



**Town of Royalston**  
**Department of Public Works**

20 Winchendon Rd • PO Box 96

Royalston, MA 01368

Phone: 978-249-4223 • Fax: 978-249-0255

[dpw@royalston-ma.gov](mailto:dpw@royalston-ma.gov) or [dpwadmin@royalston-ma.gov](mailto:dpwadmin@royalston-ma.gov)

## DRIVEWAY PERMIT

By signing below the owner agrees to the following General Instructions and Regulations:

1. A permit is needed in all cases where a new curb cut or an alteration to an existing curb cut or entryway is proposed on a Town public way.
2. This permit, issued by the Department of Public Works (DPW), shall be attached to, and become part of the "Building Permit" issued by the Building Commissioner.
3. Prior to the issuance of a "Building Permit" the owner of any lot to be serviced by a new driveway shall apply to the DPW for a Driveway Permit by completing portions of said permit (attached). Once the location of said driveway is approved by the DPW a building permit may be issued.
4. The Building Commissioner shall issue no "Occupancy Permit" unless the driveway to said lot has been approved by the DPW.
5. The owner of property requiring a driveway will be responsible for installation, maintenance and replacement of the driveway apron, any culvert under the driveway necessary and any damage caused to the driveway.
6. The owner shall stake driveway location before inspection.
7. The owner shall contact the DPW superintendent for inspections as required on page 2.
8. The owner shall further agree that if, at the time of inspection, any of the permit conditions are not met that he/she/they will, at no expense to the Town, remove and replace or change the driveway as directed by the Superintendent.
9. Use additional page to attach a sketch or copy of the site plan with requested driveway location.

**Contact information:**

Name: \_\_\_\_\_

Daytime phone: \_\_\_\_\_

Mailing \_\_\_\_\_

E-mail address: \_\_\_\_\_

Address: \_\_\_\_\_

Property Address: \_\_\_\_\_

Map: \_\_\_\_\_ Parcel: \_\_\_\_\_

Signature: \_\_\_\_\_



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**Date:** \_\_\_\_\_

**Fee:** \$25.00

**Check #:** \_\_\_\_\_

The above-signed respectfully petition you for:

Permission to install a driveway at \_\_\_\_\_.

**Notes:**

1. All driveway approaches shall consist of a six (6) foot Type I – bituminous concrete apron that shall extend to the limits of the proposed curb cut with a minimum thickness of three (3) inches.
2. Gutter drainage will not be disturbed. All drainage shall be directed off the driveway surface to adjacent land and not on to the existing roadway.
3. Driveway to be surfaced and graded to prevent erosion of soil. Any driveway in excess of 6% grade will require special approval from the Superintendent.

4. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_.

**BY:** \_\_\_\_\_

**Date:** \_\_\_\_\_

DPW Superintendent – Jaret Thiem

Proposed Location Inspection

Initial

Date

Gravel Base Grade Inspection

\_\_\_\_\_

\_\_\_\_\_

Bituminous Concrete Apron Inspection

\_\_\_\_\_

\_\_\_\_\_

Final Approval Signature \_\_\_\_\_

\_\_\_\_\_