



**Town of Chesterfield
Highway Department
Superintendent Matt Smith**

P.O. Box 299, 164 Main Road
Chesterfield, Massachusetts 01012

Phone: (413) 296 – 4727 chesterfieldhighwaydept@verizon.net

APPLICATION FOR DRIVEWAY PERMIT

Date: _____

Name of Applicant/Contractor: _____

Applicant Mailing Address: _____

Applicant Phone: _____ Contractor Phone: _____

Address for Permit: _____

Location of Proposed Driveway: _____

Will historic agricultural stone walls be affected?: Yes _____ No _____

Steps taken to preserve and protect historic agricultural stone walls: _____

Stone Wall Bond Amount: _____ Paid: _____
(Refundable Upon Final Approval) (Date) (Initial)

Bond Paid By: _____

Conservation Commission Notification of Review: _____
Date

Conservation Commission Signature: _____

Highway Superintendent Use:

Inspected Proposed Location: _____
Date

Granted Final Approval: _____
Date

Signature of Highway Superintendent

***Issuance of this permit does not exempt the applicant from applying for other permits that may be required.**

When is a Permit Required?

- Driveway Permits are required for construction of a driveway that connects to a Chesterfield public road.
- Driveways that connect to a private road do not require a permit from the Highway Department.
- Improvements requiring a Driveway Permit include construction of a new driveway, expansion in width of a driveway, repaving of a driveway (only if work encroaches onto a public road), or relocation of a driveway.

Improperly installed driveways, or driveways that are constructed without a permit may be subject to removal and/or relocation at the applicant's expense.

Procedure:

- **Submit a Site Plan for Review:** All applications for a driveway permit must be accompanied by a site plan showing lot lines, location of the proposed driveway, dimensions, grade, materials, drainage provisions and any other information or documentation deemed necessary by the Highway Superintendent
- **Modifications:** The Highway Superintendent shall have authority to modify the plan to ensure that the public ways and gutter drainage are protected
- **Stone Walls:** If historic agricultural stone walls within, bordering, or adjacent to public ways will be affected, the site plan shall include the proposed stone wall alteration and the nature of the work, steps to be taken to preserve and protect the wall, and when necessary, restoration work of the stone wall
- **Bond:** If historic agricultural stone walls within, bordering, or adjacent to public ways will be affected, a bond must be posted with the Town of Chesterfield in the amount of \$5,000 for residential applicants and \$10,000 for commercial applicants to assure that all work being done is completed as indicated in the plan
- **Grade:** All driveways with a grade exceeding 6% shall be paved
- **Submit Bond as Required**
- **When Construction is Complete, Call for Inspection and Release of Bond**
- **This Driveway Permit shall be attached to and become part of the Building Permit issued by the Building Inspector**
- **No Occupancy Certificate shall be issued until the Highway Superintendent grants final approval of the completed driveway**