



# Town of Lakeville

## Department of Public Works

*346 Bedford Street  
Lakeville, Massachusetts 02347  
(508) 947-9521*

**Franklin Moniz  
Director  
Department of Public Works**

### **APPLICATION FOR DRIVEWAYS AND CURB CUTS** **RESIDENTIAL AND BUSINESS**

Name of Applicant: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Property Location: \_\_\_\_\_

Reason for driveway/curb cut: \_\_\_\_\_

\_\_\_\_\_

Application must include sketch as required in regulations for residential and business driveways and curb cuts and meet any additional requirements under the procedure section in the regulations.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Franklin Moniz, DPW Director

\_\_\_\_\_  
Dated

**TOWN OF LAKEVILLE**  
**REGULATIONS FOR RESIDENTIAL AND BUSINESS**  
**DRIVEWAYS AND CURB CUTS**  
**Under Town Curb Cut General By-Law**  
**Amended July 29, 2015**

**PURPOSE AND GENERAL PROVISIONS**

1. To limit the potential area of traffic conflict and promote safety while maintaining reasonable access for motor vehicles to be stored conveniently off-street, to service residential properties, to protect the rural character, visual aesthetic qualities and property values of neighboring properties, to provide conformity in design and construction of entrances and exits onto public ways within the Town of Lakeville, to provide maximum protection to the public through the orderly control of traffic moving on to and from a public way, to minimize slope erosion, to provide necessary drainage to areas adjacent to public ways, and to provide for uniform standards for the granting of driveway and access permits.
2. The Department of Public Works (DPW) Director is designated by the Board of Selectmen as the permit granting authority under the Curb Cut By-Law and as further provided in these Regulations.
3. No driveway or other access to a public street shall be constructed or altered at the point of intersection with such street unless a written permit is first obtained from the DPW Director. No building permit shall be issued for the construction of new buildings or structures unless the curb cut permit has first been obtained. INSERT OCCUPANCY PERMIT INFO HERE.
4. The DPW Director shall have complete and final discretion in the application of these Regulations, subject to the provisions set forth below and shall apply the following general guidelines with as much uniformity and consistency as reasonably practicable

**GENERAL CONDITIONS**

The proposed driveway entrances shall be located to minimize points of traffic conflict, both pedestrian and vehicular. The following guidelines shall be used to achieve this standard:

1. There shall normally be not more than one driveway apron and curb cut per residential lot.

2. Entrance and exit driveways shall be so located and designed as to achieve maximum practicable distance from existing and proposed access connections from adjacent properties.
3. Driveways shall be designed with adequate turn-around space provided, so that vehicles will not need to back out of the driveway.
4. The proposed driveway shall be located at least 10 feet from all side or rear property lines, shall be 12 feet in width measured at the street line, and shall flare out at the curb line to a greater width as shown on Figures R-1 and R-2.
5. Safe stopping sight distances of approximately 250 feet in both directions are to be provided at driveway openings on all major streets and 150 feet on secondary and minor streets.
6. No sign, opaque fence, hedge, or similar obstruction located along the frontage property line and adjacent to proposed driveway shall be permitted to block vision at eye level (2 ½ to 3 feet) above street grade within ten (10) feet of each side of driveway.
7. Sight line-height restrictions: No fence, plantings or objects which obstruct vision shall exceed 3' in height within approximately 15 feet of street pavement edge along the lot line that contains driveway entrance (or exit). (See Figure R-2, Height Restriction Lines.)
8. Driveways shall be so located and designed as to prohibit vehicular traffic from using driveways to avoid intersections, to cut corners, or to avoid stop signs.
9. Where a driveway crosses a sidewalk, the driveway shall hold the grade of the sidewalk.
10. Within 40 feet of the sideline of the street, the grade shall not exceed 10%.
11. If the Wetlands Protection Act applies, proposed driveways shall meet all conditions imposed by the Conservation Commission. If necessary, the DPW Director may request review by certain applicable Departments. Their comments shall become part of the permit.
12. If required as part of the proposed construction, culverts installed in driveways shall be a minimum of 12" in diameter. Material of pipe shall be high density polyethylene (HDPE). Engineers for proposed residential or commercial developments shall be responsible for designing the size of the culvert and providing proposed inverts. Culverts shall be installed as such to provide positive stormwater flow below the new driveways. Applicants shall be responsible to provide proposed driveway culverts for review as part of the curb cut review process.

13. The DPW Director may impose other reasonable conditions or requirements not covered in these Regulations.

### **PROCEDURES**

1. One (1) copy of the application for a permit for a residential or business driveway or curb cut shall be filed with the DPW Director. All applications shall be delivered to the DPW Office. The DPW Director shall review the application within 14 days and provide a decision. -Applications and permits will be mailed to applicants. Copies of the permits will be forwarded to the Selectmen's Office.
2. A suitable bond, in an amount determined by the DPW Director, **may** be required to be posted with the Town. The bond shall cover the cost of the proposed construction, plus the cost of any damage to a Town owned roadway and facilities caused by or resulting from the operations authorized by such permit.
3. Any driveway constructed without a curb cut permit shall be removed and the area shall be restored to its original condition at the expense of the property owner.
4. A violation of this By-Law shall be subject to a fine of \$300.00. Each day shall be considered a separate violation. The Board of Selectmen shall enforce violations of this Regulation.

### **APPLICATION REQUIREMENTS**

1. All driveways shall be located and designed so as to minimize conflict with traffic on public streets and provide good visibility and sight distances for the clear observation of approaching pedestrian and vehicular traffic. No portion of an entrance or exit driveway at the street line shall be closer than 25 feet from the intersections of minor and secondary streets, and 50 feet from the intersection of two major streets or a secondary or minor street with a major street. These distances shall be measured from the near edge of the driveway to the extension of the closer street line of the intersecting street. In the case of a State highway, a State Highway Access Permit must be issued by Mass DOT. (See Figures R-1 and R-2.)
2. Prior to commencing driveway construction, a property owner/applicant desiring access to a Way shall make written application as provided above for a Curb Cut Permit. Each request for location or relocation of driveway aprons and curb cuts shall state the reasons for the driveway. The application shall include the following:
  - (a) For new homes, an engineered plan at the scale of 1" = 20 feet showing the lot, its total area and perimeter dimension. Also, the plan should indicate the

location of all existing driveways, location of the proposed driveway, and the intersection of the driveway with the Way. The relationship of the proposed driveway to any intersection and neighboring driveways should be shown as well. The plan should also show the driveways of the abutting lots, as well as, lots and driveways directly across the street.

- (b) For existing homes requesting a new driveway location, a sketch showing the lot, its total area and perimeter with necessary dimensions to property lines, intersections or existing driveways.
- (c) Specific details of drainage when required.
- (d) Specific provisions to minimize slope or soil erosion, if necessary.
- (e) Such other required information that may be requested by the DPW Director.

3. The sketch submitted with the driveway permit application shall indicate that adequate precautions have been taken to provide for storm drainage and surface run-off at the proposed driveway entrance. The proposed work shall be designed to avoid interrupting existing drainage flows and to prevent surface run-off from flowing down the proposed driveway and out into the public street. This shall be accomplished using catch basins, leaching basins, perforated drainage pipe in driveways, drainage swales, etc. Furthermore, collected surface water and/or sub-drain run-off from private property will not be allowed to discharge into public streets or public storm drainage systems without the specific permission of the DPW Director. All drainage structures must be regularly maintained by the owner.

### **APPEAL**

Any person aggrieved by the denial of a curb cut or driveway permit by the DPW Director may appeal such denial to the Board of Selectmen. Any appeal shall be filed within 20 days from the date of the denial, or the applicant forfeits all rights to appeal.