

Hubbardston Department of Public Works

Driveway Permit Statement of Conditions

Date _____

Permit# _____

Street Address _____ Map # _____ Parcel # _____

Applicant Name _____ Phone _____

Applicant Address _____

Name of Owner _____

(If different from applicant)

I, _____ hereby agree to the conditions set forth by the DPW Director of Hubbardston 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 Hubbardston. I understand no occupancy permit will be issued until driveway apron has been completed.

Conditions:

- ☐ Camber & swale to conform and follow water run-off to ditch.
- ☐ Minimum of 30' by 12" **ADS N12 corrugated plastic culvert pipe**. Head walls on each end of pipe.
- ☐ Compacted 6" or 12" crushed gravel over pipe.
- ☐ **HMA** Paved apron 3" of asphalt compressed. Paved from roadway to property line of owner with 6" gravel base. **At least 12' wide Plus the 4 1/2' Radius on each side.**
- ☐ 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.
- ☐ Call Dig Safe.
- ☐ Install Hay bales/Silt fence
- ☐ Driveway staked out
- ☐ No person shall unload any steel- track equipment in a public way without adequate protection to the existing road surface. **You will be responsible for damages incurred to the road.**
- ☐ No mud or other debris in roadway.
- ☐ Shore up pavement shoulder.
- ☐ Apron lines must be painted **72 hours prior to paving** to allow time for inspection



On Site Pre-Inspection Date _____

Approved _____

Rejected _____

On Site Final Inspection Date _____

Approved _____

Rejected _____

DPW Director Signature

Applicant Signature

A plan of proposed work must accompany this application.

Driveway permit fee: \$75.00 Re-inspection fee (if necessary): \$25.00

Driveway Apron Fee: **\$2500.00 Cash Bond. (Refunded after apron is paved)**

Make checks payable to the Town of Hubbardston. **Permit expires 1 year after date of issuance. If an extension is needed, the applicant must apply in writing to the DPW Director. If granted, the extension will be determined by the DPW Director.** Permit subject to change during construction at the discretion of the DPW Director in the best interest of the Town.

Pursuant to the provisions of M.G.L. Chapter 40, Section 57, certification that no debt is owed to the Town of Hubbardston by the applicant or owner of record must be obtained from the Tax Collector before said license may be issued by the Selectboard.

Date: _____

No debt is owed: _____

Debt is owed: _____

Tax Collector Signature: _____

Hubbardston Department of Public Works

Travis M. Brown
DPW Director

68 Worcester Road
7 Main St. Unit#6
Hubbardston, MA 01452

Phone: 978-928-1408
Fax: 978-928-1409
Email: highway@hubbardstonma.us

INSTRUCTIONS **DRIVEWAY PERMIT APPLICATION**

The Town of Hubbardston is concerned with the width and flare of the driveway where it meets the road, since the road surface must not be disturbed and the gutter line must be maintained. Approval will be made after a final inspection of the construction site.

STEP 1: Produce a sketch of your lot showing all lot lines and dimensions, driveway layout with elevations, and driveway construction details including berms, culverts, etc., width and flare of driveway, and roadway construction details. You must show distance in feet from property line to edge of proposed driveway.

STEP 2: Stake out location of driveway on the lot.

STEP 3: See the Tax Collector to sign off on any back taxes owed on the property at the bottom of the application

STEP 4: Submit the plan complete with the signed permit form and required fee to the DPW Office.

STEP 5: The DPW Director will review the application, complete an initial site inspection, and approve the application for construction. A Statement of Conditions will be given to the applicant stating the specifications for the driveway. At this time, the DPW Director will sign the Building Permit Application pre inspection.

STEP 6: After driveway construction, notify the DPW Director, or his designee, for an inspection at least **72 hours prior to any paving** to ensure that all conditions have been met.

STEP 7: When all conditions have been satisfactorily met, the DPW Director, or his designee, will sign off on the final inspection card and the Building Department may issue an occupancy permit.

Note: All costs relative to the processing of the driveway permit, including any review costs, will be borne by the applicant. A re-inspection fee may apply if more than three inspections are required.