

DEPARTMENT OF PUBLIC WORKS
TOWN HALL
109 FRONT STREET, DEPARTMENT 4
WINCHENDON, MA 01475
PHONE: 978-297-0170
FAX: 978-297-5403
EMAIL: dpw@town.winchendon.ma.us

APPLICATION FOR DRIVEWAY PERMIT

NAME: _____

ADDRESS: _____

LOCATION OF PLANNED PROJECT: _____

DESCRIPTION OF PLANNED PROJECT: _____

RULES AND REGULATIONS FOR DRIVEWAY PERMITS

All driveways hereinafter constructed and providing access to a Public Way shall not be constructed until approved by the Department of Public Works Director.

ALL DRIVEWAYS SHALL MEET THE FOLLOWING STANDARDS:

1. All driveway work may be subject to the review of the DPW Director or his designee at any point. The DPW Director may impose other conditions at his discretion that are necessary to ensure safe access to the public way and to prevent any damage or dangerous situation because of drainage, icing, pooling, etc.
2. All driveways shall be a minimum of 12' wide and be kept clear of branches and other obstructions above said width to a height of 12 feet. The internal radius of any curve shall be no less than 32 feet to allow for safety vehicle access for commercial driveways.
3. All Driveways shall have an apron from the pavement to the property line. This apron shall be 12' X 4' long and composed of Type I bituminous concrete over 2 inches of processed gravel over 10 inches of 4 inch or smaller gravel.
4. No non-residential driveway slope shall be greater than 10% at any point and the apron shall not exceed 4% positive slope.
5. No residential driveway slope shall be greater than 20% at any point and the apron shall not exceed 4% positive slope.
6. Dust, debris, excess runoff or other nuisance shall not be allowed to enter the paved way. Any such occurrence shall require prompt remediation by the property owner.
7. The driveway drainage system design shall be approved by the DPW Director. If the Wetland Protection Act applies to the driveway area, the proposed driveway shall meet all conditions imposed by the Conservation Commission.
8. No driveway or means of access abutting a Town way or a way maintained by the Town of Winchendon shall be installed or reconstructed without a permit from the Director of Public Works.
9. Where drainage is deemed necessary, be the Director or his designee, a pipe with a minimum of 12 inches in diameter and not less than 20 feet long shall be used. Such pipe shall be galvanized, coated, HDPE, or aluminum. The drainage pipe shall be placed in the original water way with a slope of 10 inches below the shoulder of the road.
10. Applications for driveway permits may be obtained from the Department of Public Works office and returned to the Director.
11. A copy of this permit shall be kept with the owner's records.
12. Conservation Commission approval is required for all driveway and curb cut permits.
13. DIG SAFE Permit must obtained. DIG SAFE # _____

CONSERVATION COMMISSION APPROVAL _____ DATE _____

I hereby apply for a permit and agree to abide by the rules and regulations adopted by the Department of Public Works.

DATE

SIGNATURE OF APPLICANT

DEPARTMENT OF PUBLIC WORKS DIRECTOR

APPROVED: _____

DISAPPROVED: _____

CONDITIONS: _____

DATE

DIRECTOR, DEPARTMENT OF PUBLIC WORKS