



TOWN OF LEICESTER

DRIVEWAY PERMIT

STATEMENT OF CONDITIONS

Applicant

Date

Permit #

Name of Owner (if different from applicant)

Telephone #

Map

Address of Applicant

Lot #

Location of Property

I, _____ hereby agree to the conditions set forth by the Highway Superintendent of Leicester and agree to complete all the necessary work to comply with these conditions prior to my receipt of a driveway entrance permit from the Town of Leicester. I understand no occupancy permit will be issued until driveway had been completed.

CONDITIONS:

- ☐ **Camber & swail to conform and follow water run off to ditch.**
- ☐ **Minimum of 20' by 12" corrugated steel culvert pipe with headwalls at each end.**
- ☐ **Compacted 6" of 12" crushed gravel over pipe.**
- ☐ **Paved apron 3" of asphalt. Paved from roadway to property line of owner with 6" gravel base.**

- ☐ **Crushed gravel apron 6" thick from roadway to property line.**
- ☐ **Landing approach before ditch line.**
- ☐ **Before paving contact Superintendent.**
- ☐ **Driveway not to be relocated from plans.**
- ☐ **Driveway crowned.**

Highway Superintendent

Date

On Site Inspection Date

Approved

Rejected

Signed

A plan of proposed work must accompany this application.

Driveway Permit Fee: **\$25.00**

Please make check payable to the **Town of Leicester**.

OFFICE HOURS

7:00 AM – 3:30 PM M-F

Section 6.2A DRIVEWAY BY-LAW

Section 1 Definitions

The following words used in the By-Laws shall have the following meanings, unless a contrary intention clearly appears:

1. "Person" shall include a corporation, society, association and partnership.
2. "Superintendent" shall mean Superintendent of the Highway Department.
3. "Way" shall mean a public way.
4. "Driveway" shall mean privately owned access to and from a way.

Section 2 Prohibitions

No person shall construct a driveway which opens on a way unless the owner of the said land on which the driveway is to be constructed has first obtained a written permit from the Superintendent and no person shall construct such a driveway except in accordance with the terms and conditions of such permit and the regulations adopted by the Superintendent pursuant to Section 5 of the By-Law.

Section 3 Application and Fees

1. Each application for a driveway permit shall be made to the Superintendent by the owner of the land on which the driveway is to be constructed.
2. Each application shall include and be accompanied by the following information and supporting documentation:
 - a. The complete name and residential address of the owner of the land.
 - b. The complete street address of the land.
 - c. The plot plan of the land showing, among other features the proposed driveway, the way on which the driveway is open and all buildings and other structures located or proposed to be constructed or placed on the land.
 - d. Such other information and documentation as may be required by the Superintendent.
3. Each application shall be accompanied by a check made payable to the Town of Leicester in the sum of twenty-five dollars for the permit fee which the Superintendent shall pay over on receipt to the Town Treasurer.

Section 4 Permits

Each permit issued by the Superintendent shall include the following:

1. A provision that the driveway/curb cut permit shall be issued and approved by the Superintendent before a building permit can be issued. A copy of this By-Law shall be presented to each applicant applying for a building permit with the Building Inspector and shall be considered by the Planning Board during their consideration of plans in accordance with M.G.L. Chapter 40 & 41A.
2. Such terms and conditions as the Superintendent deems reasonably necessary to prevent an undue volume of surface water and eroded materials draining and being carried from the land on which the driveway is to be constructed onto the abutting public way.
3. A description of any surface water drainage and erosion prevention facilities which the Superintendent shall require to be installed to insure surface water caused by driveways is properly managed. The Superintendent may require the owner of the property to obtain impact calculations stamped by a registered engineer, together with sufficient written detail to determine the projected impact of surface water drainage on the land of the Town of Leicester and any abutting properties.

Section 5 Regulations

1. The Superintendent shall consider the requirements of State DPW manual on Uniform Traffic Control Devices, but shall modify these to accord with: (a) Local Conditions (b) Compatibility with local road design
2. Driveways shall be located to the best advantage with regard to alignment with the way, profile, sight distance and the like. Unless conditions require it, a driveway shall not be located at the extreme edge of a property.
3. Each lot shall be served by a separate driveway opening onto an approved right of way on which it derives its frontage.
4. A driveway shall be at least 10 feet wide throughout its entire length and shall be compact gravel, hot top or similar materials that will not erode or cause unnecessary dust.
5. Standard street signs shall not be permitted to designate driveways.

Section 6 Enforcement and Penalties

1. The Superintendent shall enforce the provisions of the bylaw and take appropriate action in the name of the Town of Leicester to prevent, correct, restrain or abate violations of the bylaw and its Rules and Regulations. Any person who violates any provision after ten days of written notice of violation by the Superintendent shall be liable to a penalty of \$50.00. Each day that such a violation continues after said ten day period shall constitute separate offense.
2. Each and every application for construction within or connection to a town way shall be accompanied by the application fee of twenty-five dollars. Construction within or connecting to a town way which has commenced or was completed without a proper permit described in Section 4, shall pay an application fee of fifty dollars. Such construction or connection must meet all provisions of these regulations. The commencement or completion of construction of a driveway, without a proper permit described in Section 4, connecting to or within a Town way shall pay an application fee of fifty dollars.
3. Permits shall expire one year from issuance. All work must be completed within that time frame. Permits associated with new construction shall be valid as long as the building permit remains in force and has not expired.