

**TOWN OF SOUTHBRIDGE  
DRIVEWAY/CURB CUT PERMIT**

Permit # \_\_\_\_\_

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

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

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

Location of Driveway: \_\_\_\_\_

Contractor's Name & Address: \_\_\_\_\_

Proposed Construction Date: \_\_\_\_\_

Type of Construction (new construction, alteration): \_\_\_\_\_

Type of Driveway (gravel, asphalt, concrete, etc.): \_\_\_\_\_

Attach a plan showing lot layout, location of driveway including turnaround location, existing and proposed structures, grading (and drainage if necessary), and any other pertinent information. Plan must be drawn to scale or include enough dimensioning information to make intent clear.

**Note:** Driveway should meet existing grade at edge of roadway so as not to disturb gutter line. From edge of roadway, driveway should slope up at minimum of 1/4" per foot to the property line, then slope down so as to keep rainfall on the abutting property.

The applicant hereby agrees to notify the Department of Public Works of the date & time of driveway construction at least 24 hours before construction is to begin. The applicant further agrees to conform to all requirements of the Town of Southbridge Curb Cut Regulations as most recently revised and approved, that this permit may be revoked at any time by the DPW Director, and that if he does not place the public way into good condition satisfactory to the DPW Director, after inspection and prior to issuance of any occupancy permit, he shall pay whatever sum shall be expended to place it in good condition.

APPLICANT'S SIGNATURE: \_\_\_\_\_

Dept. of Public Works Use

PERMIT APPLICATION:  APPROVED  DISAPPROVED \_\_\_\_\_  
DPW Signature

CONSTRUCTION INSPECTION:  APPROVED  DISAPPROVED \_\_\_\_\_  
DPW Signature

Application must be approved and fee paid prior to issuance of a building permit for new construction (or reconstruction at an existing dwelling). The application fee may be waived for minor alterations to existing driveways that comply with all current curb cut regulations and do not require removal of curbs or sidewalks.

\$100.00 Application Fee

Original: DPW      Copies:  Owner       Building Inspector       Tax Collector

Town of Southbridge  
Department of Public Works



## Curb Cut Regulations

### A. DEFINITIONS (For the purpose of this Regulation only)

- 1) ABUTTING PROPERTY OWNER: a person or entity owning property bordering on a way.
- 2) DRIVEWAY or CURB CUT: privately owned access to and from a way.
- 3) PUBLIC WAY: a way laid out by a public agency, or dedicated to public use or laid out for public use or used and maintained as a public way.
- 4) WAY: any public way which is not subject to G.L. Ch. 81, S. 21 (State curb cut permit).

### B. PURPOSE

- 1) To provide maximum protection to the public through the orderly control of traffic moving onto and from a way;
- 2) To provide a uniform practice in the design and construction of entrances and exits; and
- 3) To protect existing systems, including, but not limited to, gutters, ditches and closed drainage within the public way.

### C. CURB CUT PERMIT

- 1) A Curb Cut Permit shall be required for the new construction or alteration of any regularly used access to a public way. Any abutting property owner desiring to gain access to a way shall do so only in accordance with the provisions of a permit issued by the Town of Southbridge Department of Public Works (hereafter referred to as “the DPW”).
- 2) Application Procedure: Before beginning construction, the abutting property owner shall make written application to the DPW, including:
  - a) An application fee of \$100;
  - b) A plan drawn to scale showing:
    - i) The boundaries of the abutting property and any structures existing or proposed thereon;
    - ii) The location of any driveway that is to be newly constructed or altered, including the location of the turnaround;

- iii) The grading of the proposed driveway and any additional means of stormwater drainage (swales, culverts, catch basins, etc.)
- 3) Inspections: All work shall be inspected by the DPW during and after construction. The abutting property owner or their agent will notify the DPW of the date and time of construction at least 24 hours before construction begins. The DPW may halt any work not done in accordance with the permit.

#### D. DESIGN REQUIREMENTS

- 1) The DPW shall consider the requirements of the Mass Highway Manual on Uniform Traffic Control Devices and Highway Design Manual, but shall modify these to accord with:
  - a) Local conditions;
  - b) Compatibility with local road design;
  - c) Size of the proposed project.
- 2) Driveways shall be at least twelve (12) feet in width and should be located to the best advantage with regard to alignment with the way, profile, sight distance conditions, and the like. Unless conditions require it, a driveway should not be located at the extreme edge of a property, or within ten (10) feet of an existing structure or utility. In no instance shall the driveway intersect the way at less than a sixty degree (60°) angle. In no instance shall a driveway exceed twelve percent (12%) grade, except with the written approval of the DPW Director and the Fire Chief.
- 3) Driveways shall be no more than twenty-four (24) feet in width unless, for commercial or industrial properties, the volume of traffic or the size of vehicles entering and exiting warrants a greater width.
- 4) No more than two driveways shall normally be allowed for any one property unless there is clear necessity for more, as determined by the DPW Director. Leasing of a portion of the property does not affect this requirement. If a number of establishments will be constructed on one parcel, a service road may be required.
- 5) A channelizing island may be required for an entrance to a high volume traffic generator such as a shopping center. Acceleration and deceleration lanes may also be required for driveways to such projects. The Department of Public Works may require a bond to guarantee the satisfactory construction of such driveways, in an amount not to exceed the estimated cost of the work and possible damage.
- 6) Driveways shall not normally be approved within fifty (50) feet of intersections, particularly signalized intersections, because of the potential safety hazard that arises when a driver enters a road from a corner driveway and is not faced with a direct signal indication. Access directly into a rotary is also discouraged.
- 7) Driveways shall be constructed with a ridgeline (high elevation line) located along the property boundary, such that water falling in the road layout will remain in the road layout, and water falling on the abutting property will remain on the abutting property. The slope from ridgeline to edge of roadway should be no less than ¼" per foot. If the topography of the abutting property makes this impractical, the DPW may instead require alternative means of diversion to keep driveway surface runoff away from the roadway.
- 8) In no instance shall a driveway have a pitch towards the roadway of greater than one inch per foot unless adequate provisions have been made and approved by the DPW for the

diversion of driveway surface runoff away from the roadway. The DPW may require methods of diversion for driveways having a pitch of less than one inch per foot if the proposed driveway construction is expected to result in an excess accumulation of surface water in the way.

- 9) All driveways shall access the way on which legal frontage for that lot is established unless otherwise reviewed and approved by the DPW Director.
- 10) Common driveways serving more than one lot shall not be permitted.
- 11) All driveway designs shall include an on-site turnaround of sufficient size to allow an automobile to require not more than one reversing action (two point turn). Exceptions to this requirement may be made upon review by the DPW Director if:
  - a) The inclusion of a turnaround is impractical or impossible due to:
    - i) The topography of the lot, or
    - ii) The lot size or coverage restrictions of pre-existing lots; and
  - b) Access to and egress from the driveway are deemed to be reasonably safe despite the lack of a turnaround.
- 12) Driveways across existing or proposed sidewalks shall be designed and constructed to allow the safe passage of wheelchairs along the sidewalk. Design of such driveways should be in accordance with the accessibility criteria prescribed by the Massachusetts Architectural Access Board and the Americans with Disabilities Act. See “Design Guidelines for Curb Cuts at Sidewalks” attached hereto.
- 13) In the event that an existing guardrail will be removed to provide an opening for a driveway, the abutting property owner shall be responsible for such removal and installation of proper terminal ends. The Contractor hired by the owner to complete any work associated with guardrail shall be experienced in such work and be approved by the DPW.

#### E. EXCEPTIONS

- 1) No permit fee shall be required for driveways already in existence, unless the driveway is:
  - a) Being widened such that existing curbing or sidewalk must be removed; or
  - b) Being altered in such a way that it no longer complies with the design requirements defined herein, requiring review and approval by the DPW Director; or
  - c) For driveways already not in compliance with the design requirements defined herein, being altered in such a way that causes it to be less in compliance.

#### F. CONSTRUCTION METHOD

- 1) When existing curbing and/or sidewalk has to be removed to construct a driveway, such sidewalk or curbing shall be removed to its full depth and to formed joints. The breaking and removal of parts of sidewalk slabs or parts of curbing other than at existing joints will not be permitted. Existing granite curbing and inlets shall be carefully removed and not damaged and shall remain the property of the Town and shall be delivered to the DPW in accordance with their instructions. The applicant is responsible for the proper disposal of other excavated materials.

- 2) The subgrade for driveways in the Town right-of-way shall be shaped parallel to the proposed surface and thoroughly compacted. After the subgrade has been prepared, a foundation of gravel shall be placed upon it. After thorough compaction, the foundation shall be at least 12 inches in thickness and parallel to the proposed surface of the walk.
- 3) Driveways within the Town right-of-way shall be surface treated so as to match the existing material unless otherwise approved by the DPW.
  - a) For existing concrete surfaces, the new concrete shall be placed in such quantity that after being thoroughly consolidated in place, it shall have a depth of six (6) inches. Cement concrete shall be Class D, 3000 psi test. At the time of pouring, a welded mesh, 10" x 10", No. 12 gauge, shall be embedded in the concrete. The final surface shall have a broom finish.
  - b) For existing bituminous surfaces, a minimum thickness of 2 inches, after compaction, of Bituminous Concrete, Type I-1 shall be required.
- 4) Adequate provisions shall be made by the applicant to prevent water and silt from entering existing public ways during and after construction.

#### G. ENFORCEMENT

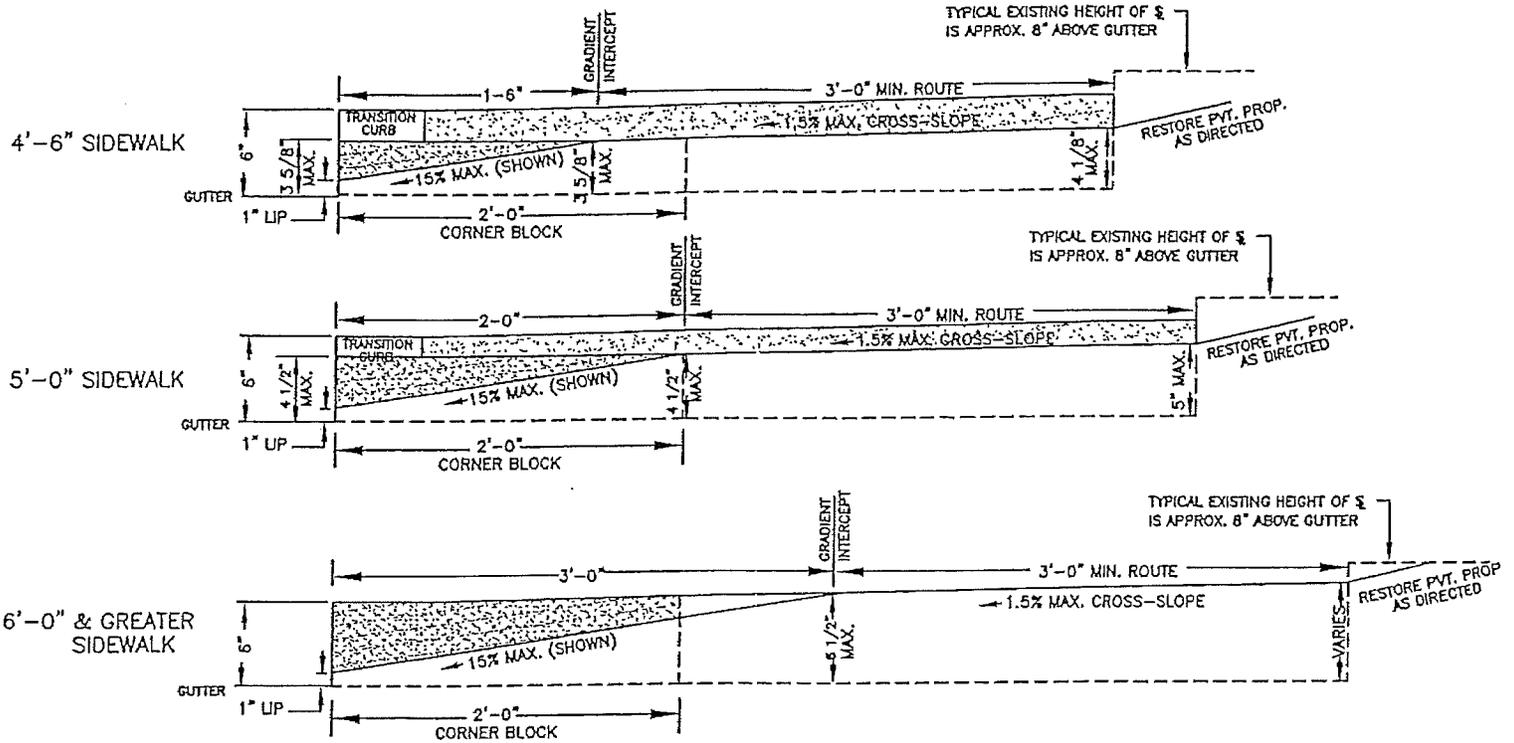
- 1) A Curb Cut Permit shall be found to be abandoned and invalid unless all of the construction authorized by it shall have been begun within six (6) months after its issuance.
- 2) Any person who continues to violate any provision of this Regulation or of any permit issued hereunder after the expiration of ten days following receipt by him of a written notice of violation shall be liable to a penalty not exceeding one hundred (100) dollars for each offense. Each day that such violation continues after said ten day period shall constitute a separate offense.
- 3) The DPW Director shall enforce the provisions of this regulation.

#### H. APPEAL

- 1) Persons aggrieved by the decisions by the DPW may appeal in writing to the Town Manager within 14 days of notice of the decision. The Town Manager shall make a determination of the validity of the appeal within 30 days and notify the claimant in writing of the decision.
- 2) Appeal of the ruling of the Town Manager shall be to the judicial court system.



# DESIGN GUIDELINES FOR CURB CUTS AT SIDEWALKS, CONTINUED



SECTION VIEW FOR THE VARIOUS WIDTHS OF DRIVEWAY APRONS  
NOT TO SCALE

## DRIVEWAY TRANSITIONS TO INTERCEPT 6" STD. CURB REVEAL (TARGET VALUES ONLY) ①

WALK WIDTH	CORNER BLOCK REVEAL	DISTANCE TO APRON INTERCEPT	RISE TO APRON INTERCEPT	GUTTER GRADE % ②	HIGH SIDE
					LENGTH OF TRANSITION CURB INCLUDING THE 2' RADIUS COR. BLK. ③ ④
4'-6"	3 5/8" MAX.	1'-6" FIXED	3 5/8" MAX.	UP TO .5	4'-0"
				1	4'-0"
				2	4'-0"
				3	5'-0"
				4	6'-0"
				5	8'-0"
				6	13'-6"
5'-0"	4 1/2" MAX.	2'-0" FIXED	4 1/2" MAX.	7 & GREATER	15'-0" MAX.
				0-.5	4'-0"
				1	4'-0"
				2	4'-0"
				3	4'-0"
				4	4'-0"
				5	5'-6"
6'-0" & GREATER	6" STANDARD	3'-0" FIXED	6 1/2" MAX.	ALL GRADES	NO TRANSITIONS

1. FINAL PRODUCT(S) MUST NOT EXCEED THE 7.5% GRADIENT OR 1.5% CROSS SLOPE STANDARDS.
2. WHEN THE FACTOR FALLS BETWEEN THE LISTED RANGE, USE THE LESSER GRADIENT FACTOR.
3. THE MAXIMUM REQUIRED TRANSITION LENGTH OF CURB IS 15'-0"
4. SIDEWALKS WITH LOAM BORDERS DO NOT REQUIRE TRANSITION CURBS.