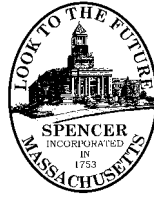


TOWN OF SPENCER
Office of Utilities & Facilities

3 Old Meadow Road
Spencer, MA 01562



Phone: 508-885-7515
Fax: 508-885-9416

Date: March 18, 2013

DRIVEWAY PERMIT PROCEDURES FOR PRIVATE ROADS

For a Contractor/Developer, home builder, property owner and/or other related party planning to construct a driveway on a private road the jurisdiction and applicability of the Town By-Laws and Regulations for driveway construction can vary from a legal perspective depending upon the nature, ownership and/or existing permits in place for the particular parcel and/or private road. In the cases of a driveway maintenance, repair or construction on a private or unaccepted road, the property owner and/or the Contractor/Developer should contact the Utilities & Facilities for clarification of all procedures and permitting requirements applicable to a particular private road driveway.

In general, the following procedure should be followed:

1. Driveway permit shall be applied for.
2. Standards materials and methods of construction shall meet or exceed the minimum requirements described in Sec.4.09 Special Conditions (pp.23-25) of the Rules and Specifications for Excavation Activity within the Town of Spencer and as further specified in Appendix E of the same document. Driveway design requirements are also addressed in Article 6 of the Spencer Zoning By-Laws. Refer to the Town of Spencer's Guidelines for Driveway Permits for further information and references.
3. Driveway plans shall be reviewed by the Superintendent of Utilities & Facilities.
4. Where applicable, the consultant hired by the Town to monitor the subdivision construction will coordinate with Utilities & Facilities for each driveway.
5. Inspections of the installed driveway must be done by the Consultant.
6. Notification from the Consultant indicating they have inspected and approved the installed driveway must be submitted to the Office of Utilities & Facilities. Consultant shall certify in writing that driveway was constructed to required standards.
7. The builder is responsible for any fees due the Consultant for inspection services.
8. The builder may request sign off on the driveway permit from the Office of Utilities & Facilities upon furnishing proof of the approved inspection report and payment for said inspection/plan review from the Consultant.