

GUIDELINES AND SPECIFICATIONS FOR DRIVEWAYS AND ACCESS WAYS

(Adopted by the Board of Selectmen under Article X of the by-laws 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 a street.
- b) To provide a uniform practice in the design and layout of driveways, entrances and access ways.
- c) To provide for adequate drainage where required.
- 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 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 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 any 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 Public Works, 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. Plans Required:

Engineered plans, prepared by a registered surveyor or engineer shall be required to be submitted together with the 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 to the structure being served by the driveway or access way; or
- b) If the grade of the proposed driveway or access way is greater, at any point two percent (2%) above the roadway elevation; or
- c) If there are any unusual or exigent circumstances pertaining to the driveway or access way or the lot being served thereby, which, in the opinion of the Highway Surveyor, require engineering input and planning in the design, layout and construction of the driveway or access way.

5. Design Requirements

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

- a) All Plans shall show the proposed driveway or access way, together with any other existing driveways or access ways accessing the lot in question, together with any structures or use being accessed or to be served by the proposed driveway or access way.
- b) Topographical contours shall be shown 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.

- e) Appropriate information shall be disclosed regarding soil conditions in the proposed driveway or access locations, planned materials to be used for construction of the driveways or access ways, as well as proposed surface materials for said driveway or access way.
- f) Entrances shall be located to the best advantage with respect to street alignment, profile, side distance, and safety conditions as determined by the Foreman of Public Works.
- g) Entrances or driveways to a tract of land shall be located through the frontage and access strip of said land except as to those common driveways specifically authorized by a special permit under the Shirley Protective Zoning by-law.
- h) Driveway grades and location shall be such as to provide for adequate and safe access for vehicles including fire, police and ambulance.
- i) Entrances of state highways shall conform to Massachusetts Highway Department standards and regulations.
- j) Minimum entrance width: (measured from the edge of the road surface to a point fifteen (15) feet on to the applicant's property.)

	Minimum	Maximum
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)

Shared Residential Driveways shall comply with Section 16 of the Town Bylaws. Design and/or construction specification not specifically stated in the Share Residential Bylaw indicates that the Design Requirements stated above 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 fourth-five (45) degree to edge of street.

- k) **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 menace to the community property. 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.
 - 1) An area must be provided for emergency parking of a minimum of six (6) cars off the main driveway. Level areas between trees or alongside the driveway are acceptable.
 - 2) A turnaround must be provided seventy-five (75) feet to one hundred fifty (150) feet from the terminus of the driveway or access way at the house of structure being served thereby. This should be large enough to enable an ambulance or truck to turn around without having to back the entire length of the driveway.
 - 3) The terminus of the driveway at the house or structure being served thereby should not be over on hundred fifty (150) feet from the house.
- l) **Driveways and access ways, changes, and resurfacing** thereof shall be designed and constructed so as to result in no increase in surface water runoff from the lot, structure, or use being served thereby. 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 thereon. The Board of Selectmen may require the paving of all or a portion of any driveway or access way. All driveways are to be paved with a 1 1/2" binder coat and 1 1/2" top coat when paving is instructed. All adjacent disturbed areas shall be graded and restored to a reasonable state. The Town of Shirley reserves the right to inspect the proposed site before, during and after construction. All joints adjacent to Town Property pavement (i.e.: 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 Public Works has inspected and approved the construction of said driveway or access way. The Foreman of Public Works may require such certification of construction, as he reasonable deems necessary.



Town of Shirley, MA

Permit / License

Application Cover Sheet

Date: _____

Prior to submitting the application package for review, please secure the following signatures Any omissions of a signature may result in delays or rejection of the permit/license application. The Collector, Treasurer and Sewer Commission signatures are required for all permit and license applications verifying taxes and/or fees are paid.

Applicant: _____ Assessed Owner: _____

Business Name (if applicable): _____

Parcel ID No.: _____ Property Address: _____

The required time period for which to review this application does not begin until this signature page has been satisfied:

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: _____

Please visit Tax Collector located at the Shirley Town Offices for required signatures.
Any questions on this form please call 978-425-2600 Ext 210