

# Town of Shirley

## DEPARTMENT OF PUBLIC WORKS



158 GREAT ROAD - SHIRLEY, MASSACHUSETTS - 01464-2812

TEL: (978) 425-2628  
Fax: (978) 425-2619

### APPLICATION FOR PERMIT "TO CONSTRUCT &/OR BLACKTOP DRIVEWAY OR ACCESSWAY"

<p align="center"><b>1. <u>Location</u> of Planned Project</b></p> <p>Plan # _____ Last Revised _____</p>	<p align="center"><b>2. <u>Contractor's</u> Name &amp; Address</b></p>
<p align="center"><b>3. <u>Owner's</u> Name &amp; Address</b></p> <p><input type="checkbox"/> Check if address is same as Planned Project</p> <p><b>Owner's Signature:</b> _____</p>	<p align="center"><b>4. <u>Submitter's</u> Name &amp; Phone Number</b></p>

The undersigned agrees that all work to be done will be in accordance with approved plans and the Order of Conditions imposed by the Board of Selectmen, in conformance with the Rules and Regulations adopted by the Board with respect to Article X of the Shirley Bylaws.

**The permit may be denied if any taxes, fees, assessments, betterments or other municipal charges are overdue to The Town of Shirley.**

SUBMITTED BY: \_\_\_\_\_ DATE \_\_\_\_\_

<p>APPLICATION APPROVED BY:</p> <p>D.P.W. : _____ DATE: _____</p> <p>BUILDING INSPECTOR: _____ DATE: _____</p> <p>CONSERVATION (if applicable): _____ DATE: _____</p> <p>PLANNING BOARD: _____ DATE: _____</p> <p><i>(For Center Road/Parker Road as a Scenic Road if applicable)</i></p> <p><b><u>Construction under this permit shall be under the direct supervision of the D.P.W. and shall be subject to the following:</u></b></p> <ol style="list-style-type: none"> <li>1. Complete compliance with Rules and Regulations of the Board of Selectmen in respect to Article X of the Shirley Bylaws as well as applicable sections of the Shirley Protective Zoning Bylaw.</li> <li>2. Gutterline to be maintained and existing road surface not to be disturbed.</li> <li>3. Work to be completed in strict accordance with the approved plans and the <b><u>ORDER OF CONDITIONS</u></b> approved by the Board of Selectmen.</li> <li>4. The D.P.W. shall be <b><u>contacted 48 hours prior to work commencing</u></b> for appointment to inspect sub-grade of driveway or access way.</li> <li>5. Upon satisfactory completion of project, this permit is to be signed by the D.P.W.</li> <li>6. Work started prior to an approved permit will be fined according to the Town Bylaws.</li> <li>7. If all work is not completed within one (1) year from the date of the permit, an updated application must be submitted to the D.P.W. No fee will be required for an updated permit application with no changes.</li> </ol> <p>Approved by Board of Selectmen: _____ Date: _____</p> <p>All work completed as per permit: Approved by D.P.W.: _____ Date: _____</p> <p>Permit Fee(Check one)    ___ \$100 (New Driveway New Building)    ___ \$50 (New Driveway to existing Building)    ___ \$25 (Resurface Existing Paved or Graveled Driveway)    Check # _____</p>	<p><b><u>IMPORTANT INFORMATION – PLEASE READ</u></b></p>
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### GUIDELINES AND SPECIFICATIONS FOR DRIVEWAYS AND ACCESSWAYS

(Adopted by the Board of Selectmen under Article X of the bylaws of the Town of Shirley)

**1. Purpose:**

- a) To provide maximum protection to the public through the orderly control of traffic moving onto and from streets and driveways or access ways.
- b) To provide a uniform practice in the design and layout of driveways, entrances and access ways.
- c) To provide for adequate drainage.
- d) To enhance public safety to the maximum extent possible and to provide safe and adequate access for police, fire and other emergency vehicles.

**2. When Required:**

A driveway or access way permit shall be required from the Board of Selectmen in all of the following instances:

- a) Prior to construction of a new driveway or new access way to serve a new or existing lot or use.
- b) Whenever there is a change of surface for an existing driveway or access way.
- c) For any alteration or relocation of an existing driveway or access way.

A driveway or access way permit shall be required whenever such a driveway or access way exits onto a public way, a way approved under the provisions of the Subdivision Control Law (whether or not accepted as a public way), or an existing way (whether private or public) upon which two or more existing lots front.

**3. Prior to Construction,** alteration, relocation, or resurfacing of a driveway or access way an owner, or his designated agent, shall make written application for approval to the Board of Selectmen. Applications may be obtained from the Building Inspector. Before approval is granted the application shall be referred to the Foreman of the DPW, Building Inspector and the Conservation Commission and Planning Board, if the Building Inspector so determines. These boards and officials shall consider the completed application and submit a final report thereon, with such recommendations as they deem proper to the Board of Selectmen. The Selectmen shall not make any determination upon the application until they have received the report and recommendations from the appropriate board and officials, or until twenty-one (21) days shall have elapsed since the transmittal of said application and plan to these boards and officials without such report and recommendation being submitted.

**4. Required Plans:**

Engineered plans, prepared by a registered surveyor or engineer shall be submitted together with the driveway or access permit application, in the following circumstances:

- a) If the length of the driveway or access way is greater than seventy-five (75) feet as measured along the center line of said driveway from the property line at the roadway to the structure being served by the driveway or access way; or
- b) If at any point the grade of the proposed driveway or access way is greater than two percent (2%) above the roadway elevation; or
- c) If there are any unusual circumstances pertaining to the driveway or access way or to the lot being served thereby, which, in the opinion of the Foreman of the DPW, require engineering or planning input in the design, layout and construction of the driveway or access way.
- d) All new driveway or access way applications must be submitted with an engineered plan. Permits for existing driveways must include a hand drawn plan. In either case, the Design Requirements listed below must be included on the plans.

**5. Design Requirements**

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Plans for any driveways or access ways that require a permit hereunder shall conform to the following design standards and include the following required information:

- a) All Plans shall show the proposed driveway or access way, any other existing driveway or access ways accessing the lot in question, and any structures or use being accessed, or to be served by the proposed driveway or access way.
- b) Topographical contours shall be shown on the plans at two (2) foot intervals.
- c) Containment and proposed handling of surface water runoff shall be shown on the plans.
- d) Wetlands or any buffer areas within one hundred feet (100) of the proposed driveway or access way shall be shown on the plans.
- e) Soil conditions in the proposed driveway or access locations shall be shown on the plans.
- f) Materials to be used for construction of the driveways or access ways, as well as proposed surface materials for said driveway or access way shall be shown on the plan.
- g) Entrances shall be located to the best advantage with respect to street alignment, profile, site distance and safety conditions, as determined by the Foreman of the DPW.
- h) Driveways or access ways shall be located through the frontage and access strip of the lot except for common driveways specifically authorized by a special permit under the Shirley Protective Zoning Bylaw.
- i) Driveway or access way grades and location shall be such as to provide for adequate and safe access for vehicles, including fire, police and ambulance vehicles.
- j) Driveways or access ways onto state highways shall conform to Massachusetts Highway Department standards and regulations.
- k) Minimum entrance widths (measured from the edge of the road surface to a point fifteen (15) feet onto the applicants property).

	<u>Minimum</u>	<u>Maximum</u>
Residential commercial	15 feet	20 feet
Business and Industrial		
One Way	20 feet	24 feet
Two Way	20 feet each way	24 feet each way
(With a four (4) foot minimum width island with "Keep Right" signs		

\*\* Minimum width to structure will be 12 feet. Landing at road will be 1% Grade, at DPW's discretion.

**Shared Residential Driveways shall comply with Section 16 of the Town bylaws.** Design and/or construction specifications not specifically stated in the Shared Residential Bylaw indicate that these Design Requirements shall dictate.

**For Commercial, Business, and Industrial driveways and access ways.** The entrance width shall be measured from the property line with a fifty (50) foot radius or forth-five (45) degree to the edge of the street.

- 1) **No driveway or access way to or from property** shall be so located at its juncture with a street or way as to create a danger or public safety hazard. No driveway shall be located closer than twenty-five (25) feet to any street intersection measured along the street lines. In any non-residential district, no two driveways on the same lot shall be located closer than twenty-five (25) feet to each other at their closest limits. Residential driveways shall be no closer than 20 feet to each other. In addition:
  - 1) An area of the main driveway or access way must be provided for emergency parking for a minimum of six (6) cars. Level areas between trees or alongside the driveway are acceptable.
  - 2) A turnaround that is located between seventy-five (75) feet to one hundred fifty (150) feet from the entrance of the driveway or access way must be provided at or near the house or structure being served. This turnaround should be large enough to enable an ambulance or truck to turn around without having to back the entire length of the driveway.

Revised 7/1/2011

- 3) The terminus of the driveway at the house or structure being served shall not be over one hundred fifty (150) feet from the house.
- m) **Resurfacing and other changes to driveways and access ways** shall be designed and constructed such that there shall be no increase in surface water runoff from the lot, structure or use being served by the driveway or access way. The general approach, design basis, materials, and construction regarding storm water management shall be as outlined and contained in Section 4.6 of the Planning Board Subdivision Rules and Regulations.
- 6. The finished surface** of the driveway or access way shall be appropriate for the neighborhood and the environment, as well as the nature, quality and quantity of the expected traffic. The Board of Selectmen may require that all or a portion of any driveway or access way be paved. When paving is required, all driveways are to be paved with a 1 ½” binder coat and 1 ½” top coat. All adjacent disturbed areas shall be graded and restored to a reasonable condition. The Town reserves the right to inspect the site before, during and after construction. All joints and cracks in pavement located adjacent to Town property (that is, on roads and sidewalks) shall be sealed with crack filler.
- 7. No Occupancy or Use Permit** shall be issued for any lot, structure, or use to be served by the proposed driveway or access way until the Foreman of the DPW has inspected and approved the construction of said driveway or access way. The Foreman may require such certification of construction as he deems necessary. Any driveway not completed fully at time of occupancy shall require a bond equal to the cost of said completion.

Revised 7/1/2011

Date: \_\_\_\_\_

Prior to submitting the application package for review, please secure the signatures as required below. Any omission of a signature may result in delays or rejection of the driveway or access way permit application. The Collector, Treasurer and Sewer Commission signatures are required for all permit applications verifying that all taxes and/or fees are current.

Applicant: \_\_\_\_\_ Assessed Owner: \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_

Parcel ID No.: \_\_\_\_\_ Property Address: \_\_\_\_\_

**The required time period to review this application does not begin until this signature page has been completed**

\_\_\_\_\_  
Town Tax Collector (Date)  Recommend Approval  
 Recommend Denial (see attached)

Comments: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Town Treasurer (Date)  Recommend Approval  
 Recommend Denial (see attached)

Comments: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Sewer Commission (Date)  Recommend Approval  
 Recommend Denial (see attached)

Comments: \_\_\_\_\_  
\_\_\_\_\_

**1. WORKERS COMPENSATION INSURANCE AFFIDAVIT (M.G.L. 152 – 25C(6)0**

**Workers Compensation Insurance affidavit must be completed and submitted with this application. Failure to provide this affidavit will result in the denial of the building permit.**

**SIGNED AFFIDAVIT ATTACHED: Y \_\_\_\_\_ N \_\_\_\_\_**

**2. OWNER AUTHORIZATION TO BE COMPLETED WHEN OWNER’S AGENT OR CONTRACTOR APPLIES FOR THE PERMIT:**

**I, \_\_\_\_\_, as Owner of the subject property hereby authorize \_\_\_\_\_ to act on my behalf in all matters relative to work authorized by the driveway or access permit application.**

\_\_\_\_\_  
(Signature & Printed Name of Property Owner)

\_\_\_\_\_  
(Date)

**3. AUTHORIZED AGENT DECLARATION:**

**I, \_\_\_\_\_, as Owner or Authorized Agent hereby declare that the statements and information on the driveway or access way permit application are thorough and accurate, to the best of my knowledge.**

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature of Owner or Authorized Agent. (Signed under the pains & penalties of perjury)

\_\_\_\_\_  
(Date)

If there are any questions on this form please call the Shirley DPW at 978-425-2628