

TOWN OF POLAND

1231 Maine Street
Poland, ME 04274



Road Entrance Permit Application

FOR OFFICIAL USE ONLY

Date Received	
Zoning	
Property ID	
Building Code	
Estimated Cost	
Permit Fee	
Receipt Number	
Reviewed By	

Permit Number: _____

If you have questions about what is required in order to obtain a permit, contact the Code Enforcement Office

Project Address:	
Parcel ID#:	
Estimated Cost:	
Current Use:	
Proposed Use:	
Please Describe Your Project:	

☐ Temp Entrance

☐ Private Driveway

☐ Road/Right of Way

☐ Other

Property Owner Information

Owner Name:	
Mailing Address:	
Phone Number:	
Email Address:	

Contractor or Applicant Information

Contractor Name:	
Mailing Address:	
Phone Number:	
Email Address:	
DEP Certification:	

Please Include Information Requested Below

Existing Road		
	New Entrance	

1. Show distance to at least one reference point such as utility pole, large tree, or survey marker.
2. Sight distances are to be from a point three (3) feet above the ground and twelve (12) feet away from the edge of the existing roadway at the location of the new entryway.

3. Show any obstructions (trees, structures, bushes).
4. Have entryway clearly marked on lot with flags or other visible markers before taking this application to the Road Commissioner.

The existing road is:

☐ State Owned

☐ Town Owned

☐ Private

Speed Limit of Existing Road:	
Width of new traveled way:	
Width of new Right of Way (If Applicable):	
Length of new driveway or roadway:	
Slope of new entry to the existing roadway:	

Please list any deed or Planning Board restrictions:

The Applicant and Property Owner state and agree to the following:

1. *I have read and understand the provisions of the ordinance as they apply to the work proposed in this application.*
2. *I shall construct and maintain the entrance or other improvement in accordance with the provisions of the ordinance.*
3. *I agree to pay for or provide any culverts, grading, or other drainage work necessary to accommodate the scope of work applied for in this application, and to maintain necessary drainage on the affected existing road area.*
4. *The Road Commissioner or his agent will determine the necessary size and length of any culvert required. In those cases where unusual conditions exist or a commercial project is proposed, the applicant may be required to provide, at his expense, any necessary drainage calculations or watershed analysis to properly size any work required.*
5. *The applicant and/or property owner agree to pay for the cost of any public improvements required by this application.*
6. *The applicant and/or property owner agree to indemnify and hold harmless, the Town of Poland against all suits, claims, damages, and proceedings of every kind, arising out of the construction, maintenance or use, of said entrance or improvement within the right of way, including now removal.*
7. *Submission of a scaled drawing on a separate sheet of paper showing the horizontal lay-out and vertical cross section of the project may be required.*



Applicant Signature:	Date: