



Town of New Milford Procedure for Constructing / Repairing a Driveway or Performing Work in the Town Right of Way.

If Work within the Town right of way is constructed **WITHOUT** using the below steps, the Town of New Milford will not be responsible for damage or problems which arise due to improper construction. The applicant / property owner, however, may be held responsible for such incidents.

1. An individual or company files a completed application for the construction, reconstruction, resurfacing of a driveway, or performing work in the Town right of way with the Department of Public Works. The **APPLICANT** is the party that signs for the application when relevant, as stated in the Town of New Milford Code of Ordinances – Personal check – minimum \$1,000.00 or Insurance bond minimum \$1,500.00. If the proposed work is covered by a Planning Commission bond, a copy of the bond and approved subdivision plot plan must be submitted with the application. Any application not completely filled out and signed will be returned to the applicant. A current CBYD (Call Before You Dig) reference number must be on the application to be considered complete.
2. Upon receipt of the permit, construction may begin. Under no circumstances may work begin prior to receipt of the permit.
3. The Road Construction Supervisor will inspect the site after the location has been clearly marked and not all conditions on the permit.
4. The permit will be processed and returned to the applicant within 1 to 2 weeks.
5. All work must be constructed in accordance with the Town of New Milford Road and Driveway Ordinances and the specific guidelines included on the permit.
6. Once the work is completed to the satisfaction of the Department of Public Works the bond will be released.
7. Sign offs for Certificate of Occupancies may not be granted until the work is completed. The only exception to this rule is during the months when the asphalt plants are closed, at which time a conditional approval is granted.

Attached you will find several construction details along with articles taken from the New Milford Code of Ordinances, Planning Regulations, and Zoning Regulations which may apply to the proposed work. These are for reference, and since they may be amended or revised at any time, reviewing the applicable regulations and ordinances either online (at <http://www.newmilford.org/>) or in New Milford Town Hall is recommended. If you have any questions regarding this procedure, please feel free to call the Department of Public Works during business hours: **Monday - Friday 8am to 4:30pm (860-355-6040)**

ANY APPLICATION NOT FILLED OUT COMPLETELY WILL NOT BE ACCEPTED BY THE PUBLIC WORKS OFFICE	TOWN OF NEW MILFORD CONNECTICUT APPLICATION FOR PERMIT		DATE:
	Right of Way Use Permit		KIND OF PERMIT: (Circle) Driveway Excavation Sidewalk Other:
<p>APPLICATION IS HEREBY MADE FOR A PERMIT TO ENCROACH ONTO THE TOWN RIGHT OF WAY All work is to be completed according to Town specifications as outlined in the New Milford Code of Ordinances. Specific details and special considerations will be addressed by the Director of Public Works or his designated representative. Work cannot be initiated without an approved permit from this office.</p> <p>Note: The proposed site should be tagged or marked clearly with paint, flags, or monuments.</p>			
SUBDIVISION (if appropriate)	NAME OF STREET	STREET NO. & LOT NO.	
<p>LOCATION OF PROPOSED WORK (Utility Pole No., Street Intersection, Other Landmarks) Submit appropriate documented approvals from other Town agencies which have a direct bearing on this application (i.e. Planning Commission approved subdivision plans, Zoning restrictions, etc.) As well as a sketch (if no plot plan.)</p>			
NAME OF BANK OR SURETY COMPANY:	<p>I HAVE FURNISHED WITH THIS APPLICATION A PERFORMANCE BOND IN <i>THE AMOUNT OF \$1,000.00 OR \$1,500.00</i> TO REIMBURSE THE TOWN OF NEW MILFORD FOR EXPENSES AND DAMAGE CAUSED BY THE EXECUTION OF THE WORK, AND AGREE TO PERFORM THE WORK ACCORDING TO THE REGULATIONS ON PERMIT WORK AS STIPULATED IN THE ORDINANCES GOVERNING CERTAIN ACTIVITIES ON TOWN ROADS, HIGHWAYS AND SIDEWALKS AND CONSTRUCTION OF DRIVEWAYS INTERSECTING WITH TOWN HIGHWAYS. COMMON USE DRIVEWAYS MAY REQUIRE A HIGHER BOND AMOUNT WHICH WILL BE ASSIGNED BY THE PUBLIC WORKS DIRECTOR.</p>		
AMOUNT OF CHECK OR BOND:	<p>Property Owner-Name: _____ Signed: _____</p> <p>Contractor-Name: _____ Signed: _____</p>		
PROPOSED STARTING DATE:	PROPOSED COMPLETION DATE:	(Maximum 90days)	
NAME OF PROPERTY OWNER:			
ADDRESS:			
TOWN:			
NAME OF PERSON TO PERFORM WORK:			
ADDRESS & PHONE:			
TOWN:	<p>PUBLIC ACT 87-71 OF THE CONNECTICUT STATE STATUTE REQUIRES THAT CALL BEFORE YOU DIG BE CALLED PRIOR TO ANY EXCAVATING OR REQUESTING APPLICATION FOR PERMIT. THIS DEPARTMENT WILL NOT ACCEPT ANY APPLICATIONS WITHOUT THE CBYD NUMBER. CBYD 1-800-922-4455: #</p>		
SHOW SKETCH OF PROPOSED WORK BELOW ONLY IF THERE IS NO NEW PLOT PLANS (ATTACHED) WHICH ARE BEING PRESENTED FOR APPROVAL TO ANY TOWN AGENCY.			



TOWN OF NEW MILFORD

Public Works Dept

10 Main Street

New Milford, Connecticut 06776

Telephone (860) 355-6040 • Fax (860) 355-6055

The applicant shall provide a sketch or drawings of sufficient detail to evaluate the proposed Right of Way Application. This sketch shall show the location of the work to be done in relation to the outstanding features of the road such as property lines, intersections, pavement lines, sidewalks, trees, drainage structures and utility poles. The permit should show the nature and extent of the work proposed. The completed application form shall disclose the methods and material proposed to be used.

Date: _____ Signature: _____



Town of New Milford MS4 Stormwater Pamphlet

- Helpful Links:

- CT DEEP <http://www.ct.gov/deep/site/default.asp>



- US EPA <http://www.epa.gov/>



- Town of New Milford Engineering Department
<http://www.newmilford.org/content/3088/3752/3754/default.aspx>

- Use QR Codes to access



- This informational pamphlet is provided by

The Town of New Milford

Mayor David Gronbach

Director of Public Works – Michael Zarba, PE

Town Engineer – Daniel Stanton, PE

Department of Public Works, 10 Main Street, New Milford, CT 06776

(860)-355-6040

public_works@newmilford.org

<http://www.newmilford.org>



Town of New Milford Preventing Stormwater Pollution



Ideas to Help Manage & Reduce Stormwater Pollution

Cistern is a large tank that collects rain water from your roof. Cisterns are most appropriate when you have significant out door water needs.

Conservation Landscapes are designed to benefit local streams by using native plants as a low-cost alternative to traditional landscapes.

Downspout Redirection is a slow runoff and help water soak into the ground.

Drywell is gravel-filled areas that store rainwater underground.

Green Roof is a roof made up of layers of soil and plants on its surface. As a result, less rainwater – and accompanying pollutants run off the roof and into nearby storm drains and streams.

Pavement Removal increases the amount of permeable ground on the property.

Pervious Surfaces can be used for driveways, walkways and patios, and are as functional as traditional materials.

Rain Barrels are containers connected to your downspouts to collect runoff from your roof.

Rain Gardens are a cost effective option to solve drainage problems and reduce runoff from your yard.

Tree Planting provides many benefits to a community. Among other benefits, tree roots stabilize stream banks and absorb rainwater.