



DEPARTMENT OF PUBLIC WORKS

8 Summit Hill Road
Washington, MA 01223
413-623-8383

DRIVEWAY PERMIT

A copy of this permit must be on the job site at all times for inspection. Failure to have this permit available at such site will result in suspension of the rights granted by the permit.

DATE _____ PERMIT NUMBER _____

LANDOWNER INFORMATION:

NAME _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PHONE NUMBER _____

EMAIL ADDRESS _____

PROPERTY INFORMATION:

STREET ADDRESS _____

ASSESSORS MAP & LOT _____

SUBJECT TO ALL OF THE TERMS, CONDITIONS AND RESTRICTIONS PRINTED OR WRITTEN BELOW, PERMISSION IS GRANTED TO THIS LANDOWNER TO ENTER WITHIN THE LIMITS OF THE _____ SIDE OF _____ TOWN ROAD, FOR THE PURPOSE OF CONSTRUCTING AND MAINTAINING A _____ (MATERIAL TYPE) RESIDENTIAL DRIVEWAY.



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**ALL OF SAID WORK SHALL BE DONE BY AND AT THE PERMITTEES EXPENSE
AS DIRECTED BY AND TO THE SATISFACTION OF THE HIGHWAY
SUPERINTENDANT.**

**THIS PERMIT SHALL BE VOID UNLESS THE WORK LISTED AND APPROVED IS
COMPLETED BEFORE _____ DATE.**

DAILY WORK HOURS: _____ WORK DAYS _____

THE HARDENED SURFACE OF THE TOWN ROAD WILL NOT BE DISTURBED
DURING THE PROPOSED CONSTRUCTION.

WHEN WEATHER CONDITIONS ARE SUITABLE AND PROPER SETTLEMENT HAS
OCCURRED, THE DISTURBED AREAS WITHIN THE TOWN RIGHT OF WAY (R.O.W.),
SHALL BE RESTORED.

THE PERMITTEE SHALL DETERMINE THE LOCATION OF ALL UNDERGROUND
UTILITIES AND DRAINAGE BEFORE BEGINNING THE WORK.

TRENCH EXCAVATION, BACKFILLING AND TAMPING IN 6 INCH LAYERS SHALL
BE A CONTINUOUS OPERATION WITH NO OPEN TRENCHES ALLOWED AFTER
WORKING HOURS WITHIN THE TOWN R.O.W.

EXCAVATED MATERIAL SHALL NOT BE STACKED UPON THE HARDENED
SURFACE OF THE TOWN R.O.O. DURING ANY PHASE OF THE PROPOSED WORK.



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OUTRIGGERS OR EXCAVATING EQUIPMENT SHALL BE PLACED ON TIMBER BLOCKING OR SUITABLE PLATFORM WHEN WORKING NEAR OR UPON TOWN ROAD PAVEMENT TO PREVENT INJURY TO SAID PAVEMENT.

SURFACE WATER SHALL NOT BE DISCHARGED ONTO THE TOWN ROAD OR PONDED WITHIN THE LIMITS OF THE TOWN R.O.W.

THE PROPOSED DRIVEWAY SHALL SLOPE DOWN AND AWAY FROM THE EXISTING EDGE OF THE ROAD.

PERMITTEE SHALL BE RESPONSIBLE FOR ALL MAINTENANCE OF THE PORTION OF THE DRIVEWAY LOCATED WITHIN THE TOWN R.O.W. AT OWNER'S EXPENSE.

THE ROAD SURFACE AND DRAINAGE SYSTEMS SHALL BE KEPT CLEAN OF DEBRIS AT ALL TIMES DURING CONSTRUCTION.

GRASS AREAS WITHIN THE TOWN R.O.W. THAT ARE DISTURBED SHALL BE RESTORED WITH 4" LOAM AND SEED.

THE NECESSARY SAFETY PRECAUTIONS SUCH AS WARNING SIGNS, LIGHTS AND CONES SHALL BE IN EXCELLENT CONDITION, LEGIBLE AND PLACED A DISTANCE OF 600' FROM THE WORK AREA TO SUFFICIENTLY WARN THE TRAVELLING PUBLIC. THESE SIGNS, LIGHTS AND CONES SHALL BE ERECTED AND MAINTAINED BY THE PERMITTEE FOR THE DURATION OF THE WORK IN ACCORDANCE WITH THE MASSACHUSETTS MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (AS MAY BE AMENDED).



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WHEN THE WORK INVOLVES BLOCKING A PORTION OF THE TRAVELED WAY,
UNIFORMED TRAFFIC POLICE SHALL BE IN ATTENDANCE.

THE PERMITTEE SHALL HOLD HARMLESS THE TOWN OF WASHINGTON HIGHWAY
DEPARTMENT AND ANY OF ITS ASSIGNEES FROM ANY LIABILITY CLAIMS OR
SUCH ARISING AS A RESULT OF THE WORK INVOLVED IN OR BY THE ISSUANCE
OF THIS PERMIT.

HIGHWAY SUPERINTENDANT SIGNATURE

DATE



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APPLICATION FOR DRIVEWAY PERMIT

DATE _____

LANDOWNER INFORMATION:

NAME _____

MAILING ADDRESS _____

CITY _____ **STATE** _____ **ZIP CODE** _____

PHONE NUMBER _____

EMAIL ADDRESS _____

PROPERTY INFORMATION:

STREET ADDRESS _____

ASSESSORS MAP & LOT _____

CONTRACTOR'S INFORMATION:

NAME _____

MAILING ADDRESS _____

CITY _____ **STATE** _____ **ZIP CODE** _____

PHONE NUMBER _____

EMAIL ADDRESS _____

DESCRIPTION OF WORK TO BE PERFORMED WITHIN TOWN ROAD RIGHT OF WAY
(ATTACH ADDITIONAL SHEETS IF NECESSARY): _____

EXPECTED START DATE _____ EXPECTED END DATE _____
(ALLOW A MAXIMUM OF 30 DAYS TO PROCESS THIS APPLICATION)

I HEREBY REQUEST PERMISSION TO CONSTRUCT A DRIVEWAY TO MY PROPERTY
EXITING OFF (NAME OF ROAD) _____,
A TOWN ACCEPTED STREET/ROAD. I UNDERSTAND THAT ALL COSTS OF
CONSTRUCTION WILL BE BORN BY ME AND THAT NO DRIVEWAY
CONSTRUCTION MAY BE STARTED UNTIL A DRIVEWAY PERMIT HAS BEEN
ISSUED.

AT LEAST 2 STAKES, FLAGS OR OTHER IDENTIFIABLE MARKERS SHALL BE
PLACED ON THE SUBJECT PROPERTY TO INDICATE THE PROPOSED
PLACEMENT OF THE DRIVEWAY.

DIG SAFE PHONE NUMBER _____ DATE CALLED _____

CONSERVATION COMMISSION SIGNATURE _____

LANDOWNER'S SIGNATURE _____

RETURN COMPLETED APPLICATION WITH \$25.00 FEE MADE PAYABLE TO
THE "TOWN OF WASHINGTON", TO TOWN HIGHWAY SUPERINTENDANT.