

Common Driveway Application Instructions:

Carefully read Common Driveway Bylaw (Attached)

1. Fill out one (1) copy of Common driveway application
2. Attach copy of Certified Abutters List for abutters within 300 feet of the effected property line. (Form for Assessor's Office attached)
3. Supply two (2) copies of 1) Form A plan showing lots being served by common driveway or copy of Assessor's Map showing lots 2) layout of common driveway and extensions to individual lots on each lot 3) profile of proposed common driveway

If the proposed driveway is within 100' of a wetland resource area, the applicant must also submit a copy of their Notice of Intent filing with the Conservation Commission with the date of the hearing.

4. Submit one (1) draft copy of proposed deed restriction
5. Submit Fees as follows:

Application Fee	\$50
Certified Mail Fee	Current Certified Mail Fee x # abutters
Hearing Ad Fee	TBD (Payable to Millbury/Sutton Chronicle)

The Application and Mailing fees can be submitted in one check made payable to The Town of Sutton

All materials should be submitted to the Planning Office so they can be reviewed by the Planning Coordinator. The application and supporting materials will be formally accepted by the Planning Board in an open meeting and the hearing date on the application will be scheduled as soon as possible thereafter.

The petitioner should appear at the time and date of the hearing to address any questions by the Board or parties in interest.

The Special Permit must be recorded at the Worcester District Registry of Deeds and the petitioner must return three (3) copies of the Special Permit to the Planning Office and one(1) copy of each deed showing the restrictions before the Planning Board will endorse the related building permit.

O. Common Driveways

Common Driveway - A driveway which provides access to more than one lot, each of which has at least the minimum required frontage on a town way as required by the Zoning Bylaw.

Private Driveway – A driveway which serves a singular private house lot.

Common driveways may be allowed by Special Permit from the Planning Board in all zoning districts when deemed in the best interest of the Town under the provisions of M.G.L. Chapter 40A §9 and in accordance with the following provisions:

1. Lots to be served by a common drive must meet the minimum dimensional standards of the Zoning Bylaw in effect at the time they were created.
2. Common drives may only access the street where the lots served have required legal frontage.
3. Minimum width of eighteen feet (18')
4. Maximum grade of ten percent (10%), three percent (3%) within 50 feet of the street line.
5. Maximum length of five hundred feet (500')
6. No closer than 50' to any intersecting way
7. Construction: 6" gravel road base, 1 ½" binder course, 1" top course
8. Maximum number of lots that may be served by a common drive is three (3)
9. Minimum center line radius of 60'
10. Said driveway shall be located entirely within the lots served.
11. Sight distance at the street line shall be in accordance with MHD standards, in no case shall it be less than 200 feet.
12. The deed to lots serviced by a common driveway shall contain a restriction that said driveway shall remain private in perpetuity, no parking will be allowed on the common drive and all roadway maintenance, snowplowing and rubbish collection shall be the land owners responsibility. A copy of said recorded deeds shall be provided to the Board prior to issuance of a Building Permit for the homes located on said lots.
13. Private driveways branching off the common drive shall be reviewed and approved in each case by highway, fire and police to ensure emergency vehicle access. This stipulation applies specifically to private drives off a common driveway.
14. Underground utilities shall be provided on common driveways, unless the Planning Board makes findings in open meeting that underground utilities are not practical due to extreme topographical or environmental constraints and/or safety issues. Above ground utilities shall not be allowed solely for the convenience and/or preference of a petitioner.
15. The house numbers of the lots serviced by the common driveway shall be clearly posted at both the street and the split in the common driveway.

**TOWN OF SUTTON, MASSACHUSETTS
PLANNING BOARD**

APPLICATION FOR COMMON DRIVEWAY

This application and all supporting materials under the Common Driveway Bylaw and attached "instructions", must be accepted at a regularly scheduled meeting of the Planning Board.

Date: _____

Applicant's Name: _____ Phone: _____

Applicant's Address: _____

Owners Name: _____ Phone: _____

Owner's Address: _____

Architect/Engineer/Surveyor: _____ Phone: _____

Address: _____

Deed of property Recorded in Worcester District Registry of Deeds:

Book _____ Page _____ Assessors Map # _____ Parcel # _____

Location of proposed project: _____

Other Comments:



Filed with the Planning Board: _____

Owner's Signature: _____ Applicant's Signature: _____

