



TOWN OF RICHMOND

Application for Access to a Public Way/Driveway Permit

Fee:\$25.00

**Instructions:**  
Return three (3) copies of this form and all accompanying plans along with the application fee to Town Hall, 1529 State Road, Richmond MA 01254. Plans must show the location of the driveway on the property and must indicate all details needed in order to determine that driveway regulations are met, including paving material, width, grade, drainage, culverts angle to the street, etc. in accordance with Section 6.7 of Town of Richmond's Zoning By-Law.

Application Date: \_\_\_\_\_

Name of Applicant/Property owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ e-mail: \_\_\_\_\_

Location of proposed driveway: \_\_\_\_\_ MAP \_\_\_\_\_ LOT \_\_\_\_\_

Name of Contractor: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ e-mail: \_\_\_\_\_

Proposed construction date: \_\_\_\_\_

Type of driveway(gravel, asphalt, etc): \_\_\_\_\_

**Submit three (3) copies of completed form and plans.**

Applicant hereby agrees to notify the Richmond DPW Superintendent of the date and time of driveway construction at least 24 hours before construction is begun. Applicant further agrees to conform to all requirements of the Town of Richmond regulations governing access to public ways and to all conditions that may be placed on this permit.

Applicant's Signature: \_\_\_\_\_

**FOR STAFF USE ONLY**

**RECOMMENDATION OF DPW / HIGHWAY SUPERINTENDENT**

After consultation with review staff, and after full consideration of the application and the applicable requirements, I recommend that this application be:

- ( ) approved as submitted
- ( ) approved with conditions attached
- ( ) disapproved for reasons attached
- ( ) resubmitted with changes per attached

Staff Reviews Received:                      Received    Approved    Other permit required

Conservation:	( )	( )	( )
Fire Chief:	( )	( )	( )
Zoning:	( )	( )	( )

**PERMIT FOR ACCESS TO A PUBLIC WAY / DRIVEWAY**

Pursuant to its vote of \_\_\_\_\_ in favor and \_\_\_\_\_ opposed, at its meeting on \_\_\_\_\_, the Richmond Board of Selectmen granted permission to construct or alter this access to a public way at the address and in the location indicated in this application, in accordance with the plans accompanying this application, and subject to any conditions attached.

For the Selectmen: \_\_\_\_\_, its \_\_\_\_\_, \_\_\_\_\_

**NOTE: APPROVAL OF THIS PERMIT DOES NOT SIGNIFY COMPLIANCE WITH THE MASSACHUSETTS WETLANDS PROTECTION ACT, THE RICHMOND WETLAND BYLAW OR ANY OTHER STATE OR LOCAL LAW, BYLAW OR REGULATION, UNLESS SO INDICATED. PROPERTY OWNERS MUST CONSULT WITH THE CONSERVATION COMMISSION ON WETLAND ISSUES, THE BOARD OF HEALTH ON SEPTIC SYSTEM OR WATER SUPPLY ISSUES AND THE ZONING ENFORCEMENT OFFICER AND BUILDING INSPECTOR ON ZONING ISSUES OR ISSUES RELATING TO THE STATE BUILDING CODE.**