



TOWN OF FALMOUTH
Public Works Department, Engineering Division
 416 Gifford Street
 Falmouth, MA 02540
 508-457-2543

Permit #: _____
Application Date: _____

APPLICATION FOR DRIVEWAY PERMIT

Address for Permit: _____	
Parcel ID: _____	
Fee: \$50.00 _____	Paid: _____ (Date) (Initial)
Bond Amount: _____ (Refundable Upon Final Approval)	Paid: _____ (Date) (Initial)
Bond Paid By: _____	

****BEFORE YOU DIG, CALL DIG SAFE: 811****

****PLEASE CALL FOR FINAL INSPECTION AND RELEASE OF BOND****

When is a Permit Required?

- Driveway Permits are required for construction of a driveway that connects to a Falmouth public road. Driveways that connect to a State Route are required to receive an Access Permit from the Massachusetts Department of Transportation (MassDOT). Driveways that connect to a private road do not require a permit from the Department of Public Works.
- Improvements requiring a Driveway Permit include construction of a new driveway, expansion in width of a driveway, repaving of a driveway (only if work encroaches onto a public road), or relocation of a driveway.
- Additional stone to an existing stone driveway, coating or sealing an existing paved driveway does not require a driveway permit.
- **ENGINEERING WILL NOT SIGN OFF ON A BUILDING PERMIT UNTIL THE DRIVEWAY PERMIT IS APPROVED AND ALL REQUIRED BONDS AND FEES ARE FILED WITH THIS OFFICE**

Name of Applicant _____ Phone _____

Name of Property Owner _____ Phone _____

Contractors Name _____ Phone _____

I agree to furnish the Town the amount of bond or fee required and to reimburse the Town for any expenses incurred by the Town for maintenance or repair work in conjunction with this driveway permit and that I am familiar with and will abide by the regulations for permits as outlined in the Town of Falmouth's Street Opening Regulation.	
Applicant Signature _____	Date: _____

Applications may take up to ten (10) working days for approval.

Improperly installed driveways, or driveways that are constructed without a permit may be subject to removal and/or relocation at the applicant's expense.

Procedure:

- **Submit a Site Plan for Review:** All applications for a driveway permit must be accompanied by a site plan showing erosion and sedimentation control, as well as size, shape, width, dimensions and location of the driveway at the proposed intersection with the roadway and sidewalk, dimensions and location of all existing or proposed berms, curbing, drainage structures and grades of both the driveway and the road at the proposed driveway.
- **Submit Bonds as Required**
- **Call for approval of erosion and sediment controls prior to the start of any construction, including clearing.**
- **When Construction is Complete, Call for Inspection and Release of Bonds**

Driveway Design Requirements:

- Strict compliance with NPDES (National Pollution Discharge Elimination System) and adherence to §240-112 Stormwater management B. (3) shall be maintained.
 - An erosion control and sedimentation plan may be required for approval.
 - Pervious driveways are preferred.
 - No driveway shall be constructed directing stormwater onto roadways; all stormwater must be recharged within the lot where it originates.
- Trench drains are not an acceptable stormwater mitigation device.
- There shall be no more than two (2) driveway connections per lot.
- No residential driveway shall provide a curb cut wider than 24 feet measured at the street line.
- Driveways shall not exceed a slope of 8% within 25 feet of the street right of way line.
- Driveways shall not connect with a public street within forty (40) feet of the right of way lines of any intersecting streets, within five (5) feet of a fire hydrant, nor within five (5) feet of adjoining lot lines (unless it is a joint use driveway straddling lot lines).
- Location: Driveways shall not be located on small radius curves and shall be positioned as to provide maximum sight distance and safety. Tree removal will be permitted only when an adequate driveway entrance cannot be established in a location where such removal could not be avoided. The Town Tree Warden must approve removal of any trees located within Falmouth public right-of-ways.
- Abandoned entrances: Abandoned entrances shall be reconstructed to match the existing surrounding area. Entrances to be abandoned will be so noted on the plans submitted with the application.
- Clear Sight Triangle: In accordance with Chapter 199- Streets and Sidewalks, Articles I-III of the Town of Falmouth Code, Driveways shall be located and constructed in accordance with a clear sight triangle corresponding to the posted speed limit. No permanent obstructions and/or plant materials over three (3) feet high shall be placed within the clear sight triangle.
- Construction (For driveways connecting to paved public roadways):
 - All proposed driveway aprons and sidewalk reconstruction shall be constructed of a hard material to match existing conditions. All driveways shall be constructed in a manner to be consistent with the drainage of the street and/or adjoining swales.
 - Driveway aprons onto public ways shall be constructed or reconstructed according to the conditions existing in the immediate area and shall have a positive pitch to the street from the property line. All openings shall have an apron extending for a minimum of five (5) feet back from the existing roadway pavement, regardless if the driveway is pervious or impervious.
 - Modular aprons (cobble, bricks, pavers) are allowed provided that the first course is a minimum of 12 inches back from the roadway edge or gutter line. The space between the first course and the roadway surface shall be asphalt or concrete. An existing cape cod berm can serve as the required setback for the first course.
 - Asphalt driveways shall be a minimum of four (4) inches of bituminous concrete on six (6) inches of three-fourths-inch dense grade material.
 - Driveway entrances in areas which have concrete sidewalks shall have a minimum thickness of eight (8) inches of portland cement concrete with six-by-six No. 8 wire reinforcing on six (6) inches of three-fourths-inch dense grade material for the full width of the sidewalk at a minimum.
 - If openings are to be constructed through existing sidewalks, the requirements as stated above will extend through the full width of sidewalk or for five (5) feet, whichever is greater. In addition, all sidewalk construction will comply with current standards as set forth by the Architectural Access Board of the Commonwealth of Massachusetts. At the discretion of the Town, tactile strips may be required in sidewalks that cross driveways.

Office Use Only Below This Line

Engineering Comments:

Inspection notes:

Permit Approved: _____
(Date) (Initial)

Permit Completed: _____
(Date) (Initial)