

**TOWN OF BOXFORD  
PLANNING BOARD**

7A Spofford Road  
Boxford, Massachusetts 01921  
Phone: (978) 887-6000 x 191 Fax: (978) 887-0758  
Email: rpovenmire@town.boxford.ma.us

**APPLICATION FOR DRIVEWAY PERMIT**

The purpose of this permit is to provide safe and adequate access for emergency and other vehicles from the public way to residential dwellings. It has been developed in accordance with §196-29 of the Boxford Zoning Bylaw. The applicant shall read the bylaw on the back of this page.

Name \_\_\_\_\_ Date \_\_\_\_\_

Driveway location/address \_\_\_\_\_

Required Design Criteria	Compliance – Yes	No
1. Finished driveway width shall be no less than 9 feet	_____	_____
2. Grade for the first 25 feet of driveway from the public way – 3% or less	_____	_____
3. 12% maximum slope along the centerline	_____	_____
4. Any slope over 8% shall be paved	_____	_____
5. Driveway apron should be 90° to the road	_____	_____
6. Driveway apron should have curved flare radii of 6'	_____	_____
7. No physical barriers on inside of driveway curves	_____	_____
8. Rate of post-development runoff should not exceed pre-development runoff	_____	_____
9. Water shall not flow from driveway onto road	_____	_____
10. Sight distance shall exceed 50' in both directions	_____	_____
_____	_____	_____
11. Driveways longer than 500' shall have a turn-around	_____	_____
12. No cut or fill shall exceed 8' from the natural topography	_____	_____
13. Shared driveways shall be no closer than 100' apart	_____	_____
14. Shared portion of a driveway shall be no less than 12 feet	_____	_____

The Superintendent of Public Works and Fire Chief may impose other conditions at their discretion to ensure safe access and to prevent any damage or dangerous situation(s) because of drainage, icing, etc. onto public roads. These conditions are indicated below.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Planning Board Approval \_\_\_\_\_ Date \_\_\_\_\_

Conditions:

## **§196-29. Driveways**

It shall be unlawful to install, construct, reconstruct or relocate any driveway without first obtaining a driveway permit from the Planning Board. Normal maintenance such as repairs and repaving shall be exempt provided repairs and repaving do not increase water runoff onto the public way or abutting lots..

### **A. Driveways for detached single-family houses** shall comply with the following:

1. Layouts and configurations shall avoid excessive curves, switchbacks, and slopes to provide optimal safety for access to and from the dwelling site.
2. To the extent possible, the driveway apron shall be aligned at ninety degrees (90°) to the road and have curved flare radii of six feet (6') between the road and drive.
3. No person or persons shall cut or destroy any tree on Town property (right-of-way along side of the road), without first obtaining the approval of the Boxford Planning Board and the Boxford Tree Warden. No person or persons shall remove, alter, or destroy any stone wall on or bordering Town property (right-of-way along side of the road) without first obtaining the approval of the Boxford Planning Board in accordance with the Scenic Road bylaw.

### **B. Single driveways** shall meet the following standards.

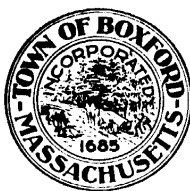
1. All single driveways shall have a finished width no less than nine feet (9').
2. The first twenty five feet (25') in from the paved portion of the public way shall have a maximum slope of three percent (3%); the maximum driveway slope along the centerline shall be twelve percent (12%); any slopes over eight percent (8%) shall be paved. To preserve the stability of the existing natural topography, no cut or fill in excess of eight feet (8') of the natural topography shall be allowed within the limits of the driveway cross section.
3. The slope grade shall allow rapid emergency access during normal weather conditions. No physical barrier shall be located on the inside of the curves that could impede fire truck or emergency vehicle access.
4. The rate of runoff during construction and post-development shall not exceed the rate of pre-development runoff.
5. After driveway completion, water runoff from the new driveway shall not be allowed to enter onto the public right-of-way and abutting property at any time.
6. The Planning Board may impose conditions on the construction, re-construction or relocation of a driveway at their discretion to ensure safe access onto public roads and to prevent any damage or dangerous situation(s) due to drainage, icing, or other hazards. The conditions may incorporate recommendations made by the Fire Chief, Police Chief and Superintendent of Public Works.
7. The Superintendent of Public Works and Fire Chief may impose other conditions at their discretion to ensure safe access and to prevent any damage or dangerous situation(s) because of drainage, icing, etc. onto public roads.
8. Sight distance entering the public way, shall be fifty feet (50') in either direction to the best extent possible.
9. During construction, no debris shall be left on the road or shoulder; nor shall drainage structures, culverts, or ditches be blocked or impeded at any time.
10. All driveways longer than five hundred feet (500') shall have a turn-around location within twenty five feet (25') of the dwelling for large vehicle turnaround.
11. Driveways shall conform to all other rules and regulations of the Town of Boxford.

### **C. Shared Driveways** shall conform to all the regulations as set forth in Subsection B and §196-13B (11)(m) of the Zoning Bylaw, plus the following:

1. The shared driveway shall not enter the roadway at a point separated by less than one hundred feet (100') (centerline to centerline) from any other driveway or intersection.
2. The shared portion of the driveway shall have a finished width no less than twelve feet (12') plus a one foot (1') level shoulder on either side.

### **D. Application**

1. The driveway location, layout, slopes, drainage, and associated improvements, shall be shown on a plan prepared by a professional architect, engineer, or landscape architect. The Planning Board at its sole discretion may waive the requirements for a driveway site plan.
2. Four copies of the plan shall be submitted to the Planning Board for review. The Planning Board may circulate the copies to the Fire Chief, Police Chief, and the Superintendent of Public Works.
3. The Fire Chief, Police Chief, and the Superintendent of Public Works may return recommendations within 14 days to the Planning Board. If no recommendations are received within 14 days to the Planning Board, the official failing to submit a report shall be deemed to have approved the proposed work on the driveway.



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**APPLICATION FOR DRIVEWAY PERMIT**

Fire Chief Brian Geiger  
Police Chief James Riter  
DPW Superintendent John Dold

The attached driveway permit has been submitted for review by the Planning Board. Could you please review the plans and send any comments and suggested conditions to me by: \_\_\_\_\_

Thanks,

Ross Povenmire,  
Boxford Planning Board Administrator