



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

Commissioners
Lorraine J. Emerson, Chairman
Vance A. Butterfield
Scott Ryder

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

ESTABLISHMENT OF ENTRANCE TO PROPERTY FROM TOWN WAY

PERMIT REQUIRED

Prior to establishment of any entrance to your property, 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 Highway Superintendent and on his approval; a permit will be issued by the Public Works Commission.

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.

Date _____

Driveway location address _____

Owner/Contractor _____

Phone _____

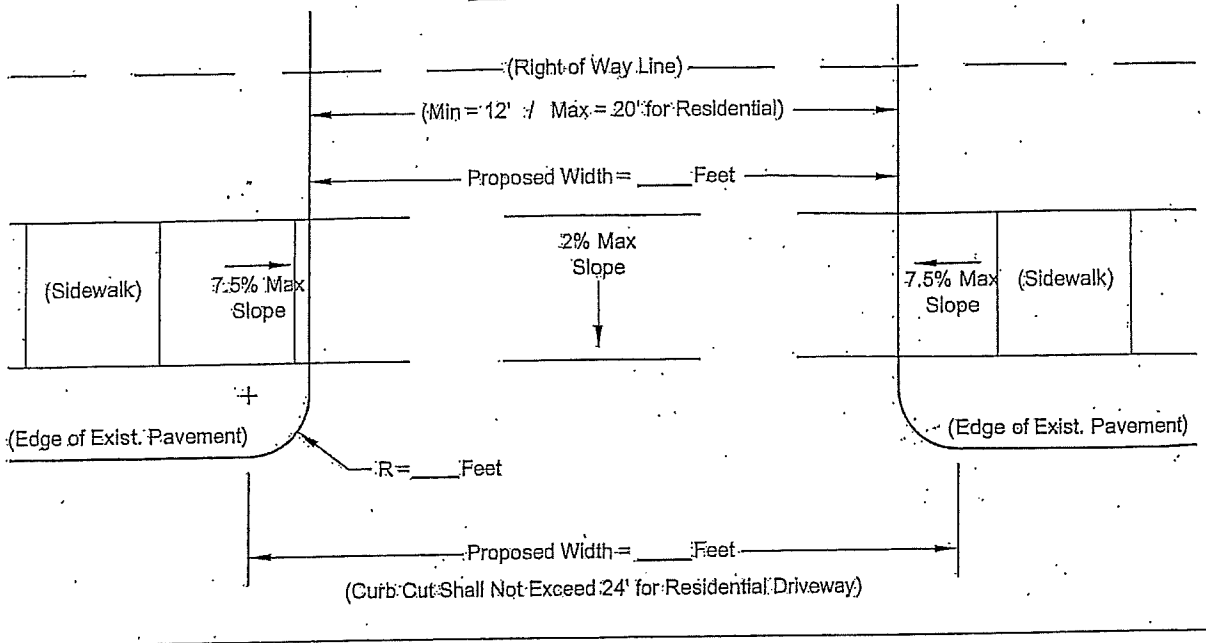
Approved _____

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



Lot # _____

Street _____

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 thru Friday 7:00am to 3:30pm