

**TOWN OF LANESBOROUGH**

**PERMIT TO MODIFY, RELOCATE OR CONSTRUCT A DRIVEWAY**

FOR PROJECTS WITH ASPHALT: FEE: \$100.00 + \$1,000.00 REFUNDABLE DEPOSIT upon completion of work as required.  
FOR PROJECTS WITHOUT ASPHALT: FEE: \$100.00 + \$600.00 REFUNDABLE DEPOSIT upon completion of work as required.

DATE OF APPLICATION: \_\_\_\_\_

NAME OF PROPERTY OWNER \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

ADDRESS OF PROPERTY \_\_\_\_\_ MAP # \_\_\_\_\_ LOT # \_\_\_\_\_

NAME OF APPLICANT/CONTRACTOR (IF DIFFERENT THAN ABOVE) \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

APPROXIMATE DISTANCE TO NEAREST CROSSROAD, CULVERT AND NUMBERED WESTERN MASSACHUSETTS ELECTRIC POLE (PROVIDE NUMBER)  
\_\_\_\_\_

THE DRIVEWAY/ACCESS ROAD WILL BE USED FOR \_\_\_\_\_

**ON A SEPARATE SHEET OF PAPER (8 1/2" x 11"), PROVIDE A SKETCH THAT SHOWS THE FOLLOWING:**

- BOUNDARY LINE OF THE PROPERTY
- DIAGRAM OF PROPOSED DRIVEWAY SHOWING WHERE AND HOW IT WILL INTERSECT WITH PUBLIC WAY, WIDTH AND LENGTH OF DRIVEWAY, PROPOSED DRIVEWAY MATERIAL (STONE, GRAVEL, ETC.)
- NUMBER, KIND AND DIAMETER OF ALL TREES OVER 1 1/2 INCHES THAT ARE PROPOSED TO BE REMOVED FROM THE PUBLIC RIGHT OF WAY
- EXISTING AND PROPOSED BUILDINGS

**FOR TOWN USE ONLY**

Payment Received \_\_\_\_\_ Check No. \_\_\_\_\_

DPW Director \_\_\_\_\_

Tree Warden \_\_\_\_\_

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

**FOR COMMON DRIVEWAYS ONLY**

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

PLANNING BOARD

BOARD OF SELECTMEN

_____	_____
_____	_____
_____	_____
_____	_____

**This application is void and deposit is forfeited if work is not completed within 180 days from the approval of this application.**

**OFFICE OF THE  
BOARD OF SELECTMEN**

**CURB CUT OR DRIVEWAY PERMIT**

Adopted October 16, 1989  
Amended April 4, 1995  
Amended August 5, 2002  
Amended May 9, 2006  
Amended January 22, 2008  
Amended March 19, 2009  
Amended February 28, 2011

- 1.0 No person shall construct or relocate a driveway or access road from private property to a public way or a way shown on an approved subdivision plan, without first having obtained a written permit from the Board of Selectmen. Applications shall be submitted to the DPW Director, who shall make recommendations to the Selectmen on issues relating to the installation of aprons, culverts and other features. A permit fee of \$650.00 (\$500.00 REFUNDABLE) must be submitted with the application.

1.1 Application and Issuance

Application for said permit shall contain a description of the proposed construction as far as it encroaches upon or affects the way and its shoulders, banks, ditches, drainage, and other features. The permit shall be issued with due consideration of traffic hazards and drainage problems which might result from the proposed driveway. The Permit Granting Authority shall issue or deny said permit within 14 days of application.

Any application for a driveway of such length or grade that it may discharge, in the judgment of the Permit Granting Authority, a substantial volume of water upon a way, or adjacent property, shall be denied until it includes such plans and specifications for proposed drainage facilities as may be required. Such facilities must be so designed as to reduce, disperse, and delay the runoff, or otherwise protect the traveled ways, drainage facilities, and adjacent lands from flooding, erosion, and siltation, and prevent the pollution of waterways or wetlands.

1.2 Design Requirements

- a. Maximum unpaved driveway grade: 10%
- b. Maximum paved driveway grade: 12%
- c. Wherever possible, entrances are to be set back sixty-five (65) feet or more from a street corner measured between the nearest edge of the driveway and the cross road edge of pavement.
- d. Wherever possible, a clear sight distance of at least sixty-five (65) feet should be maintained on either side of the driveway at its point of intersection with the public way.
- e. Driveways shall be so constructed that water from the driveway shall not drain onto the crown of the road.
- f. In no instance shall the edges of the driveway entering into the road conflict with the flow of the surface water runoff.
- g. Culverts taking the place of roadside ditches shall have a diameter of not less than twelve (12) inches. Larger diameters may be required.

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### 1.3 Common Driveways

No person shall construct or relocate a common driveway from private property to a public way or a way shown on an approved subdivision plan, without first having obtained a written permit from the Planning Board.

#### Design Requirements for Common Driveways

- a. A common driveway shall provide access to no more than five (5) dwelling units.
- b. Maximum length to the last fork of a common driveway shall be 1,000 feet.
- c. The traveled way shall have a minimum width according to the following schedule:
  - If less than 500 feet in length, a minimum width of 12 feet
  - If more than 500 feet in length, a minimum width of 15 feet
- d. Frontage on a common driveway may not be used to satisfy zoning frontage requirements.
- e. A common driveway must originate on approved frontage and must observe a twenty-five (25) foot setback from the sideline which the lot or origin shares with a lot not served by the common driveway. The design shall in the opinion of the Permit Granting Authority assure adequate safety and access for emergency vehicles.
- f. The application for a common driveway must be accompanied by a declaration of covenants, easements and restriction for the use and maintenance of said common drives.
- g. The sale of lots and/or the erection of buildings are prohibited until such time as the common driveway has been constructed in accordance with the permit approval plan.
- h. The Planning Board may grant a waiver of any of the requirements of Section 1.3, if they find that it will cause a hardship, financial or otherwise. The Planning Board reserves the right to impose conditions, limitations or safeguards on any permit or extension issued under these regulations, including the imposition of a bond to guarantee the faithful and satisfactory performance of the work.

### 1.4 Relation to Subdivision Regulations

- a. Where the proposed development constitutes a subdivision, any requirements in Subdivision Regulations of the Town of Lanesborough regarding the design of ways shall supersede the requirements of this by-law.
- b. A curb-cut permit will not be issued until the Planning Board has given its final approval to the subdivision plan.