consultation with relevant local or state road authorities.
- Applications for driveway entrances along **private roads** will be reviewed by the Board of Assessors and may require approval from the private road's owner or homeowners' association, if applicable.
- Permits may be denied if the proposed driveway entrance presents safety concerns, interferes with existing infrastructure, or does not comply with the established standards of this policy.

V. Standards and Specifications

1. **Driveway Location and Design:**

- Driveways must be designed to allow for the safe and efficient entry and exit of vehicles. Consideration will be given to sightlines, traffic flow, and any existing infrastructure such as utility poles, culverts, or drainage systems.
- Driveways should be located a sufficient distance from intersections, curves, or other obstacles to ensure adequate visibility.
- Driveways must be a minimum of 20 feet from any adjacent driveway or property line, unless otherwise approved by the LUPC and/or Board of Assessors.
- No more than one (1) driveway shall be permitted for residential houses (Single or Two Family Dwellings). No more than two (2) driveways shall be permitted for all other driveways (Commercial or Multi-Family). Prior written approval from the Board of Assessors is needed for any variance to policy.
- Driveway Width
 - a. Single or Two Family Dwelling
 - i. Ten (10) feet minimum width, with a maximum of twenty-four (24) feet.
 - b. Commercial or Multi Family Dwelling
 - i. One Way Driveway - Ten (10) feet minimum width, with a maximum of twenty-four (18) feet
 - ii. Two Way Driveway – Twenty (20) feet minimum width, with a maximum of thirty-six (36) feet.
 - c. Industrial

- i. Thirty (36) feet maximum width.

2. Driveway Surface:

- The surface of the driveway entrance must be constructed with durable materials such as gravel, asphalt, or concrete to ensure safe access for vehicles and prevent erosion.
- Any surface material that causes dust, debris, or other nuisances may be subject to further restrictions or modification.

3. Culverts and Drainage:

- Driveways that cross over drainage ditches or require the installation of culverts must ensure that proper drainage is maintained to prevent water flow disruption or flooding.
- Any culverts must be installed according to local or state standards and must be large enough to accommodate expected water flow.

4. Safety and Traffic Flow:

- Driveways should not create a hazard to traffic on public or private roads. Adequate space for vehicle maneuvering should be provided.
- Driveway entrances must not obstruct road signs, sightlines, or any existing utilities, including telephone, cable, or power lines.
- The minimum allowable sight distances for all accesses onto roadways are set forth below. Sight distance requirements may require up to 50% greater distances when at least 30% of the traffic using the driveway will be by larger vehicles.

Posted Speed (MPH)	Sight Distance (Feet)
20	155
25	200
30	250
35	305
40	360
45	425
50	495



VI. Fees

A non-refundable application fee may be required to process the permit application. The fee structure will be established by the Sandy River Plantation Board of Assessors and may vary based on the nature of the driveway project (new, modification, etc.).

VII. Inspection and Compliance

1. Inspection:

- After the permit is granted, the property owner must notify the Plantation Office when construction begins. A final inspection will be conducted upon completion of the driveway entrance to ensure compliance with the approved plan and policy standards.
- Any modifications made during construction must be reported, and a revised permit may be required.

2. Non-Compliance:

- If a driveway entrance is constructed or modified without a permit, or if it does not comply with the terms of the permit, the property owner may be subject to fines, removal of the driveway entrance, or other enforcement actions as determined by the Board of Assessors.

VIII. Maintenance of Driveway Entrances

- Property owners are responsible for maintaining their driveway entrances, including the repair of any damage or deterioration that may pose a safety hazard to traffic or the environment.
- Failure to maintain a driveway entrance in accordance with safety standards may result in the revocation of the permit and the requirement to restore the road to its previous condition.

IX. Effective Date

This policy is effective as of **12/17/2024** and supersedes all previous policies regarding driveway entrances within Sandy River Plantation.

X. Contact Information

For more information or to submit a permit application, contact:

Sandy River Plantation Office
33 Townhall Road, Sandy River Plantation, ME 04970
207-864-2234
sandyriverplantation@outlook.com

This policy is designed to ensure safe, efficient, and harmonious development within Sandy River Plantation while protecting public safety and infrastructure.