



WESTMINSTER DEPARTMENT OF PUBLIC WORKS  
P.O. BOX 376 WESTMINSTER, MA 01473 - Tel. (978) 874-5572

Commissioners  
Lorraine J. Emerson, Chairman  
Vance A. Butterfield  
Ross W. Barber

Joshua W. Hall, P.E.  
Director of Public Works

## CONSTRUCTION OF DRIVEWAY PERMIT REQUIRED

Prior to establishment of any new entrance to your property or significant alteration of existing driveway, a sketch must be submitted on the back of this application, showing lot lines, any inlets or culverts and exact location of your proposed entrance. A site plan is also to be submitted with application.

Our Highway Department is concerned with width and flare of an entrance where it meets the road, since road surface is not to be disturbed and gutter line is to be maintained. New entrances shall have a clear line of sight from obstructions such as trees and telephone poles.

The application is submitted to the Director of Public Works and/or Asst. Director of Public Works for approval. A fee of \$25.00 will be charged for the permit. A satisfactory Certificate of Insurance naming the Town of Westminister as an additional insured is required.

Driveways must be designed with a positive grade (i.e. uphill) from the roadway to the right of way/property line to the maximum extent practical. All driveways shall mitigate water flow onto the traveled way. While under construction, crushed stone shall be used at the site entrance so that sediment and/or debris is not tracked onto the road. The applicant is responsible for any clean up at the conclusion of each work day. After construction and prior to occupancy, the driveway shall have a minimum of 3" of bituminous concrete installed from the street to the right-of-way.

**\*\*No permit will be issued if land disturbance for construction of the new driveway, in its entirety, meet one of the following categories:**

**Yes No - 10,000 SF to 1 acre (43,560 SF) LID Regulations (Contact Conservation Agent 978-874-7413)**  
**Yes No - Over 1 Acre (43,560 SF) Storm Water Management (Contact Town Planner 978-874-7414)**

Date \_\_\_\_\_

Driveway location address \_\_\_\_\_

Owner/Contractor \_\_\_\_\_

Phone \_\_\_\_\_

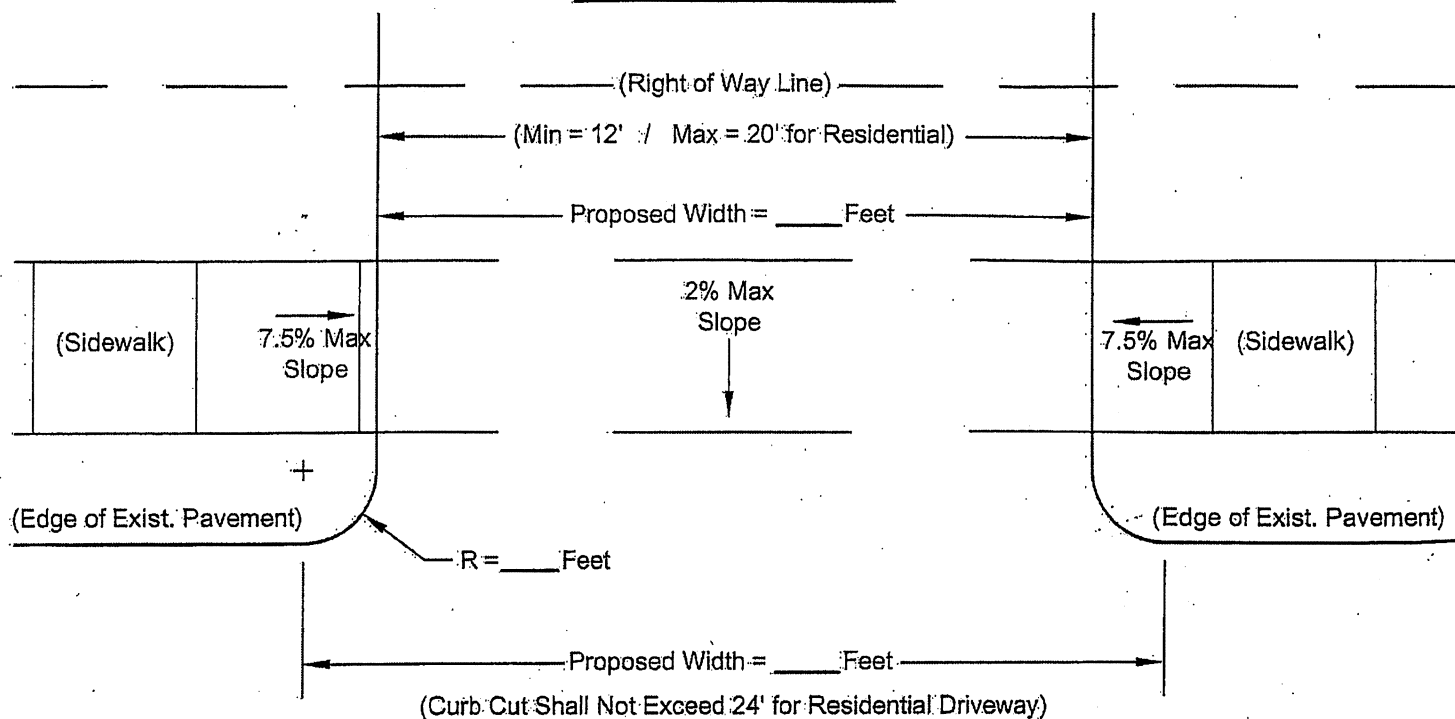
Approved \_\_\_\_\_

Date \_\_\_\_\_

**Note: Should the location of the final driveway installation be different than the location herein indicated, it will be necessary to file for a new permit for the final driveway.**

Please fill in dimensions:

### DRIVEWAY DETAIL



### MUST DO THE FOLLOWING:

1. Indicate the lot and street that runs in front of it.
2. Make a street number sign: mark it with something that will not wash off when it rains. Tack it up on a tree or somewhere it can easily be seen from the street.
3. Mark each boundary along the street side of the lot.
4. Measure the distance from each boundary to the proposed driveway and mark the distance on the drawing.
5. Measure the width of the proposed driveway and mark it on the drawing.
6. Find the nearest telephone pole and indicate its location on the drawing. Write the number of the pole on the drawing.
7. Measure the distance between the telephone pole and the proposed driveway and mark it on the drawing.

Note: If you have any questions call the Highway Department at 978-874-5572  
Monday through Friday 7:00am to 3:30pm