

Check Number: \_\_\_\_\_

**TOWN OF WEST BROOKFIELD**  
**Permit for Private Entrances to Public Ways**

Permission is hereby granted to: \_\_\_\_\_

To enter his property on: \_\_\_\_\_

In conformity with the regulations as stated below.

**Regulations Regarding Private Entrances to Streets**

1. Driveway grade from the edge of the traveled road to the ditch line of the road shall be the same as the shoulder of the road.
2. When the shoulder is not suitable for entry, the grade within the proposed driveway area shall be constructed on a downslope from the curb, back to the ditch line, thence on a upslope to meet the proposed grade.
3. All surface water run-off from the property of the Grantee shall be made to enter the existing ditch line.
4. All curb cuts must maintain a minimum of 18" of suitable gravel to the property line.
5. Any pipe or cross culvert associated with this curb cut will have a minimum of 18" of suitable gravel above the culvert.
6. Curb cuts will be located no closer than 25' from any property line, drainage structure, utility pole or sign with out prior approval from the Highway Superintendent.
7. No tree shall be removed from the street line prior to curb cut without the prior approval of the Highway Superintendent.
8. The Grantee shall be responsible for any ponding of water which may develop within the Town Highway Layout covered by this permit.
9. All work regarding these regulations shall be approved by the Highway Superintendent.
- 10. Before any paving is done the Highway Superintendent must approve the final grade/layout of the driveway.**
11. Driveways must be paved from the edge of the road to the property line with Bituminous Concrete or equivalent.

Comments/Special Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contractor/Owner Signature: \_\_\_\_\_

Printed Name of Contractor/Owner: \_\_\_\_\_

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

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

Application Received: \_\_\_\_\_ Date Received: \_\_\_\_\_

Highway Superintendent

**\*\*\*Important Notice \*\*\***

As of June 27, 2000 no Building Permit will be issued until the applicant posts a certified check in the amount of \$1,000.00 with the Town (Bond for curbcut/driveway). This amount will be deposited into an escrow account by the Town Treasurer and then returned to the applicant once the necessary curbcut/driveway work is completed. If the work is not satisfactorily completed within two (2) years from the date of the granting of the Building Permit, then the West Brookfield Highway Department will complete the work and the \$1,000.00 will be forfeited by the applicant. MAY

There will be no exceptions to the above and will apply as stated from June 27, 2000 until rescinded.

Remember to follow the outlined procedure:

1. Obtain a curb cut from the Highway Superintendent. (He will investigate to ensure that there would be no problem with the location.)
2. With the curbcut apply to the Building Inspector for a Building Permit.
3. Before paying check with the Highway Superintendent to insure that the final grade/layout of the driveway is acceptable.
4. When the curbcut/driveway work is completed the Highway Superintendent will sign the curbcut permit attesting that the work meets Town By-Laws.
5. A copy of the signed curbcut will be given to the Town Treasurer who then will refund the \$1,000.00.
6. No occupancy permits will be issued without the completion of the driveway work.
7. The \$1,000.00 will be forfeited if the necessary work is not done within two years of the issuance of a Building Permit.
8. Once a Building Permit is issued the driveway work must be completed. Even if no building takes place and the Building Permit itself expires the entrance to the property must be paved.
9. Failure to comply with any of these regulations will result in the forfeiture of the \$1,000.00.

This regulation/action is being taken due to the numerous times that procedures and regulations have not been followed as outlined by Town By-Laws. We regret any inconvenience that results from this procedure but feel it necessary to protect the Town and its residents. (5/1/87 amended 7/14/89 and 8/27/00.)

Final Work Approved: _____	Approval Date: _____
Highway Superintendent	