



Town of Sterling

PERMIT FOR ENTRANCE TO PUBLIC WAYS

Select Board- 1 Park Street – Sterling, MA 01564 – Tel: 978-422-8111 – Fax: 978-422-0289

Owner's Name: _____ Date of Application: _____

Property Address: _____ ☐ Check if no current address

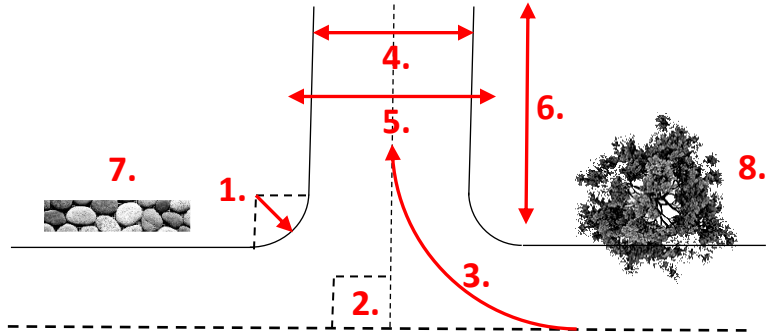
Parcel ID: Map: _____ Parcel: _____ Tel: _____ Email: _____

Applicant Signature: _____

CURB DESIGN DETAILS

PLEASE PROVIDE THE FOLLOWING SPECIFICATIONS FOR THE PROPOSED DRIVEWAY

1. Edge Shoulder Radius: _____ ft.
2. Intersection Angle: _____ deg.
3. Centerline Turn Radius: _____ ft.
4. Min. Driveway Width: _____ ft.
5. Min. Horizontal Clearance: _____ ft.
6. Total Driveway Length: _____ ft.
7. Any pre-existing stone walls? Y N
8. Any pre-existing shade trees? Y N
9. Closest perennial wetland: _____ ft.
10. DIGSAFE #: _____



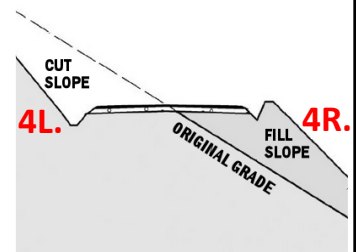
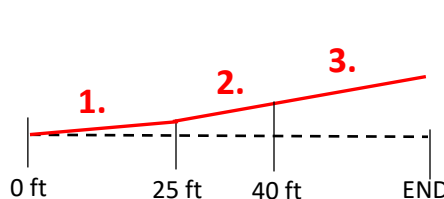
11. Describe surface and base material to be used: (i.e. asphalt, gravel etc):

12. Describe drainage system at street (i.e. ditch system, diversion ridge etc.):

13. Does the driveway pass over a bridge or a culvert? YES NO

GRADE DESIGN DETAILS

1. Maximum Grade (first 25 ft): _____ %
2. Maximum Grade (first 40 ft): _____ %
- 3a. Maximum Grade on curve: _____ %
- 3b. Maximum Grade on straight: _____ %
- 4L. Max Cut/Fill Slope (first 4 ft): _____ %
- 4R. Max Cut/Fill Slope (first 4 ft): _____ %





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All new driveway applications shall be submitted along with a plan of the proposed driveway design to the Fire Prevention Office at the Sterling Fire Department, 5 Main Street Sterling, MA 01564. The application will be forwarded to the DPW, Police Department, Conservation Commission, Planning Board and Building Department for review and comment. Upon completion of the review process, the application and comments will be forwarded to the Select Board for final review at a public meeting. Once approved by the Select Board, the permit shall be valid for a period of one (1) year from the date of approval. Driveways should be completed prior to the issuance of a Certificate of Occupancy, however should seasonal conditions prevent the immediate surfacing or completion of the driveway, occupancy shall be allowed with the condition that the driveway and/or surfacing will be completed within a period of six (6) months after the issuance of the occupancy certificate.

FIRE DEPARTMENT	Date	Approved	Disapproved
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Signature: _____

Comments: _____

DEPARTMENT OF PUBLIC WORKS	Date	Approved	Disapproved
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Signature: _____

Comments: _____

Requires Planning Board Approval for Tree/Stonewall Removal: No ____ Yes ____

(If yes, please use following link to apply for a public hearing from the Planning Board: https://www.sterling-ma.gov/sites/g/files/vyhlf1266/f/uploads/tree_removal_and_stone_wall_removal_application_2-2021.pdf)

PLANNING BOARD (If Applicable)	Date	Approved	Disapproved
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Signature: _____

Comments/Hearing Date: _____

SELECTBOARD (Final Approval)	Date	Approved	Disapproved
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Signature: _____

Comments: _____

Other Department Comments

DEPARTMENT	COMMENTS
CONSERVATION	
POLICE	
BUILDING	

TOWN OF STERLING DRIVEWAY REQUIREMENTS

The following specifications have been established to ensure that all driveways newly constructed to serve one-and two-family homes are safe, passable, and provide reasonable access for emergency vehicles. Driveways used to access buildings other than one- or two-family homes must meet the requirements of 527 CMR1 Chapter 18.

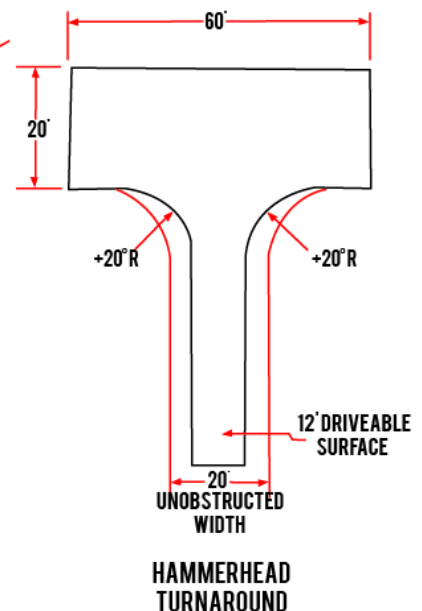
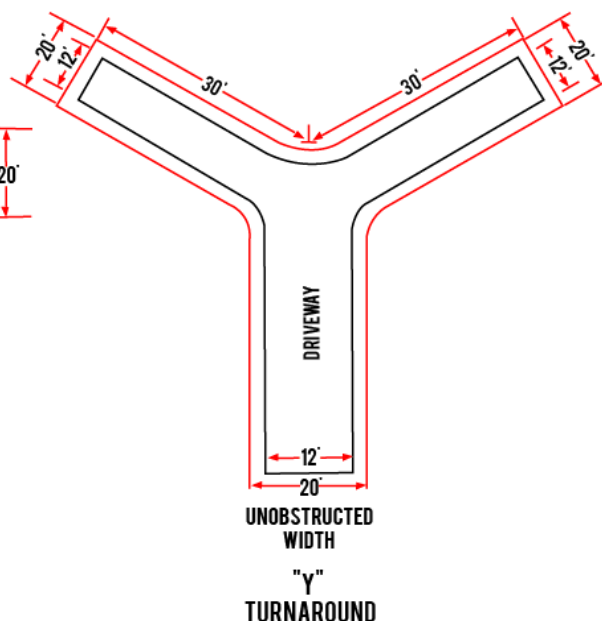
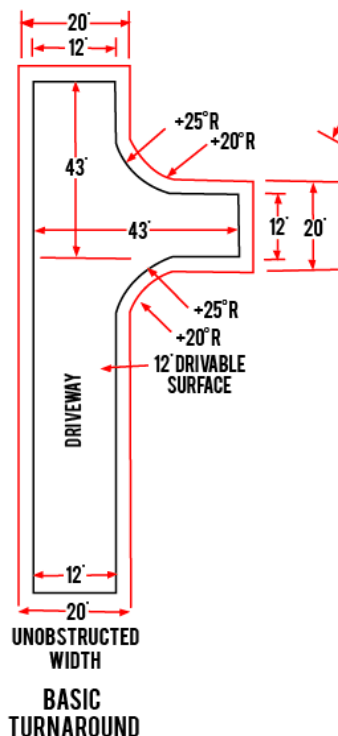
REQUIREMENTS FOR TEMPORARY DRIVEWAYS FOR USE DURING CONSTRUCTION

Any building under construction must be accessible by emergency vehicles. Should a temporary driveway be constructed to provide site access it must meet the following criteria:

- Temporary driveways must have adequate drainage and be built using a suitable all-weather base material capable of supporting the weight of fire apparatus.
- Temporary driveways must allow fire apparatus to safely get within 50 feet of the building under construction.

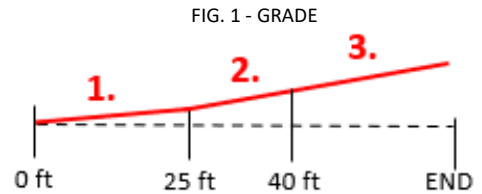
GENERAL REQUIREMENTS:

- Any driveway less than 100 feet in length shall have a minimum width of 10 feet. Any driveway 100 feet or more in length shall have a minimum width of 12 feet. All driveways shall either be paved or composed of an all-weather surface capable of supporting the weight of fire apparatus.
- Horizontal clearance across the entire length of the driveway shall be a minimum of 20 feet. Vertical clearance shall be a minimum 14 feet. Special accommodations (such as guard rails) may be required to protect against specific hazards (such as steep shoulders, electrical transformers etc.)
- Driveways over 150 feet in length shall be provided with an approved turnaround at the end (see diagrams below).

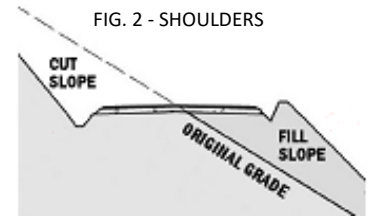


GENERAL REQUIREMENTS (cont.):

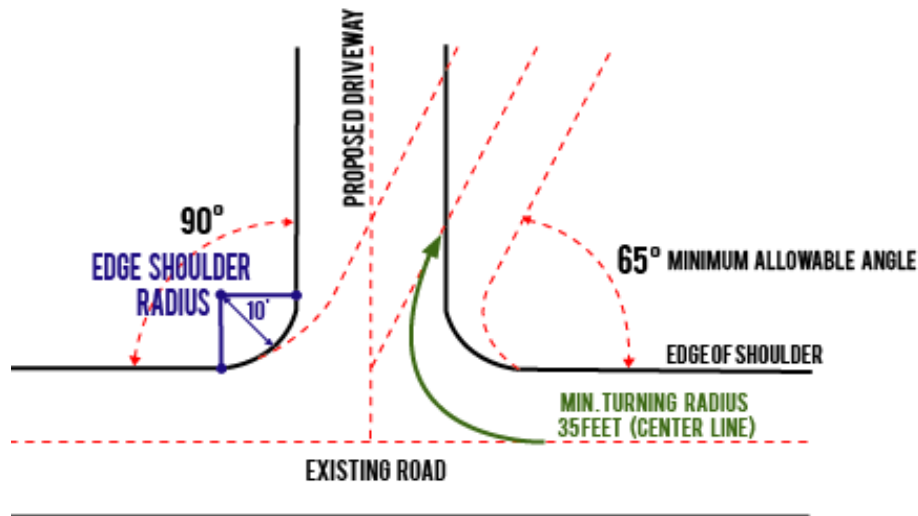
- **GRADE:** The first 25 feet from the street (FIG. 1) should have a slope of 4% or less. The maximum grade slope (FIG. 3) should not exceed 15% on straight sections and 8% on curves with a radius of 50' or less. Driveways longer than 100 feet should have a maximum grade slope of 4% for the first 40 feet (FIG. 1).



- **SHOULDERS:** Cut and fill slopes: Cut slopes shall not be greater (steeper) than one (1) foot horizontal to one (1) foot vertical and four (4) feet high. Fill slopes shall not be greater (steeper) than two (2) feet horizontal to one (1) foot vertical and four (4) feet high (FIG. 2).
- **DRAINAGE:** Adequate drainage must be provided to ensure stability of the driveway base. Culverts and ditches shall be used as needed to control drainage. Any bridges or culverts shall be designed to accommodate the weight of fire apparatus (AASHTO vehicle type 3). Drainage systems should be designed to ensure that all drainage and/or stormwater runoff is prevented from entering the street.
- **MULTIPLE DRIVEWAYS:** Multiple driveways serving the same property must be separated by a minimum distance of 15 feet measured along the right-of-way line and 20 feet measured along the shoulder, ditch line, or curb.



CURB REQUIREMENTS:



- Driveways shall intersect roads at an angle of 90 degrees and must have an edge shoulder radius of 10 feet. Where this is not possible, the minimum skew angle allowed is 65 degrees. The driveway entrance turning radius and maximum curve radius of the driveway shall not be less than 35 feet measured centerline to centerline. There shall be a minimum 10-foot tangent distance between the intersecting highway radius and the radius of the first permitted driveway.
- There shall be adequate sight distance from the driveway and along the roadway in both directions to maneuver safely in and out of roadway traffic. The DPW Superintendent may require a licensed engineer to certify that there is adequate sight distance in both directions along the roadway.
- Any work that involves the disturbance of shade trees or stone walls on scenic roads requires approval of the Planning Board prior to submission to the Select Board.
- Drainage systems (diversion ridge, culverts etc.) shall be used where required at the curb to prevent stormwater runoff from entering the street.
- A proper street address is required for any parcel of land on which a new driveway is to be constructed.