

Hubbardston Department of Public Works

Temporary 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 has been completed.

Conditions:

- Camber & swale to conform and follow water run-off to ditch.
- Minimum of 30' by 12" corrugated steel culvert pipe. Head walls on each end of pipe. ADS N12 corrugated plastic.
- Compacted 6" or 12" crushed gravel over pipe.
- Crushed gravel or stone apron 6" thick from roadway to property line.
- Landing approach before ditch line.
- Driveway not to be relocated from plans.
- 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.



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.

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

Cash Bond Requirement: \$300.00

Make checks payable to the Town of Hubbardston. **Permit expires 1 year after date of issuance. If an extension is needed, the extension will be determined by the DPW Director. If granted, the extension will be for up to 1 year.**

Permit subject to change during construction at the discretion of the Superintendent 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 Brown
DPW Director

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

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

INSTRUCTIONS **TEMPORARY 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. **Final approval** will be made after a site inspection of the construction.

STEP 1: A temporary driveway is considered access to the public way for a limited time which shall not exceed 1 year, but the permit may be extended for cause in increments not to exceed 1 year by the DPW Director or his designee. **A cash bond of \$300.00** shall be posted by the owner or the owner's agent to assure compliance. The DPW Director, or his designee, may waive driveway requirements of this application for temporary driveways if deemed appropriate. When the temporary access is no longer needed or the temporary driveway permit has expired the DPW Director, or his designee, shall notify the owner of actions required to restore the site. Upon expiration of the permit or completion of the project, the temporary access shall be blocked, any culvert removed, any damage to the road or its edges shall be repaired and any drainage ditch adjacent to the public way restored to the satisfaction of the DPW Director or his designee. If four weeks elapse and no action has been taken to restore the site, or no plan has been agreed to with the DPW Director, or his designee, the Town of Hubbardston may restore the site and all associated costs shall be paid from the bond. If the bond does not cover all costs, any additional costs shall be billed to the owner and failure to pay these costs shall result in a lien on the property for the amount owed plus town costs associated with the lien. The owner shall also be responsible for, and take measures to prevent, and shall clean up any water and/or mud coming onto the public way from the temporary driveway, and shall be responsible for town costs of cleanup from the date of issuance of the permit until the bond is released.

STEP 3: 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 4: Stake out location of driveway on the lot.

STEP 5: See the Tax Collector to sign off on any back taxes owed on the property at the bottom of application.

STEP 6: Submit the plan complete with the signed permit form and required fee to the DPW Office. The DPW Director, or his designee, 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.

STEP 7: After driveway construction, notify the DPW Director, or his designee, for an inspection.

STEP 8: When all conditions have been satisfactorily met, the DPW Director, or his designee, will sign off on the final inspection.

Note: All costs relative to the processing of the temporary 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.