



**Town of Chesterfield  
Highway Department  
Superintendent Matt Smith**

P.O. Box 299, 164 Main Road  
Chesterfield, Massachusetts 01012

Phone: (413) 296 – 4727 [highway@townofchesterfieldma.com](mailto:highway@townofchesterfieldma.com)

## **APPLICATION FOR DRIVEWAY PERMIT**

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

Name of Applicant/Contractor: \_\_\_\_\_

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

Applicant Phone: \_\_\_\_\_ Contractor Phone: \_\_\_\_\_

Address for Permit: \_\_\_\_\_

Location of Proposed Driveway: \_\_\_\_\_

Will historic agricultural stone walls be affected?: Yes \_\_\_\_\_ No \_\_\_\_\_

Steps taken to preserve and protect historic agricultural stonewalls: \_\_\_\_\_

Stone Wall Bond Amount: \_\_\_\_\_ Paid: \_\_\_\_\_  
(Refundable Upon Final Approval) (Date) (Initial)

Bond Paid By: \_\_\_\_\_

Conservation Commission Notification of Review: \_\_\_\_\_  
Date

Conservation Commission Signature: \_\_\_\_\_

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***Highway Superintendent Use:***

Inspected Proposed Location: \_\_\_\_\_  
Date

Granted Final Approval: \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Highway Superintendent

**\*Issuance of this permit does not exempt the applicant from applying for other permits that may be required.**

### **When is a Permit Required?**

- Driveway Permits are required for construction of a driveway that connects to a Chesterfield public road.
- Driveways that connect to a private road do not require a permit from the Highway Department.
- Improvements requiring a Driveway Permit include construction of a new driveway, expansion in width of a driveway, repaving of a driveway (only if work encroaches onto a public road), or relocation of a driveway.

**Improperly installed driveways, or driveways that are constructed without a permit may be subject to removal and/or relocation at the applicant's expense.**

### **Procedure:**

- **Submit a Site Plan for Review:** All applications for a driveway permit must be accompanied by a site plan showing lot lines, location of the proposed driveway, dimensions, grade, materials, drainage provisions and any other information or documentation deemed necessary by the Highway Superintendent
- **Modifications:** The Highway Superintendent shall have authority to modify the plan to ensure that the public ways and gutter drainage are protected
- **Stone Walls:** If historic agricultural stone walls within, bordering, or adjacent to public ways will be affected, the site plan shall include the proposed stone wall alteration and the nature of the work, steps to be taken to preserve and protect the wall, and when necessary, restoration work of the stone wall
- **Bond:** If historic agricultural stone walls within, bordering, or adjacent to public ways will be affected, a bond must be posted with the Town of Chesterfield in the amount of \$5,000 for residential applicants and \$10,000 for commercial applicants to assure that all work being done is completed as indicated in the plan
- **Grade:** All driveways with a grade exceeding 6% shall be paved
- **Submit Bond as Required**
- **When Construction is Complete, Call for Inspection and Release of Bond**
- **This Driveway Permit shall be attached to and become part of the Building Permit issued by the Building Inspector**
- **No Occupancy Certificate shall be issued until the Highway Superintendent grants final approval of the completed driveway**