

DRIVEWAY PERMIT REGULATIONS AND REQUIREMENTS

Before the permit process can begin for any driveway, a house number must be assigned. The following information must be provided to the **Engineering Department**:

- Address of the property requiring driveway work (street name and number).
- If no house number, provide existing map, lot number and plan (ANR or other survey plan, if available).
- Name of applicant/contractor
- Lot owner's name
- Phone number, postal address and email address
- Description of proposed need or construction

FEE: \$250 Payable to the City of Northampton

RULES AND RESTRICTIONS:

- Driveway may only be 15' wide at the street line *unless Planning Board has approved the proposed curb cut for a greater width.*
- Driveway must be staked on both sides (15') at street line. House or lot number must be posted on the stakes.
- Two driveways are not allowed *unless approved by Planning Board.*
- If there is an existing driveway and the plan is to install a new one at a different location on the same property, a plan must be submitted for closing off and repairing the old curb cut.
- Even if only replacing an **existing driveway**, a **Trench Permit** will be required.
- Permits are only valid for 30 days unless extended by DPW.

APPROVALS:

- **Street Superintendent** inspections and approvals required:
 - a. Proposed Location
 - b. Gravel Base Inspection
 - c. Final Inspection
- **DPW Director** provides final approval at completion of work.

REQUIREMENTS:

- ✓ Name, address, phone number of applicant/company
- ✓ Name, address, phone number of owner
- ✓ All new driveway/curb cuts permits will require a ***Trench Permit**. (additional fees apply)
- ✓ Work to any existing driveway on or near City layout requires a ***Trench Permit**.
- ✓ A sketch or plans plus PHOTOS OF PROPOSED LOCATION of the work.

Upon completion of this process the **Building Department** will require approval from DPW for any new or relocation of driveway. They also require final sign off on a driveway prior to issuance of certificate of occupancy.

It is the responsibility of the applicant to call at each step of this process for inspections. A two day notice is required for all inspection.