



TOWN OF SHREWSBURY

Richard D. Carney Municipal Office Building
100 Maple Avenue, Shrewsbury, MA 01545-5338
T: (508) 841-8513 E: Highway@shrewsburyma.gov

Permit Fee \$50.00

Fee Paid: Cash:

Check #: _____

Received by: _____

**TOWN OF SHREWSBURY HIGHWAY DIVISION
DRIVEWAY PERMIT APPLICATION**

ALL APPLICANTS MUST COMPLETE ITEMS 1 THROUGH 9

- 1. Dig Safe Number: _____ Date: _____ Valid thru: _____
- 2. Project Address _____
Street number (or range) and Street Name
- 3. Owner _____ 4. Start Date _____ / Completion Date _____
- 5. Telephone _____ / Email *(Optional)* _____
- 6. Contractor _____
- 7. Contractor Address _____
Telephone _____ Email _____
- 8. Check appropriate description of work: _____ Resurface Driveway _____ New Driveway Construction
- 9. Description/Explanation: _____

TERMS AND CONDITIONS OF THE WORK:

- A. All work in Public Ways shall be done in such a manner to protect the Public from Liability or accident. The Contractor or Owner shall be responsible for all necessary barricades, signs and other Traffic Control devices. Work within the Public Way only to be performed between April 1 and December 1 in any calendar year.
- B. The Contractor or Owner shall be responsible for property disposal of all surplus materials. Surplus material may not be stored within the Public Way.
- C. The Contractor shall notify the Highway Division for an inspection 24 hours before completing work.
- D. Driveway grades at the applicant's property line shall be a minimum of 8-inches and not more than 12-inches higher than the existing edge of the roadway pavement at the gutter line and width should not exceed 24-feet. The Town will not be responsible for problems created by the improper installation of driveways.
- E. If the driveway crosses a public sidewalk, grades adjacent to the crossing shall meet ADA/MAAB requirements.
- F. All work shall be completed in 180 days of issuance of the permit within the Public Way.
- G. No brick or stone pavers, granite cobbles, concrete or stamped concrete will be allowed, within the Public Way, without written approval from the Board of Selectmen.
- H. A \$1,000.00 Cash Bond is required; the bond will be returned upon completion of the work and approved inspection.
- I. A maximum of two (2) curb cuts will be allowed for each residential property

I have read and understood the above terms and conditions: _____ Date _____
Signature of Applicant/Contractor

Inspected by: _____ Date: _____ Permit Approved by: _____

_____ Approved _____ Disapproved _____ Date _____

Bond Received \$ _____ Bond Released \$ _____