



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 or 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

Initial

Date

Proposed Location Inspection

Gravel Base Grade Inspection

Bituminous Concrete Apron Inspection

Final Approval Signature _____
