

Town of Brookfield, VT  
Access to Town Highways (Curb Cut) Policy

Pursuant to Vermont State Statute 19 V.S.A. § 1111 a written permit shall be required from the selectboard for the construction, relocation, modification, or change of use of any private driveway or road access to a town highway. Permits issued for town highway access shall adhere to the following:

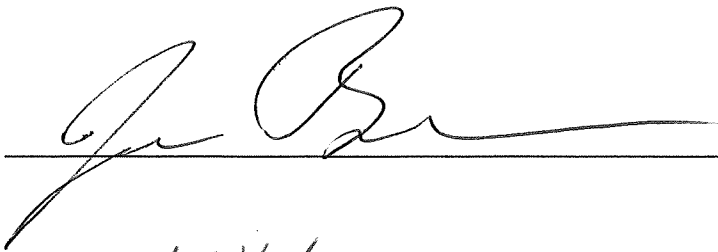
1. Permit applications are available at the town office or on our website at: <https://www.brookfieldvt.org/forms/>. Completed applications shall be submitted to the Town Clerk who will verify all required information and receive the appropriate application fee in full as set by the town Selectboard.
2. All highway access applications will include a map, or drawing, showing the exact location of the proposed access or access modification. Additionally, the access location will be identified at the physical location by way of stakes (minimum of 3 feet tall) with bright colored flags.
3. The Town Clerk will then submit the completed application to the town Road Foreman for site inspection and pre-approval. Site inspection by the town Road Foreman (or designee) shall be completed within 15 days of receipt of a complete permit application.
4. All highway access shall be built to the Vermont Agency of Transportation revised standard specification B-71 (copy available on town website at: <https://www.brookfieldvt.org/forms/>).
5. During the Road Foreman's site inspection, among other considerations, should it be determined that the access requires a culvert, said culvert will be provided and installed by the property owner and adhere to the minimum standard of 18-inch polyethylene N12. At the recommendation of the Road Foreman the Selectboard may waive this requirement or request a larger culvert. Culvert will be maintained by the town Highway Department after initial installation.
6. The Road Foreman will sign and return the Access Permit Application to the Town Clerk upon completion of site inspection, noting any conditions or requirements. Construction of access may begin once signed by Road Foreman at the owner's risk. Final approval of all access permits is contingent upon acceptance by the Selectboard.
7. If a 911 address number has been requested via the highway access permit application, the Town Clerk will then submit the permit application to the town E-911 representative. An E-911 address shall be assigned within 15 days of the E-911 representative receiving the permit application.
8. Once the E-911 address has been assigned, the E-911 Coordinator will sign and return the completed Access Permit Application to the Selectboard Administrative Assistant.




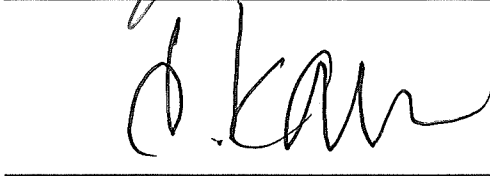
Town of Brookfield, VT  
Access to Town Highways (Curb Cut) Policy


9. Assuming no further issues are identified, the Selectboard will grant final approval and sign the access permit at their next regularly scheduled meeting. The Town Clerk will record the Access Permit and notify the property owner once approved by the Selectboard.
10. Once highway access construction is complete the property owner shall schedule a final inspection with the Road Foreman.
11. The town reserves the right to deny or close access to town highways if construction of said access does not meet the above conditions.


Selectboard signatures:

  
\_\_\_\_\_

  
\_\_\_\_\_

  
\_\_\_\_\_

  
\_\_\_\_\_

  
\_\_\_\_\_

Date: 8/25/25

