



POLICY No.: G-2
DATE ADOPTED: DECEMBER 17, 2003
UPDATED: FEBRUARY 1, 2004

TOWN OF WEST BOYLSTON BOARD OF SELECTMEN POLICY

Policy On Residential And Commercial Driveways And Curb Cuts

1. Work Requiring a Street Access Permit

The Director of Public Works shall issue a permit for any work within public Rights of Way including driveway construction, driveway regrading, installation of plantings, stonewalls, fencing, or sidewalks. Application of an additional bituminous surface to an existing residential driveway where no regrading or enlargement is proposed is not subject to these regulations. Emergency repairs must be authorized by the Director of Public Works.

2. Permit Process

2.1 Submittal Requirements

2.1.1 Each application for a Permit shall state the reason(s) for the driveway and shall be accompanied by a sketch at a scale of 1 inch equals 20 feet. The sketch shall show the location of the proposed driveway and any existing driveways, as well as the relationship of the proposed driveway to any intersection within 300 feet, the layout of the entire lot and the location of all existing and proposed structures, wetlands and watercourses. The sketch shall indicate that adequate precautions have been taken to provide for storm drainage and surface runoff at the proposed driveway entrance to prevent storm runoff from flowing down the proposed driveway into the street or abutting property and to prevent street runoff from flowing into the subject property via the proposed driveway. Drainage structures shall be shown when necessary. Sump pumps are prohibited from discharging onto roads or driveways and thence onto public streets.

2.1.2 The permit fee shall be twenty-five dollars (\$25.00) per residential driveway and fifty dollars (\$50.00) per commercial driveway. A refundable escrow bond in the amount of \$500.00 per residential driveway and \$1,000.00 per commercial driveway is required unless the contractor is bonded to the same amounts with the Town of West Boylston. The bond will be refunded upon satisfactory completion of the driveway construction and repair of any damage to utilities and/or the roadway.

2.2 Those driveway(s) constructed without, or in violation of the approved Street Access Permit, will be subject to a fifty-dollar (\$50.00) fine for each day of violation commencing with the date construction on said driveway begins.

3. Damages Within the Roadway

If the contractor damages an existing utility, the contractor shall notify the Director of Public Works and the owner of the damaged utility. The contractor is responsible for the utility repairs as approved by the Director of Public Works and the owner of the utility. If repairs are not made, the escrow bond will be used to make said repairs to the utility and/or the roadway.

4. General Guidelines

4.1 Driveways shall be located and designed in accordance with Table 1 so as to minimize conflict with traffic on public streets and provide good visibility and sight distances for the clear observation of approaching pedestrian and vehicular traffic.

4.2 Where a driveway crosses a sidewalk, the driveway shall hold the grade of the sidewalk.

4.3 All construction shall comply with all applicable local, state and federal laws and regulations.

4.4 In the case of a State highway, the applicant shall secure a Street Entry Permit from the Massachusetts Highway Department.

4.5 The portion of a driveway within the Right of Way shall be constructed in accordance with the Typical Driveway Plan and Section (Figure 3).

4.6 Where driveway construction crosses a drainage course at or adjacent to the road, a culvert shall be installed to maintain free flow of runoff. The size and method of placement shall be approved by the Director of Public Works. The services of a Registered Engineer may be required at the discretion and recommendation of the Director of Public Works to verify pipe capacities and construction methods.

4.7 No work will be allowed within the pavement of the road between November 15th and April 1st.
(NOTE: WITH REGARD TO SECTION 8 OF THE GENERAL BYLAWS, THIS REGULATION MUST AGREE SECTION 8 AND INCORPORATE ALL OF ITS REQUIREMENTS AND TIMELINES. THIS MUST BE SO TO REMOVE ANY CONFLICTING INFORMATION AND TO ELIMINATE THE NEED TO OBTAIN TWO SEPARATE REGULATIONS)

4.8 All pavement within the right of way that is to be removed, including curbing and sidewalks, shall be saw cut prior to excavation.

Table 1 Typical Driveway Design Standards

STANDARD		RESIDENTIAL DRIVEWAYS	COMMERCIAL DRIVEWAYS	COMMON DRIVEWAYS
1.		Width at Street Line		
Minimum		12 ft.	24 ft.; 12 ft. one-way	15 ft.
Maximum		18 ft.	30 ft.; 20 ft. one-way	24 ft.
2.		Curb Radius		
Minimum		3 ft.	20 ft.; 10 ft. one-way	5 ft.
Maximum		10 ft.	30 ft.; 30 ft. one way	20 ft.
3.	Angle of Entry	60°-90°	75°-90°	60°-90°
4.		Vertical Alignment Within Right of Way		
Minimum		1.0 %	1.0 %	1%
Maximum		3.0 %	3.0 %	3%
5.	Minimum Distance off Property Line	10 ft.	10 ft.	10 ft.
6.	Minimum Distance Between Drives	20 ft.	20 ft.	20 ft.
7.	Minimum Distance from Street Intersection	30 ft.	50 ft.	50 ft.
8.	Number of Driveways per lot	1 per 90 ft. of frontage	1 per 100 ft. of frontage	
9.		Minimum Sight Distance		
for 30 MPH		200 ft.	200 ft.	200 ft.
for 40 MPH		325 ft.	325 ft.	325 ft.
for 50 MPH		475 ft.	475 ft.	475 ft.
10.	Turnaround Areas		At each terminus.	

NOTES:

A - A common driveway may be located on a common property line of lots to be accessed provided the proper easements have been recorded. If a common property line is not used, a minimum setback of 5 ft. shall be required.

B – The head of the fire department shall have authority to:

1. Require and designate public or private fire lanes as deemed necessary for the efficient and effective use of fire and other emergency apparatus. Fire lanes shall have a minimum width of 18 ft.
2. Enforce requirements that fire lanes shall be maintained free of obstructions and vehicles and marked in an approved manner.
3. Enforce requirements that all designated fire/emergency lane signs or markings shall be maintained in a clean and legible condition at all times and replaced when necessary to insure adequate visibility.

C - The size and shape of turnarounds for common driveways shall be adequate for a 40 foot, Single Unit vehicle (B40) to make at most a three point turn.

Town of West Boylston

STREET ACCESS PERMIT

Permission is hereby granted to _____ to enter the highway by his / her property at _____ in conformity with the regulations adopted by the Board of Selectmen of the Town of West Boylston on November 19, 2003, including those summarized below:.

REGULATIONS REGARDING PRIVATE ENTRANCES TO STREETS

1. A \$500.00 cash surety ("bond") is required by the Town of West Boylston when applying for a Residential Curb Cut Permit; a \$1000.00 cash surety ("bond") for each Commercial Curb Cut Permit.
2. All surface water run-off from the property of the grantee shall be made to enter the existing ditch line.
3. The grantee shall be responsible for any ponding of water, which may develop within the Town Highway layout covered by this permit.
4. If, after completion and inspection by the Town's Director of Public Works or his designated agent, the work is found unacceptable, the permittee will have thirty (30) calendar days to correct any deficiencies.
5. If after thirty (30) calendar days the work is still found deficient by the Town's Director of Public Works or his designated agent, then the Town will use the surety monies ("bond") (reference #1 above) to correct the problems.
6. Upon completion and successfully passing an inspection by the Town's Director of Public Works or his designated agent, the surety monies ("bond") will be returned to the permittee, in conformance with the Rules and Regulations.
7. I, the undersigned, understand and will comply with all the applicable Rules and Regulations set forth by the Town of West Boylston.

Owner/ Agent: _____

Address: _____

This form is to be filled out in duplicate and submitted to the Department of Public Works with a check in the amount of \$25.00 (Residential) or \$50.00 (Commercial) made out to **The Town of West Boylston**. One copy will be kept for their records and the other copy will be forwarded to the Building Inspector.

A diagram of the driveway must accompany this request.

Permit Approved by: Name / Title / Date _____

Final Inspection of Driveway by: Name/Title/Date _____

Fees Received: Permit Fee _____ Cash Surety "Bond" _____