



State of Vermont  
**PERMIT AND LICENSE INFORMATION**

**WORK IN A STATE HIGHWAY RIGHT OF WAY**

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| <b>SUMMARY DESCRIPTION OF PERMIT</b> | Prior to performing any work or installing any utility facility within the State highway right-of-way, a Title 19, § 1111 permit is required from the Agency of Transportation.  |
| <b>EXAMPLE OF REGULATED ACTIVITY</b> | Work within the limits of a State highway right-of-way (for example, construction of a driveway, installation of a culvert, excavation of a ditch or re-grading, paving or re-paving) requires a permit from the Agency.   |
| <b>CRITERIA FOR JURISDICTION</b>     | A permit is needed for nearly any activity in or directly affecting the highway right-of-way, including (but not necessarily limited to) creation or modification of a driveway, repaving a portion of a driveway within the right-of-way, placement of structures, placement or grading of earthen material, discharge of water, or nearly anything else that would affect the right-of-way. The full scope of this permit process is beyond the scope of the general information handout.  |
| <b>INFORMATION REQUIRED</b>          | Includes the applicant's and/or owner's name, address, phone number(s); location and description of the work to be performed; when the work is planned to begin and be completed; if Act 250 or local zoning permit is required; and, if filing for such permits, has the process been initiated. Other information includes a plan or sketch, providing a clear showing of the proposed work, including all appropriate details. Requests for residential access permits are to be submitted to the Agency's District Transportation Administrator. |
| <b>FEES</b>                          | <u>A processing fee may be required.</u> The applicant will be responsible for any mitigation improvements needed to the State highway because of the applicant's work; and for any inspection services deemed necessary to ensure the work is performed to State requirements. In the case of a permit for access (driveway), the applicant is also responsible for the land records recording fee, paid to the municipality, to record "Notice of Permit Action".  |
| <b>APPLICATION TIME FRAME</b>        | One – two months   |
| <b>ADMINISTERING AGENCY</b>          | <p style="text-align: center;"><b>AGENCY OF TRANSPORTATION</b></p> <p><b>CONTACT:</b> Craig Keller, Chief of Permitting Services<br/>                 Phone: 802-279-1152 Office: 802-828-2653<br/> <a href="mailto:craig.keller@vermont.gov">craig.keller@vermont.gov</a><br/> <a href="http://vtrans.vermont.gov/planning/permitting">http://vtrans.vermont.gov/planning/permitting</a></p> <p><b>ADDRESS:</b> 219 N. Main St.<br/>                 Barre, VT 05641</p>  |
| <b>AUTHORITY</b>                     | 19 V.S.A. § 1111   |
| <b>APPEAL PROCESS</b>                | Administrative Hearing, Transportation Board, Superior Court   |