



TOWN OF DEERFIELD

Superintendent of DPW Operations

9 Merrigan Way
South Deerfield, MA 01373
Tel: (413) 665-2036 ext. 100
Fax: (413) 665-2307

To: Applicant
RE: Driveway Application for Permit

The Driveway Permit Application is located on the town website (www.deerfieldma.us) or by contacting the DPW office by phone or email. The DPW will accept paper applications mailed, dropped off at town hall, or forms emailed to dpwadmin@town.deerfield.ma.us.

The fee for a Driveway application permit is \$20. We do not accept cash. Payments should be made to the Town of Deerfield. The mailing address or drop off location for the applications and payment is:

Municipal Offices
8 Conway Street
South Deerfield, MA 01373

For the application to be considered, it must be complete and should include:

1. Fully completed **and signed** application
2. Two copies of a diagram or sketch of the lot on which the driveway is to be located. On the sketch it should note the location for the driveway, existing property contours, existing drainage, and pavement apron.
3. Workers' Compensation Insurance Affidavit
4. Certificate of Insurance listing the Town of Deerfield as the certificate holder
5. Contractor's information
6. Payment of \$20.

If you have questions, please feel free to contact me at 413-665-2036 or by email at dpwsupt@town.deerfield.ma.us.

Respectfully,

Matthew Morse
Public Works Superintendent

The following are driveway requirements pursuant to the Deerfield Zoning Bylaws Adopted (ATM 4/98)

3400. DRIVEWAY REGULATIONS.

3410. General. For the purpose of promoting the safety of the residents of the Town, an application for a building permit for a residential structure shall include a plan, at a scale of 1" = 100 ft., showing the driveway serving the premises, and showing existing and proposed topography at 10 ft. or 3 meter contour intervals. All driveways shall be constructed in a manner ensuring reasonable and safe access from the public way serving the premises to within a distance of 100 feet or less from the building site of the residential structure on the premises, for all vehicles, including, but not limited to, emergency, fire, and police vehicles. The Building Inspector shall not issue a building permit for the principal structure on the premises unless all of the following conditions have been met:

3420. Location. Except in access strips of less than fifty (50) feet width to rear lots, no driveway shall be located within ten (10) feet of any side or rear lot line without written approval by the appropriate abutter(s), or by special permit by the Planning Board after a determination that said driveway will provide safe and reasonable access for fire, police and emergency vehicles.

3430. Length. The distance of any driveway measured from the street line to the point where the principal building is proposed shall not exceed a distance of five hundred (500) feet, unless the Planning Board shall grant a special permit after a determination that said driveway will provide safe and reasonable access for fire, police and emergency vehicles.

3440. Grade. The grade of each driveway where it intersects with the public way shall not exceed eight percent (8%) for a distance of 20 feet from the travel surface of the public way unless the Planning Board shall grant a special permit after a determination that said driveway will provide safe and reasonable access for fire, police and emergency vehicles.

3450. Access. Driveways serving the premises shall provide access through the required frontage of the serviced lot, except in the case of a "common driveway" under Section 8.9.6, herein.

3460. Common Driveways. Common driveways serving not more than two (2) lots may be allowed on special permit by the Planning Board. A common driveway must satisfy all of the conditions in this Section 3400, as well as all of the following conditions:

3461. The centerline intersection with the street centerline shall not be less than 45 degrees;

3462. A minimum cleared width of 12 feet shall be maintained over its entire length;

3463. A roadway surface of a minimum of 4 inches of graded gravel, placed over a properly prepared base, graded and compacted to drain from the crown shall be installed;

3464. The driveway shall be located entirely within the boundaries of the lots being served by the driveway;

3465. Proposed documents shall be submitted to the Planning Board demonstrating that, through easements, restrictive covenants, or other appropriate legal devices, the maintenance, repair, snow removal, and liability for the common driveway shall remain perpetually the responsibility of the private parties, or their successors-in-interest.



TOWN OF DEERFIELD

8 Conway Street South
Deerfield, MA 01373
Voice: 413.665.1400
Facsimile: 413.665.1411
Web: www.deerfieldma.us

DRIVEWAY PERMIT APPLICATION

Date _____

1. Owners Name: _____

Address: _____

Telephone: _____ Email: _____

2. Location of proposed driveway (street address)

3. Please attach to this application two (2) copies of a diagram of the lot on which the driveway is to be located. Indicate driveway location, existing property contours, existing drainage and pavement apron.

4. **Owners Signature (required):** _____

5. Contractor Name: _____

Address: _____

Phone: _____ Email: _____

Contractor Signature (required): _____

6. Amount Due: \$20.00 Received By: _____ Date: _____

APPLICANT: DO NOT WRITE BELOW THIS LINE

This application, with the conditions set forth below, has been approved as a **Preliminary Driveway Permit.**

Conditions:

Matthew Morse , Superintendent of Public Works

Date

RELEASE

I/We, the undersigned owners of property our heirs and assigns, hereby remise, release and forever discharge the **Town of Deerfield**, its agents, employees and officials from all debts, demand, actions, causes of action, suits, accounts, covenants, contracts, agreements, damages and any and all claims, demands, liabilities, whatsoever of every name and nature, both in LAW and EQUITY, which against the said **Town of Deerfield**, its agents, employees and officials, their heirs and assigns I/We now have or ever had from the beginning of the to this date and in the future running with the land and more especially on account of the insurance of a driveway permit.

Date

COMMONWEALTH OF MASSACHUSETTS

Franklin ss.

Then personally appeared the above named _____
and Acknowledged

Notary Public

My Commission Expires:



The Commonwealth of Massachusetts
 Department of Industrial Accidents
 Office of Investigations
 600 Washington Street
 Boston, MA 02111
 www.mass.gov/dia

Workers' Compensation Insurance Affidavit: General Businesses

Applicant Information

Please Print Legibly

Business/Organization Name: _____

Address: _____

City/State/Zip: _____ Phone #: _____

Are you an employer? Check the appropriate box:

- 1. I am a employer with _____ employees (full and/or part-time).*
- 2. I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]
- 3. We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]**
- 4. We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

Business Type (required):

- 5. Retail
- 6. Restaurant/Bar/Eating Establishment
- 7. Office and/or Sales (incl. real estate, auto, etc.)
- 8. Non-profit
- 9. Entertainment
- 10. Manufacturing
- 11. Health Care
- 12. Other _____

*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.

**If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1.

I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.

Insurance Company Name: _____

Insurer's Address: _____

City/State/Zip: _____

Policy # or Self-ins. Lic. # _____ Expiration Date: _____

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date).

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.

Signature: _____ Date: _____

Phone #: _____

Official use only. Do not write in this area, to be completed by city or town official.

City or Town: _____ Permit/License # _____

Issuing Authority (circle one):

- 1. Board of Health
- 2. Building Department
- 3. City/Town Clerk
- 4. Licensing Board
- 5. Selectmen's Office
- 6. Other _____

Contact Person: _____ Phone #: _____