

Accountant 862-6200  
Assessors 862-6203  
Cable TV 862-6204  
Clerk 862-6207  
Cemetery 862-4400  
Collector 862-6201  
Electric 862-4400



**Town Of Russell**  
**65 Main Street • P.O. Box 407**  
**Russell, Massachusetts 01071-0407**

## **APPLICATION FOR DRIVEWAY PERMIT**

To: Highway Superintendent  
Town Of Russell  
Highway Department  
169 Main Street  
Russell, MA 01071

I, \_\_\_\_\_ (name) of  
\_\_\_\_\_ (full time residence mailing address)

hereby request permission to construct a driveway to my property exiting off

\_\_\_\_\_ (street name) \_\_\_\_\_ (lot #), a Town

accepted street/road. I understand all costs of construction will be borne by me. No driveway

construction may be started until a driveway permit has been issued. Driveway construction will be

inspected and considered part of rough inspection on your building permit. My driveway construction will

be done by \_\_\_\_\_ (construction contractor)

\_\_\_\_\_ (address of contractor).

\_\_\_\_\_ (signature of applicant)

**PERMIT FEE: \$25.00**

**FAX NUMBERS: Town Hall 862-3103**  
**Sewer • Water • Electric 862-3629**

## Article 6 – Concerning Streets and Ways

### Section 1.

(1) No person shall break or dig up the ground in any street in the Town, except as hereinbefore or hereafter provided, without a written license from the Selectmen, Highway Commissioners, or Water Commissioners, except persons acting under their superintendence. **Driveway applications may be obtained from the Highway Superintendent with a fee of twenty-five (\$25.00) dollars due at the time of submitting an application.**

(2) No such license shall be granted by any of the said officers, except in the line of the work or power of their respective departments.

(3) No person shall erect in or upon any street in Town any staging, or place thereon any wood, cordwood, ties, logs, earth, stones, brick, or lumber, in such a manner as to obstruct or impede the free use of such street for public travel, without a written license from the Selectmen.

(4) Any person, licensed as aforesaid, shall before the expiration of the license, restore the street to a condition acceptable to the Selectmen or Highway Commissioners.

(5) No person without first receiving a written license from the Selectmen shall cut any curbs or cross any sidewalk, for the purpose of forming a driveway. If said license is granted, all costs (materials and labor) from the property line to the center of the street, shall be borne by the property owner and said Section shall conform to standards set by the Board of Selectmen and/or Planning Board.

(6) No person without first receiving a written license from the Selectmen, or their agent, shall enter upon any street for the purpose of forming a driveway. If said license is granted, all costs (materials and labor) including culverts, bridges, etc. from the property line to the center of the street, shall be borne by the property owner. **At the end of a driveway, where it meets a paved public way, the driveway shall be paved for a distance of at least six (6) feet at the expense of the property owner.** Said work shall conform in all respects to standards set by the Board of Selectmen and/or Planning Board.

a) **Sight Distance:** All driveways shall have an egress sight distance of greater than 200 feet in each direction.

b) **Access Regulations:** All access drives to dwellings, greater than 200 feet in length shall conform to the following standards:

1) Drives shall intersect as nearly as possible at right angles to the public way.

2) Existing material, loam or other yielding natural material shall be removed. Existing material or backfill of stable material shall be used to bring sub-grade to the grade of the surrounding area and shall be compacted.

3) Bank Run Gravel shall be placed on the sub-grade at not less than 8 inches in depth and compacted. Sub-grade and finished traveled surface shall not be less than 12 feet wide.

4) Driveway grade shall not exceed 10% at any point. Driveway curves shall have a radius to accommodate emergency vehicles.

5) Turnaround sufficient for emergency apparatus shall be provided.

6) All trees and rocks standing more than 6 inches above grade shall be removed to a distance of 4 feet from the traveled driveway surface.

c) **Common Access To Lots:** A common drive to serve two or more legal lots shall conform to the standards listed in Section 6, a & b. Additionally sub-grade and traveled surface widths shall not be less than 16 feet on any portion of the common drive serving 3 or more lots.

d) **Items (a), (b), and (c) (above)** may be modified as required or approved by the Board of Selectmen or their agent.

(7) Before said license for driveway is applied for, a plan shall be drawn up, showing existing elevation, utilities, storm drains, sluiceways, etc. and submitted at the time when applying for a license. Said plan shall become the property of the Town of Russell for record purposes and no considerations shall be given any application without the above plan.

(8) Any person breaking or digging up a street, except as herein provided, or erecting or placing therein prohibited material except by such license, shall be punished by a fine not exceeding fifty (\$50.00) dollars.

Section 2. Every license granted as foresaid shall specify the length of time it shall continue in force.

Section 3. Every licensee receiving such license shall execute a written agreement to indemnify and save harmless the Town against all damage or cost by reason of any claim for damages or by reason of any process, civil or criminal, on account of the existence of such obstruction or excavation, shall see fit to erect barricades, temporary walks for the safety and convenience of travelers, maintaining lights and taking other precautions for the safety of travelers.

Section 4. Any person violating or failing to comply with any of the provisions of the proceeding sections or the terms and conditions of his license, shall be punished by a fine not exceeding twenty dollars (\$20.00) for each offense.

**Section 5. Snow Plowing Damage: Any private installations within the Town Road's right-of-way, such as but not limited to, fences, monuments, signs, walls, mailboxes, sod, sprinkler systems, shrubs, etc. are placed there at the risk of the owner. The Town is not responsible for replacing or repairing any of these items damaged by the force of snow coming off the plow. However, if the damage is caused by the actual contact (evidenced by paint marks, etc. on the damaged item) from the Town Highway Department's equipment with said items damage shall be reported to the Highway Superintendent for his assessment of damages, if any. Any replacements or repairs are the responsibility of the property owner.**