



## **ACCESS PERMIT PROCEDURE**

The attached application for an access permit must be completed for all projects which propose a new or modified access to any street or highway within the control or jurisdiction of the **Town of Williston**. The completed application must be submitted to the Director of Public Works along with a location map of the proposed access. The proposed driveway location must be staked out and clearly marked for the Public Works Department to inspect. All approved access permits are subject to a fee of \$100.00 to cover processing related costs. Fee shall be paid at the time of the application. Please refer to the Town of Williston Public Works Department's Policy of Regulating Access to Public Streets and Highways for complete details.

***Submit all applications to:***    **Public Works Director**  
  **Town of Williston**  
  **7900 Williston Road**  
  **Williston, VT 05495**

The Director will inspect the proposed access and make recommendations for culvert sizing and/or drainage requirements. All drainage and culvert work must meet with specifications of the *Williston Public Works Standards*. Installation and future maintenance of driveway culverts are the responsibility of the applicant/owner. One copy of the permit will be kept on file and original will be returned to the applicant. The applicant/owner shall notify Dig-Safe at 1-888-344-7233 prior to excavation.

**NOTE: Access permits are required by the Vermont Agency of Transportation for any new access, as well as a change of use, off any State Highway.**