



**APPLICATION FOR DRIVEWAY PERMIT**

Please read and complete this entire form.

**PURPOSE AND INTENT**

In order to protect the health, safety and welfare of the citizens of Holyoke and to avoid unnecessary expense to the private property owner and to the public, a driveway plan shall be submitted to the City Engineer for approval before any driveway construction starts.

The City relies upon information found in this application; therefore, you are encouraged to consult with a licensed surveyor to verify lot lines and other information. If the driveway is not constructed in compliance with required parameters or in violation of this application or other zoning regulation provisions, you may be required to move or remove the driveway and cease the proposed use.

Approval by other City Departments may be required to construct a driveway; including the Conservation Commission, Building Department and Planning Board. It is the sole responsibility of the Owner and your Contractor to confirm all permit requirements and to obtain all approved applicable permits before commencing construction.

**To be completed by Owner and Contractor**

The undersigned, owner of property located at \_\_\_\_\_  
\_\_\_\_\_ respectfully ask that a Driveway be allowed for access to:

- \_\_\_ A. Single Family Residence
- \_\_\_ B. Residential – Two or Three Families
- \_\_\_ C. Apartments: Minor Commercial or Industrial
- \_\_\_ D. Major Commercial or Industrial

Said Owner and Contractor agree for themselves, their successors and assigns, the Driveway\*\* shall be \_\_\_\_\_ feet in width at the property line and shall be located \_\_\_\_\_ feet in distance from the property side lines. The Owner and or Contractor shall comply in all respects to the Driveway Standards issued by the City Engineer and all requirements established by the applicable City Departments. The Owner and Contractor also agree for themselves, their successors and assigns, to save and hold harmless the City of Holyoke and its employees against all loss, cost, damage, expense, claim or demand and from all liability by reason of the construction, maintenance or use of said driveway.

**\*\* Sketch a plan and profile of the driveway location on page 5 of this application.**

1. Owner: \_\_\_\_\_

- 2. Mailing Address: \_\_\_\_\_
- 3. Phone # \_\_\_\_\_ Cell # \_\_\_\_\_
- 4. Site Address: \_\_\_\_\_
- 5. Driveway Contractor \_\_\_\_\_
- 6. Contractor Contact \_\_\_\_\_
- 7. Contractor Phone #: \_\_\_\_\_ Cell # \_\_\_\_\_
- 8. Existing Sidewalk Material: Asphalt \_\_\_\_\_ Concrete \_\_\_\_\_
- 9. New Driveway Material: Asphalt \_\_\_\_\_ Concrete \_\_\_\_\_ Gravel \_\_\_\_\_
- 10. A driveway plan and profile (if a profile is required by the City Engineer) of the driveway and its proposed location must be attached with this permit application.

**CERTIFICATION:** The undersigned certify under penalties of perjury that the information found in the application and driveway plan is true and accurate to the best of their knowledge. The undersigned also acknowledge that they have read and understand the City of Holyoke Driveway Construction Standards and applicable City Engineering Standards and Specifications.

Signature of Owner: \_\_\_\_\_ Date \_\_\_\_\_

Signature of Contractor: \_\_\_\_\_ Date \_\_\_\_\_

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**PERMIT APPROVAL**

This permit shall be granted to proceed in accordance with this application and sketch site plan as approved. Any deviation from these standards shall be allowed only by written permission of the City Engineer or Designated Representative.

**Driveway Permit reviewed and \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved**

\_\_\_\_\_  
**City Engineer or Designated Representative**

\_\_\_\_\_  
**Date**

**DRIVEWAY PLAN**

NOTE: Applicant may use page 5 this application or attach a driveway drawing or site plan. This plan must include all of the following information or it will be returned to you:

1. All driveways shall adhere to the requirements set forth within this directive and in accordance with City Ordinance, Appendix A, Zoning, Section 6, Off Street Parking, Sections 6.1.8 through 6.1.9.
2. The location, exterior horizontal dimensions and height of all existing and proposed structures and/or uses with reference to property lines.
3. Property lines, dimensions, and known monuments within 10 feet of the proposed driveway.
4. Location, dimensions and names of on-site or adjacent public right-of-ways, sidewalks, curb and gutter, ditches, and asphalt surfaces and the location, dimensions and intent of easements if applicable.
5. Location and dimensions of driveways, driving lanes, parking areas, loading areas, and parking formula used, if applicable.
6. Proposed driveway grades shall be indicated both within the public right-of-way and between the property line and the front of the home or building.
7. The materials and thickness of the proposed driveway shall be indicated on the plan. The minimum gravel thickness is 6 inches. The gravel material shall be crushed stone or an aggregate that does not track on to the City street. The minimum asphalt thickness for driveways and sidewalks is 3 inches and concrete driveway thickness is 4 inches. Where a driveway crosses a concrete sidewalk, the sidewalk and driveway apron shall be increased to a minimum thickness of 6 inches of concrete.
8. Show all locations of existing and proposed utilities, including water, sewer, fire hydrant, electricity, gas, phone and cable TV infrastructure within 10' of proposed construction. Show location of water and sewer service lines in all cases.
9. Show the topography as it relates to the driveway construction such as adjacent slope for cuts and fills, slope stabilization, retaining walls and/or drainage swales. Any retaining wall or system of retaining walls greater than four (4) feet must be engineered and may require Building Department and Planning Board approval.
10. All driveways shall be so constructed that they shall not interfere with the drainage system of the street or easements.
11. Identify the proposed storm water management measures as related to the existing and/or proposed drainage facilities and the proposed method of erosion control and soil stabilization.

12. Runoff from the property and driveway must enter improved drainage-ways such as concrete curb and gutter – not the street. Provide the proposed stormwater management methods that will accomplish this. Show how runoff will be diverted into flow lines of the drainage ditch or curb and gutter.

13. Erosion sediment from the property and driveway must not enter the street. Provide the proposed erosion control methods that will accomplish this in accordance with City Grading and Soil Erosion Control Ordinance, City Stormwater Regulations and Conservation Commission requirements if applicable.

14. No driveway shall be constructed in such manner as to create a hazard to any existing street light standard, utility pole, traffic regulation device, tree or fire hydrant. If any trees, utility poles, signs or other utilities are located within the limits of the proposed driveway, the appropriate City Department shall be notified for the removal or relocation of such. Removal or relocation costs associated with any such street structure when necessary and approved to do so, shall be at the Owner's expense. Relocation of any street structure shall be performed only by or through the authority for the particular structure involved.

15. A driveway or curb cut on a corner lot shall be set back a minimum of ten feet from the property line at the corner or shall be a minimum of twenty feet from the cross-street edge of asphalt, whichever is greater.

16. No property shall be allowed more than one driveway on any particular street without permission from City Engineer. Per section 6.1.8 of the City of Holyoke Zoning Ordinance parking areas shall not be allowed between the house and the street of any residentially zoned lots. No vehicle may be parked in the landscaped open space area of any front yard.

17. A special permit may be granted by the City Council for a parking area within the front yard of a residentially zoned property in special circumstances that hinder the property owner from complying with this regulation.

NOTE: The driveway and parking area may be allowed by special permit where the city council determines that the following conditions have been met:

1. The property complies with the front yard landscaped open space requirement of 50 percent remaining landscaped.
2. The proposed driveway is compatible with the surrounding neighborhood.
3. The proposed driveway meets all requirements of the Department of Public Works, including but not limited to curb cut permit(s), setbacks, and distance from intersections, etc.



Show the House or Building in relation to the street. Show all dimensions of the House or Buildings and all distances between Buildings and between the House or Buildings and side lot Property Lines.