BOXBOROUGH PUBLIC WORKS DEPARTMENT
577 Massachusetts Avenue, Boxborough, Massachusetts 01719
Phone: (978) 264-1790 Fax: (978) 264-1794
dpw@town.boxborough.ma.us

Application for Driveway Approach Permit

COMPLETED APPLICATION AND $35.00 FEE MUST BE SUBMITTED TO THE DPW DIRECTOR AT THE HIGHWAY BARN 577 MASS AVE.
PERMIT WILL BE ISSUED AFTER APPROVAL.

Applicant: _____

Mailing Address: _____

Town/State/Zip: _____

Telephone #: _____ Cell #: _____

Property Owner: _____

Mailing Address: _____

Town/State/Zip: _____

Telephone #: _____ Cell #: _____

Property Location: _____

Assessor Parcel#: _____ Scenic Road: Yes _____ No_____

Please state clearly the purpose for which permit has been requested:

_____

_____

_____

_____

The undersigned hereby certifies that he/she has read and examined this application and that the proposed project is accurately represented in the statements made in this application:

Owner(s): _____ Date: _____

Owner(s): _____ Date: _____

**Applicant(s): _____ Date: _____

**Applicant(s): _____ Date: _____

** The signature of the property owner(s) is required for the application to be accepted.

REV 7/10

BOXBOROUGH PUBLIC WORKS DEPARTMENT
577 Massachusetts Avenue, Boxborough, Massachusetts 01719
Phone: (978) 264-1790 Fax: (978) 264-1794
dpw@town.boxborough.ma.us

Instructions to Applicants for Driveway Approach Permit

All permit applications shall include the following information:

1. Assessor Parcel Number of the property. If construction is for a new house, the Town Assessor must issue a Parcel Number for the new lot. Subdivision lot numbers are not accepted.
2. Street number for the proposed construction. If construction is for a new house, the Building Inspector must issue a street number prior to filing for a driveway approach permit.
3. A completed application. If the applicant is not the property owner, application must also be sign by the property owner.
4. A plot plan showing the location and dimensions of the driveway, including any drainage remediation that may be needed to control and prevent water runoff from entering the public way.
5. For driveways located on designated Scenic Roads, a copy of a Scenic Road Permit from the Planning Board.
6. The width of the driveway at the edge of the right-of-way and the nearest property boundary shall be staked.
7. An application fee of **$35.00 Permit not needed if paving over existing driveway*****

Policy on Driveway Cuts

Purpose

- To regulate the number of driveway cuts in the Town of Boxborough in order to maximize public safety.
- All requests for driveway cuts will be reviewed by the Public Works Director in coordination with recommendations and/or actions of other interested Town Boards, Committees and Departments.
- The general policy of the Town shall be that each residential lot will have one driveway cut.
- A general exception will be made when a lot is located at the intersection of two streets and public safety will not be unduly affected.
- Other exceptions will be made only if:
  a) they promote public safety
  b) they serve to alleviate a substantial undue hardship on the residential home owner.