

Application must be filled in completely
and delivered to the First Selectman,
Town Office Building, Salem, Conn.

TOWN OF SALEM
Application for Permit

Date:
Kind of Permit:

Application is hereby made for a Permit to:

Name of Highway:

Location of proposed work: Distance from Utility Poles, Property Lines, Etc.

Name of Property Owner:

Address:

Type of Bond:

Amount:

Name of Surety Co:

Time Required to Complete Work:

Desired Date of Starting:

Issue Permit To:

Address:

Before Permit is issued, if required by the First Selectman, I agree to furnish a Cash Bond or a Surety Bond and a Certificate of Insurance for bodily injury liability and Property damage liability in the type and in the amount required to reimburse the Town of Salem for expenses and damages caused by the execution of the work, and to perform the work according to such regulations or requirements as may be stipulated in the Permit.

Signed _____ Date _____
Owner

RESIDENTIAL DRIVEWAY ORDINANCE FOR THE TOWN OF SALEM

PURPOSE:

It is the purpose of this Ordinance to regulate the construction of residential driveways in the Town of Salem in order to provide safe and structurally adequate access to properties from public roads. Driveways that access State roads must also meet State requirements. All commercial driveways must comply with the applicable current zoning regulations.

PROCEDURE:

1. No person shall construct a new residential driveway or relocate an existing residential driveway leading onto a public road in Salem without first obtaining a written Driveway Construction Permit from the Director of Public Works or the First selectman of the Town of Salem.
2. No building permit(s) for projects that include construction of residential driveways shall be issued until a Salem Driveway Construction Permit has been issued.
3. No Certificate of Occupancy for projects that include construction of residential driveways shall be issued until the Director of Public Works or the First Selectman of the Town of Salem issues a final approval of the driveway installation or a bond has been posted in accordance with Procedure #5 (below).
4. Application for a Driveway Construction Permit shall be made to the Director of Public Works or the First Selectman and shall include a sketch of the lot and a plan showing the proposed location and dimensions of the residential driveway, public road right-of-way and existing pavement boundaries. In order to adequately evaluate the safety of the proposed residential driveway, other information may be required as stipulated by the Director of Public Works or the First Selectman. The application shall include a fee of twenty-five dollars (\$25.00).
5. During the months where required materials cannot be procured (generally November through March), a two thousand dollar (\$2,000.00) cash or passbook bond shall be posted until the Director of Public Works or the First Selectman of the Town of Salem issues a final approval of the residential driveway installation.

WAIVERS:

Applications to waive any of the provisions of this ordinance must be submitted in writing to the First Selectman, who may waive provisions at his sole discretion.

MODIFICATIONS:

The Board of Selectmen may make necessary modifications to the standards in this Ordinance.

Adopted at Special Town Meeting: September 18, 2002.
Town of Salem, Records and Minutes; Volume 5; Page 138.

Town of Salem Policy

per Board of Selectmen
November 6, 2000

DRIVEWAY APRONS

Driveway aprons are required for all new residential and commercial structures whenever a driveway to the structure abuts/intersects with a Town road. Any excavation, cut, fill or change of grade performed within existing Town rights-of-way shall conform to Section 7 of the *Town Ordinance concerning the Construction and Acceptance of Roads in the Town of Salem, Connecticut*. This includes the construction of driveway aprons.

An application for a permit to construct a driveway apron must be completed and submitted at the Building Department in the Town Office Building. The cost of this permit is \$25.00. Construction may not begin until a permit is issued.

Effective March 1, 2001, required driveway aprons are to be constructed and approved before the Salem Building Official shall authorize occupancy of the structure, except that, at the discretion of the First Selectman or his delegate, a Certificate of Occupancy may be provided by the Building Official when the driveway apron cannot be installed properly for good cause (e.g. winter weather), provided that a passbook from a region-area bank made out to the Town of Salem in the amount of \$2,000.00 for residential structures, and an amount determined by the First Selectmen for commercial structures, is given as surety to the Town of Salem first. The passbook will be returned to the owner upon approval of the completed apron, or cashed by the Town to arrange and pay for said construction. A required apron must be constructed and approved within one year of the Certificate of Occupancy authorization.

HOUSE NUMBERING ORDINANCE

WHEREAS, it would be beneficial to establish an orderly method of assigning street and highway addresses in the Town of Salem to assist the Town in proper and useful planning, to promote public safety and convenience and to ease and speed essential emergency services, the Town of Salem hereby adopts the following Ordinance:

The House Numbering System, as shown on a set of maps labeled as "House Numbering Maps" and on file in the Office of the Assessor, is hereby adopted as the House Numbering System of the Town of Salem.

Furthermore, to ensure that the House Numbering System of the Town of Salem is correct and understandable and there is no confusion in street and highway names, the following streets and highways shall be official recognized by the names indicated herein:

- Route 82 will be known as East Haddam Road to the west of the Four Corners and as Norwich Road to the east of the Four Corners.
- Route 85 will be known as Hartford Road north of the Four Corners and as New London Road to the south of the Four Corners.
- Route 354 will be known as Old Colchester Road.

Properties on all streets and highways within the Town of Salem have been numbered, regardless of whether or not they are on Town accepted roads. This has been done only for consistency and convenience in the numbering process and shall not be interpreted as acceptance of any street or highway by the Town, nor as acknowledgement of any particular property as a building lot or subdivision lot.

The Assessor shall utilize the "House Numbering Maps" to assign numbers to those buildings, parts of buildings and undeveloped parcels now in existence and to buildings hereafter erected, and parcels hereafter created which front on streets and highways in the Town of Salem, and a record of those number assignments shall be kept in the Office of the Assessor. Notification of the number assignment shall be made to all property owners or occupants.

Each owner or occupant of a numbered building shall affix, in a conspicuous place, either on the building or on a mailbox or other object on the property, the number that will identify the address as assigned by the House Numbering System. The numbers must be visible and readable from the street or highway and shall be no smaller than three (3) inches if displayed on a building or object set back behind the front building setback line.

Note: Whenever a driveway leading to a house or building is off a common driveway, the owner or occupant of the numbered house/building shall affix and maintain, in a conspicuous place at the interconnection of the individual driveway with the common driveway, the number that will identify the address as that assigned by the House Numbering System.*

Each owner or occupant of a numbered building shall be required to affix the assigned number within ninety (90) days of the receipt of the notice of assignment of the number. Failure to do so shall be considered a violation of this Ordinance and punishable by a fine of not less than one dollar (\$1.00) nor more than twenty dollars (\$20.00) per day for each offense.

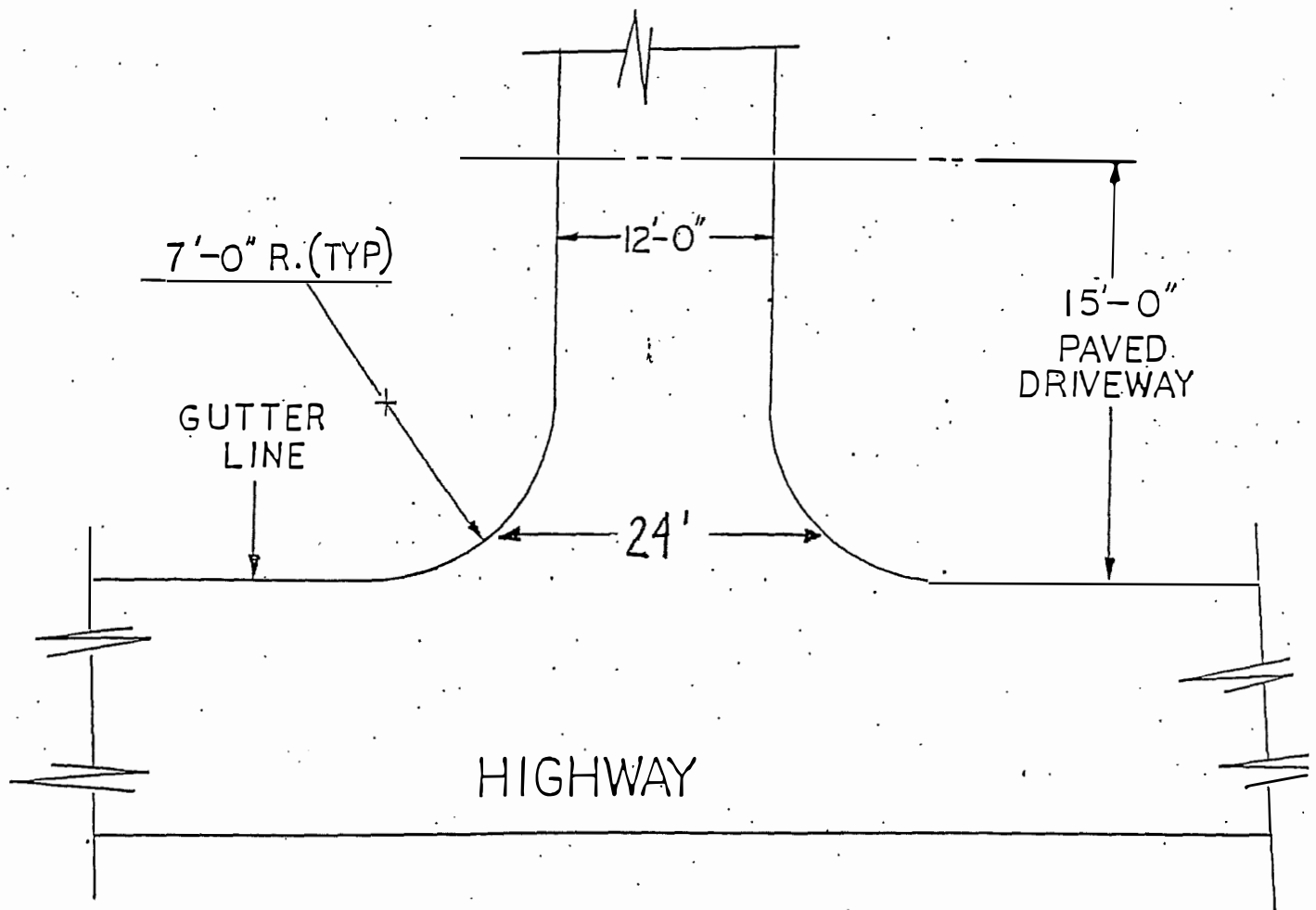
Approved at Town Meeting: July 24, 1985.

Town of Salem, Records and Minutes; Book 4; Pages 66, 67.

*Amended at Special Town Meeting, February 13, 2008

Town of Salem, Records and Minutes, Book Vol. 6, Pages 243-244

TYPICAL TREATMENT OF DRIVEWAY PLAN VIEW — NOT TO SCALE



CORRECT RURAL MAILBOX INSTALLATION

FROM "A GUIDE FOR ERECTING
MAILBOXES ON HIGHWAYS"
AASHTO APPROVED

