



**CITY DRIVEWAY STANDARDS FOR APRON / SIDEWALK
CONSTRUCTION IN THE CITY RIGHT-OF-WAY**

SCOPE

These standards shall apply to the construction, reconstruction, alteration, surfacing or resurfacing of any driveway which intersects with the right-of-way of any City owned or City maintained way, for that portion of driveways which are within said right-of-way and for the entire extent of driveways which are intended for public usage. An existing driveway apron with a sidewalk may be utilized for a reconstructed driveway. For new construction, a proposed driveway apron requiring a curb cut where there is an existing sidewalk, the sidewalk cannot be utilized for a new driveway and must be removed and replaced in accordance with City Standards. The Contractor will remove and replace the City sidewalk at the new driveway location, full width and in kind, where it is impacted by the new driveway construction. In addition, any adjacent areas or tree belts disturbed or damaged during the driveway apron construction shall be properly repaired and loamed and seeded. All work shall meet established City Standards. No work shall take place before or after regular work hours.

APPLICATION

No work in a street or public way shall commence until the Contractor has applied for and obtained a Street Opening Permit. The Contractor shall file a completed and signed application at the Holyoke Department of Public Works to perform Street Opening Work.

NOTICE TO UTILITIES

The Contractor shall procure a DIG SAFE number for the location of the proposed driveway excavation work prior to conducting any work within the City Right-of-Way to assure that no damage to any existing utilities, or subsurface structures will occur. During construction operations, the Contractor shall carefully locate all such structures and conduct his operations to avoid any damage to them.

In addition to normal "Dig Safe" notification, the Contractor must notify the Holyoke Water Department (413-536-0262) and the Holyoke Gas and Electric (413-536-9300) relative to the location of structures, utility lines, fixtures and valve boxes that may exist within the work area. For the Sewer System notify Suez Holyoke at (413-534-2222). Dig Safe Information can be found at the following link. <http://www.digsafe.com/>

"DIG SAFE" Call Center: Dial 811 or 888-DIG-SAFE

NOTE: The DIG SAFE number will be required to process the Permit Application.

TRAFFIC OFFICERS

If required by the Chief of Police, the Contractor shall provide police officers for directing traffic within the area of the new driveway construction and shall be responsible for their scheduling and compensation.

SAFETY CONTROLS FOR CONSTRUCTION OPERATION

The Contractor shall deploy all the necessary traffic safety controls, signs and warning devices for construction operations in accordance with relevant federal, state, and local requirements.

EROSION CONTROL

The Contractor shall provide temporary measures to control soil erosion and sediment damage to the street, adjacent properties, and storm water resources.

OIL AND HAZARDOUS MATERIAL SPILL PREVENTION

The Contractor shall take measures to prevent spills and leaks of oils, fluids and other hazardous materials. Measures include properly maintaining construction equipment. Spills must be reported to the MA DEP in accordance with the reportable quantities criteria.

ADJUST UTILITY BOXES

Where encountered, the Contractor shall adjust all water valve boxes to the new driveway apron grade. The contractor will not adjust gas valve boxes. The Gas Division of the Holyoke Gas and Electric Department shall be contacted for the adjustment of all gas valve boxes.

DRAINAGE DITCHES

No driveway construction shall alter or impede an existing drainage ditch or gutter. Where a driveway will cross an open ditch or gutter, the Contractor shall provide a suitable industry standard drainage structure. A minimum twelve-inch diameter culvert shall be installed with at least one foot of culvert visible at the toe of the side slopes on each side of the driveway. An industry standard culvert pipe end treatment shall be installed on the inlet side of the culvert.

DRAINAGE

Driveway slope design shall include proper drainage methods to allow water to drain to approved collection locations. No driveway construction shall cause water to drain onto the street. All paving shall be constructed in such a manner, that the amount of surface water draining onto any public way or onto any lot in other ownership (other than through a drainage easement or stream) shall not create an adverse condition.

GRADES FOR DRIVEWAYS FROM CURBED STREETS

Each driveway shall slope up from the gutter at a grade of 10% (1 ¼ inch per foot) until it is even with the sidewalk or adjacent ground if there be no sidewalk. From thence, the drive shall slope upwards at a grade of 2% (¼ inch per foot) or more. In no case shall the change in grade at the curb line exceed 12% (1 ½ inch per foot) in 10 feet of length. This provision shall apply to all sag conditions. Likewise, in no case shall the change in grade from a steep upward slope to a less steep upward slope or a downward slope exceed 8% (1 inch per foot) in 10 feet of length. This provision shall apply to all crest conditions. No driveway grade shall exceed 12% (1 ½ inch per foot).

GRADES FOR DRIVEWAYS FROM UNCURBED STREETS

All driveways shall slope downwards from the edge of pavement at a grade of 6% to 10% (¾ to 1 ¼ inch per foot) until the bottom of the drainage swale is reached. From thence, the driveway may slope upwards provided the change in grade does not exceed 12% (1 ½ inch per foot) within 10 feet. If the drainage swale is too deep to allow this, a culvert shall be installed with minimum diameter of 12 inches and a minimum cover of one (1) foot. The culvert design and material must be approved by the City Engineer. If a culvert is used, the driveway shall slope downwards from the edge of pavement at a grade of 2% to 10% (¼ to 1 ¼ inch per foot) until the centerline of the culvert is reached. No driveway grade shall exceed 12% (1 ½ inch per foot). The change in grade for sag conditions shall not exceed 12% (1 ½ inch per foot) within 10 feet. The change in grade for crest conditions shall not exceed 8% (1 inch per foot) within 10 feet.

DRIVEWAY APRON/SIDEWALK SLOPES

The Contractor is responsible for constructing all driveway apron and sidewalk elements in the City Right-of-Way in strict compliance with current Federal and State Architectural Access Board (AAB) and American's with Disability Act (ADA) regulations concerning maximum slope and minimum dimension requirements.

DRIVEWAY CONFIGURATION

The driveway width at the edge of the pavement may be up to six feet wider than the width at the property line. Exceptions may be made for major industrial and commercial drives. Where the street curb is of granite, either a two-foot radius piece shall be installed or a two-foot piece of curbing shall be reset such that it tapers down to the gutter grade. The width of the driveway at the curb line shall be measured from the inside end of such radius piece or tapered curb. Asphalt curbs should be tapered for a distance of one to two feet. Driveways shall be flared so that the width at the pavement edge is wider than the width at the property line. The driveway width cannot exceed the maximum allowed per City Standards. The City Engineer may approve exceptions for major industrial and commercial driveways.

CURBING

Granite curbing at the driveway apron shall be adjusted or reset to be flush with the adjoining street pavement, or removed and discarded. The contractor shall bevel cut each end of the remaining curb to make a smooth transition from the original curb height such that it tapers down to the gutter grade. Where curb is concrete and separate from the sidewalk the Contractor shall sawcut and remove and properly dispose of existing concrete curb.

DRIVEWAY WIDTHS REQUIRED AT THE PROPERTY LINE ARE LISTED BELOW:

		<u>MINIMUM</u>	<u>MAXIMUM</u>
Residential – Single Family		6 Feet	12 Feet **
Residential – Two or Three Families –	One way	10 Feet	12 Feet
	Two way	10 Feet	16 Feet
Apartments, Minor Commercial & Industrial –	One way	12 Feet	14 Feet
	Two way	14 Feet	20 Feet

Major Commercial & Industrial – Design and Traffic Impact Statement must be submitted and approved by the City Engineer and Planning Director.

Two-way drives should be at an angle of 90 to the street line. One-way drives may vary from an angle of 60 to 90 to the street line.

** This width may be increased to 18 feet where the frontage is at least 100 feet in a suburban area and where a two-car garage faces the road.

DRIVEWAY LOCATION

The side line of all driveways should be at least five feet from the property side line. Residential driveways should be at least 20 feet from the intersection of right-of-way lines for urban intersections. Driveways from apartments, commercial, and industrial facilities should be at least 50 feet from the intersection of right-of-way lines for urban intersections. These distances may be increased at major intersections. For rural intersections, 100 feet is required. A single-family residence will normally be allowed one driveway. Other establishments may have more than one driveway provided they are required in the opinion of the City Engineer. If this be the case, the locations shall be approved by the City Engineer. Unless there is an all season safe sight distance of 400 feet in both directions along the street only one driveway shall be allowed.

SIDEWALK REPLACEMENT

Sidewalks shall be replaced in kind and in accordance with City Standards.

SAWCUTS

The contractor shall neatly sawcut existing sidewalks to remain that are adjacent to the new driveway. Existing bituminous sidewalks shall be neatly saw-cut approximately one foot from the face of the new driveway. Concrete sidewalks shall be neatly saw-cut back to the closest joint of the existing sidewalk beyond the new driveway apron. The street pavement at the new driveway opening shall be sawcut through its full depth to provide a uniform, vertical surface for the pavement patch. Sawcut edges that become broken, ragged, or undermined shall be re-sawcut prior to the placement of abutting HMA pavement patch.

PAVEMENT PATCHING

The areas of existing pavement where curbing is removed shall be cleaned of dirt and vegetation and shall be filled with processed gravel and compacted. Both processed gravel and pavement shall be compacted to 95% optimum density.

HMA PATCH

HMA patch shall be installed in two courses (binder and wearing course) of HMA Type I dense mix each compacted to 95% optimum density to match the adjacent pavement both in elevation and in thickness. The wearing course shall be rolled to achieve the required smoothness. Sawcut surfaces in asphalt pavement shall receive a uniform coat of RS-I asphalt emulsion immediately prior to placing the Hot Mix Asphalt patch.

LOAM AND SEED

All disturbed Tree Belt areas to receive loam and seed shall be free of construction debris, refuse, compressible or decayable materials, and standing water. After seeding, loam shall be raked to meet existing areas and compacted with hand-operated equipment. Depth of loam shall be 4 inches minimum.

PROTECTION OF COMPLETED WORK

The Contractor is responsible for the protection of the new driveway apron/sidewalk. The Contractor shall repair or replace all damaged Concrete or Hot Mix Asphalt.

DRIVEWAY INSPECTIONS

The City has the right to inspect the driveway apron construction, to reject materials or workmanship not to City standards, to stop work until corrections are made, or to require removal of the work that fails to comply with the conditions of the permit or any applicable City Standards. The Contractor shall correct all deficiencies.

PRE-CONSTRUCTION INSPECTIONS

To ensure quality construction, a pre-construction inspection is required where the construction of a driveway crosses the City Right-of-Way. In all instances, 72 hours prior

to starting any work for the permitted driveway, the Contractor shall inform the City by calling 413-322-5645 and submit a driveway construction schedule to allow for City inspections.

POST-CONSTRUCTION INSPECTIONS

The Contractor shall notify the City within five (5) working days after the completion of construction or improvement to the driveway. An inspection of the driveway apron/sidewalk will be conducted to ensure full compliance with City Standards and terms of the permit. If required the Contractor shall make any correction necessary for full compliance and shall specify a date by which the modifications shall be completed.

WARRANTY PERIOD

The Contractor shall repair and/or replace any deficiencies noted in the workmanship and materials for all work in the City Right-of-Way, for a period of one (1) year for the driveway apron and all HMA patches. Deficiencies include but are not limited to, cracking, heaving, spalling, sinking, or separating.