



Jonathan S. Dudley
Highway Surveyor

TOWN OF MENDON

HIGHWAY DEPARTMENT

66 Providence Street

Mendon, Massachusetts 01756

Telephone: (508) 473-0737 Fax: (508) 473-6558

DRIVEWAY ENTRANCE PERMIT

APPLICATION FEE: \$25.00

APPLICANT AND / OR PROPERTY OWNER: _____

ADDRESS OF APPLICANT AND/ OR OWNER: _____

_____ TELEPHONE NUMBER: _____

LOCATION OF PROPOSED DRIVEWAY ENTRANCE: _____

CONTRACTOR: _____

CONTRACTOR ADDRESS: _____

PROPOSED CONSTRUCTION DATE: _____

TYPE OF DRIVEWAY (GRAVEL, ASPHALT, CONCRETE, ETC.): _____

ATTACH AN ACCURATE DRAWING OF PROPOSED DRIVEWAY ENTRANCE

The applicant hereby agrees to notify the Mendon Highway Surveyor of the time and date of construction of the driveway. A notice of least 24 hours is required before construction begins. The applicant further agrees to conform to all requirements of the Town of Mendon construction regulations, as most recently revised.

Applicant signature: _____

APPLICATION: APPROVED () DISAPPROVED () DATE _____

Approved by Highway Surveyor _____

FINAL APPROVAL _____ DATE _____

Signature of Approving Official

TOWN OF MENDON / DRIVEWAY PERMIT REGULATIONS
IN COMPLIANCE WITH TOWN OF MENDON BY - LAWS

1. DEFINITIONS:

ABUTTING PROPERTY OWNER: PERSON OR ENTITY OWNING PROPERTY ON A WAY.

DRIVEWAY: PRIVATELY OWNED ACCESS TO AND FROM A WAY.

**PUBLIC WAY: A WAY LAID OUT BY PUBLIC AGENCY OR DEDICATED
TO PUBLIC USE OR USED AND MAINTAINED AS A
PUBLIC WAY.**

**WAY: ANY PUBLIC WAY, WHICH IS NOT SUBJECT TO M.G. L.
Ch. 81 P21 (STATE CURB CUT PERMIT).**

2. PURPOSES:

- A. TO PROVIDE MAXIMUM PROTECTION TO THE PUBLIC THROUGH
ORDINARY CONTROL OF TRAFFIC MOVING ONTO AND FROM A WAY;**
- B. TO PROVIDE A UNIFORM PRACTICE IN THE DESIGN AND
CONSTRUCTION OF ENTRANCES AND EXITS;**
- C. TO PROVIDE FOR UNENCUMBERED ROAD SURFACE DRAINAGE.**

3. APPLICATIONS:

**ANY ABUTTING PROPERTY OWNER DESIRING TO GAIN ROAD ACCESS TO A WAY SHALL DO
SO IN ACCORDANCE WITH THE PROVISIONS OF A PERMIT ISSUED BY THE TOWN OF
MENDON HIGHWAY SURVEYOR.**

4. **PROCEDURES:**

BEFORE BEGINNING ANY CONSTRUCTION, THE PROPERTY OWNER MUST MAKE WRITTEN APPLICATION TO THE HIGHWAY SURVEYOR - ORIGINAL (AND 2 COPIES), ACCOMPANIED BY A PLAN DRAWN TO SCALE SHOWING:

- A. ANY DRIVEWAY THAT IS CREATED, ALTERED OR CLOSED,**
- B. COMPLETE DETAILS OF DRAINAGE,**
- C. LOCATION OF ALL RELEVANT PROPERTY LINES AND ANY EXISTING DRIVEWAYS.**
- D. IF OCCUPANCY IS DESIRED WHEN ASPHALT PLANTS ARE CLOSED AND THE MINIMUM REQUIREMENTS ABOVE HAVE NOT BEEN COMPLETED, A ONE THOUSAND DOLLAR (\$1,000.00) BOND SHALL BE POSTED WITH THE HIGHWAY DEPARTMENT IN THE FORM OF A CERTIFIED OR BANK CHECK MADE OUT TO THE “TOWN OF MENDON OR (THE APPLICANT) ”. WHEN WORK IS COMPLETED, THIS CHECK WILL BE RETURNED TO THE APPLICANT. NO PERSONAL CHECKS WILL BE ACCEPTED.**

5. **DURING CONSTRUCTION AND BEFORE PAVING, SEDIMENT MUST BE PREVENTED FROM FLOWING ONTO THE ROADWAY. TO ACCOMPLISH THIS, HAY BALES ARE TO BE USED TO FILTER OUT THE SILT. IN CASES WHERE SILT HAS BEEN DEPOSITED ON THE HIGHWAY, THE OWNER AND /OR CONTRACTOR WILL BE RESPONSIBLE FOR CLEANING AT FREQUENT INTERVALS.**

6. **MASSACHUSETTS GENERAL LAWS REGARDING INJURY TO SURFACE OF WAY:** Injury to surface of way; traction engines and heavy vehicles; permits; regulations; liability.
- Except as provided in section nineteen A of chapter ninety, no vehicle shall travel or object be moved, on any public way, which has any device attached to or made a part of its wheels or the rollers or other supports on which it rests, which will injure the surface of the way; nor shall any vehicle travel or object be moved, on any public way, which weighs more than fourteen tons, or, in the case of a vehicle equipped with pneumatic tires, more than fifteen tons, without a permit from the board or officer having charge of such way, provided that no such permit shall be required for the operation of a vehicle having three axles, whether or not so equipped, which does not weigh more than twenty tons. No vehicle shall travel, or object be moved, on any public way, the weight of which resting on the surface of such way exceeds eight hundred pounds upon any inch of the tire, roller or other support, without such a permit. All the aforesaid limitations as to weight shall be inclusive of the load. (MGL Ch. 85 P. 30)
- Any person violating any provision of section thirty, thirty A, or thirty-one, or the regulations made or permits granted under authority thereof shall be punished by a fine of not more than one hundred dollars, to be paid to the Commonwealth when state highways are injured and to the county, city or town when any public way is injured which is under the care of said county, city or town, for use on the public ways of said county, city or town.

7. SIDEWALKS:

ANY PROPOSED DISTURBANCE OF A SIDEWALK, WHICH IS WITHIN THE TOWN LAYOUT, MUST BE APPROVED BY THE HIGHWAY SURVEYOR. SUCH APPROVAL SHALL BE GIVEN ONLY WHEN THE EXISTING SIDEWALK WILL BE REPLACED WITH THE SAME MATERIAL AS WAS PRESENT BEFORE DRIVEWAY CONSTRUCTION.

8. EXCEPTION:

- A. NO PERMIT SHALL BE REQUIRED FOR THE RE-PAVING OF ANY DRIVEWAY ALREADY IN EXISTENCE, UNLESS SUCH PAVING SHALL CAUSE THE DRIVEWAY TO COME IN CONFLICT WITH THE DESIGN REQUIREMENTS SET FORTH ABOVE.**
- B. WITH THE EXCEPTION OF THE PERMIT FEE AND BONDING REQUIREMENTS, THE HIGHWAY SURVEYOR MAY WAIVE COMPLIANCE WITH ANY ELEMENT OF THIS REGULATION, PROVIDED THAT, BY SUCH ACTION, HIGHWAY SAFETY AND TOWN PROPERTY ARE NOT COMPROMISED.**

9. ENFORCEMENT:

THE HIGHWAY SURVEYOR WILL BE THE ENFORCING OFFICER FOR DRIVEWAY PERMIT REGULATIONS.

10. DESIGN REQUIREMENTS FOR RESIDENTIAL DRIVEWAYS:

- A. IN NO WAY SHALL THE EDGE OF THE DRIVEWAY ENTERING ONTO THE ROAD CONFLICT THE FLOW OF SURFACE WATER RUNOFF.**
- B. INDIVIDUAL DRIVEWAYS SHALL NOT BE LESS THAN EIGHTEEN (18) FEET WIDE WITHIN THE TOWN RIGHT-OF-WAY. THE CURB AT THE ENTRANCE SHALL BE ROUNDED OFF WITH A RADIUS OF THREE (3) FEET.**

- C. WHEREVER POSSIBLE, DRIVEWAYS SHOULD BE PITCHED DOWNWARD FROM THE ROADWAY. WHEN TOPOGRAPHY PREVENTS THE DRIVEWAY FROM BEING PITCHED IN ITS ENTIRETY, THE DRIVEWAY MUST BE CONSTRUCTED ON A DOWNGRADE FROM THE EDGE OF PAVEMENT THROUGH THE TOWN RIGHT-OF-WAY WITH A PITCH OF AT LEAST 1/4 INCH PER FOOT. THE DRIVEWAY MAY BE PITCHED TOWARD THE RIGHT OF WAY. IN NO INSTANCE SHALL A DRIVEWAY HAVE PITCH TOWARDS THE RIGHT OF WAY OF GREATER THAN ONE INCH PER FOOT UNLESS ADEQUATE PROVISIONS HAVE BEEN MADE AND APPROVED BY THE HIGHWAY SURVEYOR. THE HIGHWAY SURVEYOR MAY REQUIRE METHODS OF DIVERSION FOR DRIVEWAYS HAVING A PITCH OF LESS THAN ONE (1) INCH PER FOOT IF THE PROPOSED DRIVEWAY WILL RESULT IN AN EXCESS ACCUMULATION OF SURFACE WATER IN THE ROAD.**
- D. DRIVEWAYS SHALL BE LOCATED AT THE BEST ADVANTAGE TO ALIGNMENT, PROFILE, SIGHT DISTANCE AND OTHER SAFETY CONSIDERATIONS. NO DRIVEWAY SHALL INTERSECT THE WAY AT LESS THAN A SIXTY (60) DEGREE ANGLE.**
- E. NO MORE THAN TWO (2) DRIVEWAYS SHALL NORMALLY BE ALLOWED FOR ANY ONE PROPERTY UNLESS THERE IS A CLEAR NECESSITY FOR MORE.**
- F. DRIVEWAYS SHALL NOT BE NORMALLY ALLOWED WITHIN FIFTY (50) FEET FROM ANY STREET INTERSECTION TO PREVENT CONFUSION WITH THE TURNING MOVEMENTS WITHIN THE INTERSECTION.**
- G. THE DRIVEWAY, WHERE IT ENTERS THE TOWN RIGHT- OF - WAY, MUST BE AT LEAST TWELVE (12) FEET FROM ANY TREE OR POLE.**
- H. IN ALL CASES THE DRIVEWAY APRON FROM THE PROPERTY LINE TO THE PAVED HIGHWAY SURFACE MUST BE PROPERLY PREPARED, DRAINED AND PAVED BEFORE THE OCCUPANCY PERMIT IS ISSUED.**