

Public Works Department

Commercial / Residential Driveway Application

CONTACT INFORMATION:

Contact #: _____

Name of Applicant _____

Address _____

City _____ State _____ Zip _____

Daytime Phone # _____ Fax # _____ Email _____

LOCATION OF PROPOSED DRIVEWAY[S]:

Property Address
 House Number _____ Street Name _____ City _____ State _____ Zip _____

Proposed driveway location:
 House Number _____ Street Name _____ City _____ State _____ Zip _____

Lot _____ Block _____ Neighborhood Name _____

TYPE OF WORK: (*check all that apply*) New Existing Residential Commercial

Note: Attach to this application three sets of curb cut plans constructed in accordance with Engineering Plan K827, a copy of which can be obtained in the Public Works Department. [plan must show all trees, street lights, utility poles, hydrants, etc.] and be stamped and signed by a registered engineer. In addition, please include three photographs of proposed driveway site

Driveway GP (Grading/Paving) Existing Right of Way Permit Number: _____

Width of each existing sidewalk opening _____

Width of each proposed sidewalk opening _____

Total length of abutting sidewalk: _____

Driveway(s) applied for are for the following use: service station _____ garage _____
 Parking lot _____ loading platform _____ other _____

Additional work in the public right-of-way is required for this site (sidewalk, storm drain, street trees, etc.).
 Explain: _____

The public sidewalk and/or a travel/parking lane will require closure during construction.
Note: If checked, a Traffic Control Plan is required.

Other (explain): _____

 Print Name Applicant Signature Date

<p>1.</p> <hr/> <p>Public Works Engineering Division (Signature Required for Commercial and Residential Applications)</p> <p>Approved: _____ Denied: _____</p> <p>Date: _____</p>	<p>2.</p> <hr/> <p>Mayor's Office of Neighborhood (Signature Required for Commercial and Residential Applications)</p> <p>Approved: _____ Denied: _____</p> <p>Date: _____</p>	<p>3.</p> <hr/> <p>Transportation Department (Signature Required for both Commercial and Residential Applications)</p> <p>Approved: _____ Denied: _____</p> <p>Date: _____</p>
<p>4.</p> <hr/> <p>City of Boston Tree Warden Parks & Recreation Department (Signature Required for Tree Removal or Planting)</p> <p>Approved: _____ Denied: _____</p> <p>Date: _____</p>	<p>5.</p> <hr/> <p>ISD Plan Examination Division (Signature Required for Commercial and Residential Applications)</p> <p>Approved: _____ Denied: _____</p> <p>Date: _____</p>	<p>6.</p> <hr/> <p>Commissioner Public Works Department (Signature Required for Commercial and Residential Applications)</p> <p>Approved: _____ Denied: _____</p> <p>Date: _____</p>

Commercial/Residential Driveway Application

CONDITIONS OF THE PERMIT

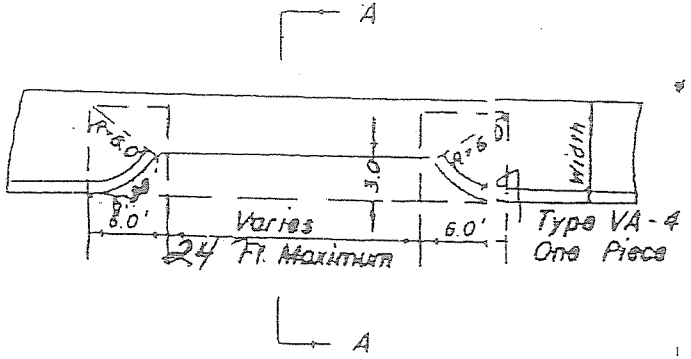
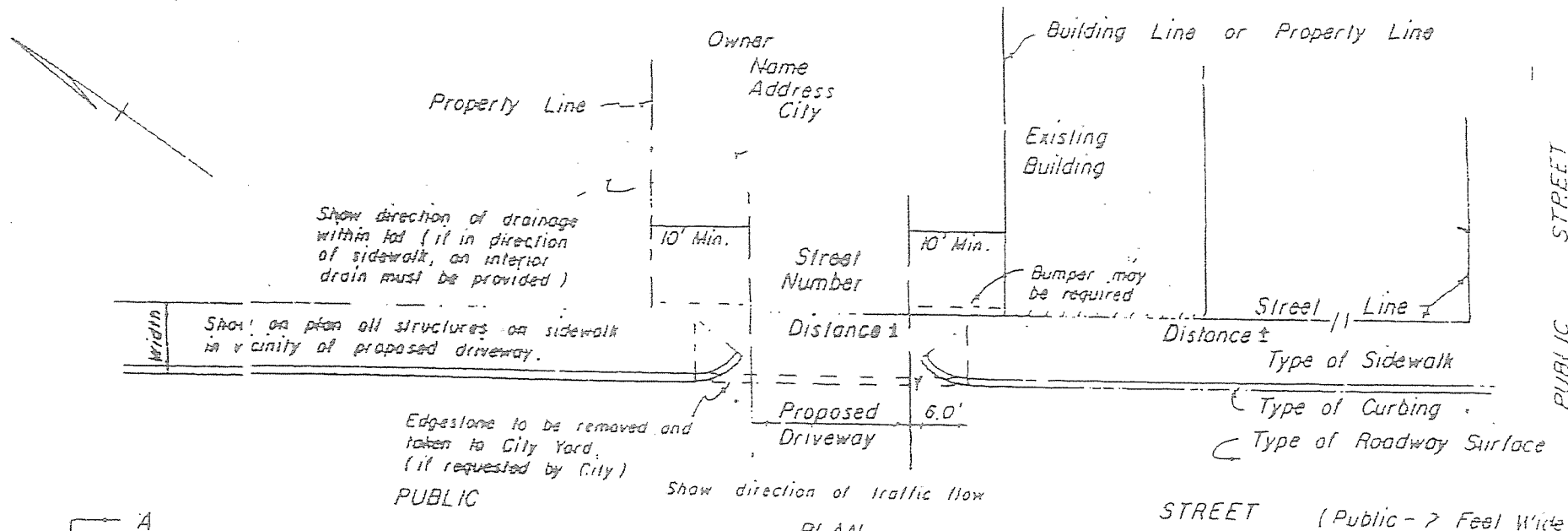
1. The permittee agrees to save harmless the City of Boston from all liability arising from the construction associated with this permit.
 2. This permit is non-transferable.
 3. Unless otherwise noted, this permit automatically expires 18 months from the date of its issuance unless extended in writing by the Chief Engineer of the Public Works Department. An extension may be granted after a request is made in writing and the appropriate fees are paid prior to the 30 days prior to the expiration date of the permit.
 4. All work done under this permit shall comply with written requirements or directions which may be issued by the Commissioner of Public Works relating to the particular project. If any of the conditions of this permit are violated, this permit may be revoked by the Commissioner of Public Works.
 5. The work, materials, plans and specifications shall be available at all times for inspection by duly authorized officials of the City of Boston.
 6. Driveway apron(s) constructed under this permit are for the purpose of providing access to lots adjacent to the right of way. Maintenance shall be the responsibility of the property owner.
 7. If the Commissioner of Public Works finds that the original plans, standards and specifications under which this permit is issued are inadequate or inappropriate for the particular project, he/she may require different or additional plans, standards and specifications and they shall thereafter, or upon a modification thereof, become a part and condition of this permit.
 8. Prior to the issuance of any permit for the construction of a driveway, on a A permit from the City of Boston Parks & Recreation Department is required for the removal, and/or planting of any trees on or along a public way. The opening for the driveway must be at least five feet away from any tree, pole, street light, or other existing appurtenances. Contact (617) 635-4500 to be directed to the Parks Department.
 9. The relocation and/or adjustment of any public or private utility shall be the responsibility of the permittee prior to any construction authorized by this permit.
 10. Coordinate the relocation of any traffic control signs, parking meters or signalization devices with the Transportation Department. Contact (617) 635-4500 to be directed to the Transportation Department.
 11. Construction materials and equipment must not be stored or parked on the public right of way, unless otherwise noted as a condition of this permit.
 12. Prior to the release of this permit, complete repair (restoration of right of way) shall be made of any and all damages done to the existing improvements in the public right of way caused by construction operations on this site. All disturbed areas shall be fine graded and sodded.
 13. Proper precautions must be taken to keep existing roadways free of mud, debris and other obstructions.
 14. The proposed work shall be performed in accordance with the conditions of this permit, subject to the provisions of the Massachusetts General Laws, the Ordinances of the City of Boston, and all applicable Regulations, Standards, Specifications and Inspection and Control of the Commissioners of the Department of Public Works, Inspectional Services Department and Transportation Department.
 15. Notify "Dig Safe" at 1-800-257-7777 prior to any excavation in the public right-of way. State law requires any person performing excavations on public or private property to call Dig Safe prior to any excavation: **1(888) DIG SAFE (344-7233)**
- Use of premises permit issued by the inspectional services zoning board shall be attached as well as any Board of Appeal Decision related to installation or construction of a driveway.

PROCESS FOR DRIVEWAY APPROVAL

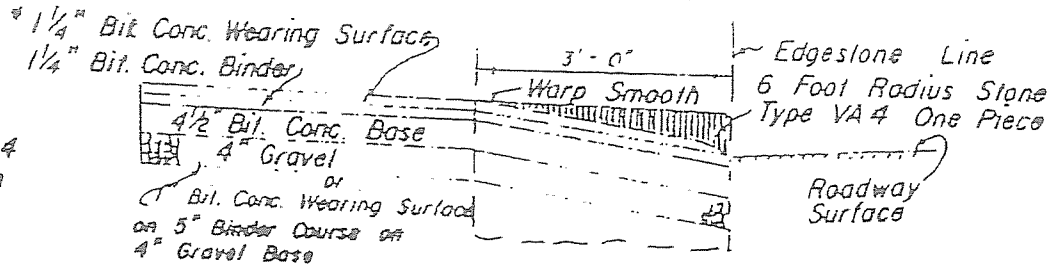
- Bring completed application, engineering plan and pictures of where the proposed driveway is to be installed to Public Works , Room 715 , City Hall. The Permit Office will log in your driveway and track it through the various departments for review. Please include on the application a phone number where you can be reached in case questions need to be answered or more information is needed to complete the process.

Permit Office, Public Works Business hours are 9 am to 5 pm Monday thru Friday

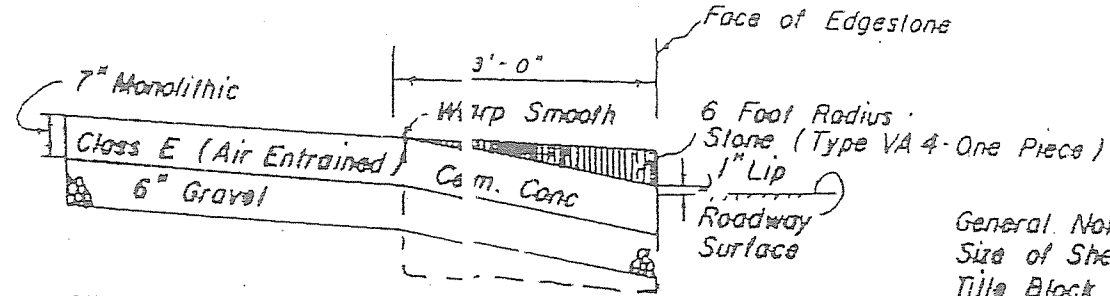
Phone numbers for Public Works are 617-635-4910, 635-4910 and 635-4911.



TYPICAL DRIVEWAY
Scale - 1/8" = 1'-0"



SECTION A-A
BITUMINOUS CONCRETE DRIVEWAY
Scale - 3/4" = 1'-0"



SECTION A-A CONCRETE DRIVEWAY
Scale - 3/4" = 1'-0"

Approved for
Design & Form

General Notes -
Size of Sheet - 20" X 14" - 1/4" Margin
Tile Block - 6" X 3"

TYPICAL COMMERCIAL
DRIVEWAY PLAN

PLAN OF PROPOSED DRIVEWAY
(#) STREET
BOSTON (DIST.) MASS.
Scales as noted: Date:
John Smith Address
Registered Engineer

K 827

PUBLIC STREET

Engineer
Registered
Seal