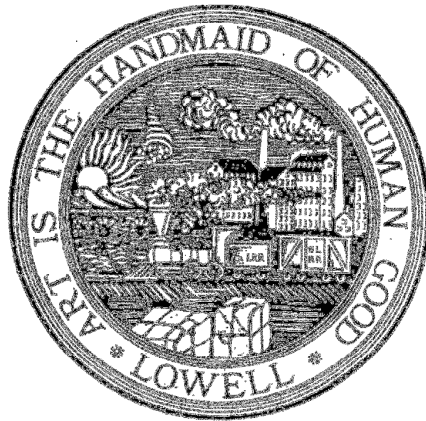


**Rules and Regulations for Access to and Work on  
City Roadways and  
Rights-of-Ways  
(Driveway Permit)**



**City of Lowell**

**Adopted: July 8, 2008**

**Department of Public Works  
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Lowell, MA 01852**

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# Driveway Permit Regulations

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### 1.0 Authority and Purpose

- 1.1 The following Rules and Regulations are promulgated pursuant to Chapter 81 Section 25, of the Massachusetts General Laws, as amended, and supercede all previous Rules and Regulations adopted heretofore. These rules are adopted by the City of Lowell Department of Public Works pursuant to the City Council ordinance authorizing these rules passed July 8, 2008.
- 1.2 The purpose of these Rules and Regulations is to prescribe conditions under which the City of Lowell will allow access to use, and changes in City ways in the following circumstances:
  - Curbs
  - Sidewalks
  - Roadway access via driveways
  - Stormwater disposal
  - Combine the oversight of right-of-way issues under zoning, city ordinances, and regulations in one comprehensive review process for ease of implementation

### 2.0 Policy

It is the policy of the City of Lowell that all construction and modification over, on, under, or otherwise affecting the City Right of Way or Road will be regulated, monitored, and controlled by the Department of Public Works, within policies established by the City Council through the office of the City Manager in the best interest and safety of the public, and according to recognized engineering standards. In addition, it is the policy of the City of Lowell to regulate mandated responsibility to control all stormwater runoff to the City drainage system without regard to the location of the source of the runoff.

### 3.0 Definitions

Except as otherwise indicated, the following definitions shall apply:

- 3.1 Alteration:** any change of existing conditions.
- 3.2 Applicant:** any individual, firm, corporation, partnership, or agency, public or private that has filed a Permit Application.
- 3.3 Application:** Driveway Permit Application.
- 3.4 Architectural Access Board (AAB):** Regulatory agency within the Massachusetts Executive Office of Public safety with a legislative mandate to develop and enforce regulation designed to make public building accessible to, functional for, and safe for use by persons with disabilities. All work must comply with the most current edition, Part C.
- 3.5 Berm:** a shoulder curb on rural and urban highways which do not have continuous curb and require control of drainage; directs water to closed drainage system, prevents sloughing of the pavement edge, and provides additional lateral support
- 3.6 Buffer Area:** the area between the pavement and the limits of the City Road Right-of-Way.
- 3.7 Circular Driveway:** a residential driveway with two (2) access openings across or through the same frontage.

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**3.8 City Council:** elected body of officials responsible that direct policy decisions of City of Lowell Operations through the office of the City Manager.

**3.9 City Road Drainage System:** the network of culverts, manholes, catch basins, ditches, pipes, swales, gutters, and other man-made and natural courses for draining stormwater runoff from City Roads.

**3.10 City Roadway:** a means of vehicular access to a City road or City Road Right-of-Way that serves more than one single or individual family dwelling, duplex unit, multifamily unit or commercial establishment.

**3.11 Commercial:** relating to any property use other than residential use as defined in this section. Lots with seven or more dwelling units, lots with mixed use, and lots with commercial and/or industrial uses shall be “Commercial” lots for the purpose of this regulation.

**3.12 Commissioner:** The Commissioner of the Department of Public Works, whose address is 1365 Middlesex St., Lowell, MA 01852.

**3.13 Construction Within the City Road Right-of-Way:** the alteration of any structure, creation of any new structure, excavation, installation or modification of utilities or subsurface structures, or physical modification within the City Road Right-of-Way.

**3.14 Corner Clearance:** distance from roadway intersections to the nearest driveway entrance

**3.15 Curb:** a raised device used extensively on urban streets and highways controls drainage, restricts vehicles to the pavement area and defines points of access to abutting properties

**3.16 Curb Cut:** the phrase used to refer to the width of the opening to the street. MassHighway uses it’s Vehicular Access Permit to grant curb cuts. Note: the presence of a physical curb or berm is not required for a curb cut width to be valid.

**3.17 D.P.:** Driveway Permit

**3.18 Department:** Department of Public Works.

**3.19 Driveway:** point of access from a public street to private property

**3.20 Driveway Types:**

- *Residential:* a driveway leading to a Residential use as defined in this section.
- *Commercial:* any driveway leading to a Commercial use as defined in this section.

**3.21 Gender of Words:** Every word importing only the masculine gender shall be construed to extend to and include females as well as males.

**3.22 Landscaping:** shall include the Driveway of the existing outdoor areas through the planting of shrubs, trees, and/or groundcover; the placing of sod or seed; and/or the removal or pruning of existing plant materials (i.e., shrubbery, trees, and groundcover).

**3.23 Permission:** approval “ by the City of Lowell of a Driveway Permit Application”.

**3.24 Permit:** a Driveway Permit,

**3.25 Permittee:** recipient of a Driveway Permit.

**3.26 Residential:** relating to a lot containing up to six residential units with no other primary on-site use.

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**3.27 Right-of-way:** the land (usually a strip) acquired for or devoted to roadway and municipal purposes

**3.28 Setback:** the lateral perpendicular distance between the City Right of Way line and a roadside building, gasoline pump, curb base, display stand, or other object, the use of which will result in space for vehicles to stop or park between such facilities and the City Road Right-of-Way.

**3.29 Sidewalk:** path for pedestrian travel which follows a street and occupies the border between the vehicular travel ways and private property.

### **4.0 Driveway Permit Process**

- 4.1 Anyone seeking the permission of the Commissioner as described herein by these Regulations shall follow the procedure delineated below.
- 4.2 No person, firm, corporation, or agency may place or alter curbs, make a connection to, pump water to, or drain water to the City Roadway drainage system from adjacent properties; or in any way make any alteration to the City Roadway system without first obtaining a Driveway Permit.
- 4.3 No access by driveway to a City Road shall be made without first obtaining a Driveway Permit. No driveway accessing a City Road shall be expanded in area without first obtaining a Driveway Permit.
- 4.4 An applicant may obtain a Driveway Permit Application at the City of Lowell DPW office. At the same time, the applicant should become familiar with the applicable Regulations and Standards, copies of which are available for review at said facility and the City Engineer's office during normal business hours and on line at [www.lowellma.gov](http://www.lowellma.gov).
- 4.5 Upon completion of the Driveway Permit Application, the applicant shall file same with all necessary copies of plans and computations required for the type of access, as prescribed in these rules. Applications shall be filed at the City Engineer's office, 3<sup>rd</sup> Floor City Hall, 375 Merrimack Street, Lowell, MA 01852.
- 4.6 At the time of submission, the applicant shall provide an application with all items from the permit checklist to the City Engineer, including plans describing the proposed work. The Building Inspector shall not issue a building permit for any premises to which an access to a City Roadway or City Right of Way will involve a Driveway unless a Driveway Permit has been obtained.
- 4.7 For any applications relating to a commercial alteration, all computations, plans, and statements shall be approved and stamped by a Massachusetts Registered Professional Engineer. If there is no drainage effect on the City Roadway drainage system, the stamp of a Registered Land Surveyor shall be an acceptable substitute. A Professional Engineer's stamp may be required for a residential site, at the discretion of the City Engineer.
- 4.8 Any alteration that affects drainage within the City Roadway or City Right of Way requires the stamp of a Massachusetts Registered Professional Engineer.
- 4.9 After the applicant has submitted the required materials, the application will be reviewed by City of Lowell personnel within 10 business days. After 10 business days, if the no

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action is taken, contractors may proceed with work but still are subject to following all of the regulations in this document, and building the project according to the submitted plan.

- 4.10 During the review process, the applicant shall, at his own expense, provide any additional information relevant to the proposed access required by the department. Any new material submitted after the initial submission date shall restart the review period.
- 4.11 As a result of the review, the application will be approved as submitted with standard condition, approved with additional conditions, or denied as submitted. The decision will be mailed no later than 10 business days after the submission date.
- 4.12 Once the permit is issued, the applicant may commence construction after giving 24 hours notice. The applicant is responsible for obtaining all permits or approvals before commencing construction.
- 4.13 The Commissioner may suspend a Permit for violation of Permit condition(s) after a written notification to the applicant by certified mail or hand delivery. The applicant has thirty (30) days to rectify any work in violation of the Permit requirements. Failure to comply or to respond within the specified time period may result in the revocation of the Permit.
- 4.14 An applicant aggrieved by the decision of the City of Lowell may appeal to the City Manager. The appeal shall be in writing and submitted to the City Manager within ten (10) business days of date of the decision.

### 5.0 Fees

- 5.1 No application for a Driveway Permit shall be accepted from any person, firm, corporation, or other entity without a fee payment. Federal, State and Municipal entities are exempt from fee payments, but permit must still be applied for.
- 5.2 Payment shall be in the form of a check or money order payable to The City of Lowell—Driveway Permit Application. **Cash will not be accepted.**
- 5.3 Pre-submission:

<i>Residential:</i>	\$ 100.00
<i>Commercial:</i>	\$ 250.00
- 5.4 Fees are not refundable.
- 5.5 The Permit is valid for 60 days from date of issue. This Permit may be renewed at no cost by requesting an extension in writing, including a statement that conditions have not changed since the time of the original submission. The applicant shall file a request for an extension prior to the expiration of the permit. If the permit is allowed to expire without timely renewal the applicant shall reapply for a new Permit and pay the applicable fee.

### 6.0 General Conditions Under Which This Permit Is Granted

- 6.1. The permittee shall carefully and truly observe the rules and regulations and specifications adopted by the City of Lowell to govern the work covered by this permit. Failure may result in revocation of this permit.

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- 6.2. All work shall be in accordance with the Department of Public Works rules and specifications regulating street excavation, curb cuts, sidewalk and street construction, and sanitary and storm sewer installations.
- 6.3. **Notice shall be given by the permittee to the Department of Public Works, Police and Fire Departments 24 hours in advance of excavation.**
- 6.4. A copy of the permit shall be kept at the work site and shall be available to City of Lowell officials upon request.
- 6.5. No work shall result in the concentration and discharge of surface or subsurface water **including any mechanical dewatering activity** into public or abutting property. All federal, state and local Stormwater Regulations apply.
- 6.6. This permit is null and void unless a valid “Call Before You Dig Number” (DIG SAFE ticket number) appears on the permit application.
- 6.7. It is the permittee's responsibility to provide bond and certification of insurance, indemnification of the City of Lowell, and waiver of claims as required prior to the issuance of a permit. Work resulting in violation of the City of Lowell ordinances shall, at the permittee’s expense, be reconstructed to conformance.
- 6.8. It is the permittee's responsibility to obtain all other applicable federal, state, and local permits prior to commencement of any work on City owned land.

### **7.0 Specific Conditions**

- 7.1. No construction activity, unless approved by the Department of Public Works or his/her authorized Department of Public Works representative, shall be performed at times not allowed under City of Lowell Work Time Ordinances.
- 7.2. No street shall be closed, nor detour established, without the approval of the City of Lowell D.P.W., Police and Fire Departments. Notice of intent for road closure and detour plans shall be submitted 10 days in advance of scheduled work except emergency repairs where at least one public safety official shall review and approve the detour plan prior to commencement of an emergency repair activity.
- 7.3. No materials shall be stored in the area of street and sidewalk outside of working hours. Any materials or equipment stored within other areas of the City’s right of way shall be protected with lights and barricades.
- 7.4. When, for reasons of safety, it is necessary for work to be done outside of working hours, the contractor shall be notified to take immediate corrective action. If the contractor cannot be contacted or if he/she fails to do the work, the Department of Public Works shall take corrective action and bill the contractor.
- 7.5. Contractors shall protect elements of the City of Lowell's infrastructure.

## **8.0 Specific Conditions for Driveways**

- 8.1 No construction activity on driveways shall begin without a City of Lowell Driveway Permit. This applies to any and all driveway work.
- 8.2 For residential driveways, it shall be the responsibility of the driveway-paving contractor to secure the work permit. Paving contractors who fail to secure a Driveway Permit before the start of construction shall be subject to the penalty provisions of the Ordinance authorizing these regulations.
- 8.3 All work on driveways shall be subject to the regulations of the City of Lowell zoning ordinance, including the landscape requirements of Section 6.1.9 and 5.3.1
- 8.4 Construction activity to extend or alter residential driveways where no construction will impact the public right of way, sidewalk, street or curbs shall require a Driveway Permit to ensure that the project is consistent with zoning regulations and within the requirements of the Massachusetts Stormwater standards. .
- 8.5 Construction activity to extend or alter driveways where construction will impact the public right of way. Sidewalks, street or curbs shall require a driveway permit to ensure that the project is consistent with zoning regulations and within the requirements of the Massachusetts Stormwater standards, and that public infrastructure is repaired or replaced as required.
- 8.6 Applicants for driveway permits for residential driveways may, in order to provide the required project plan, provide a simple sketch plan with dimensions (which may be based off a mortgage plot plan) indicating the existing and proposed limits of pavement as well as proposed elevation and direction of stormwater runoff.
- 8.7 Projects with more than 14 parking spaces or more than 4000 square feet of impervious area are subject to Site Plan Review by the Lowell Planning Board under Section 11.4 of the Zoning Ordinance.
- 8.8 These regulations do not apply to crack sealing operations.

## **9.0 General Restrictions**

- 9.1 A Driveway Permit is required prior to any construction in, access to, encroachment upon, or alteration in the City Roadway or City Road Right-of-Way.
- 9.2 City Right of Way encroachment: No part of the City Right of Way is to be used for the servicing of vehicles, displays, or private business. The area between the pavement and the limits of the City Right of Way (Buffer Area) shall be clear of buildings, sales exhibits, private signs, parking areas, service equipment, and appurtenances thereto, unless approval from the Lowell City Council has otherwise been secured.
- 9.3 Parking: Each roadside residential or commercial facility will provide sufficient parking as required by the Lowell Zoning Ordinance.



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- 9.4 **Setbacks:** Driveway access will not be Permitted where sufficient setback is not available to prevent parking, stopping, and maneuvering within the City Roadway or City Right of Way in the operations of a commercial enterprise. "Sufficient setback" generally means at least ten (10) feet from the City Right of Way, or back of sidewalk (whichever is greater) to the subject facility for operations of vehicles parallel to the centerline of the adjacent highway. Additional setback requirements are addressed in the Zoning Ordinance.
- 9.5 **Location of driveways:** Driveways shall be located so as to present no undue interference with, or hazard to, the free movement of normal roadway traffic. To minimize congestion, and to provide adequate safeguards for the public safety, driveways shall not be located near intersections. Also to be avoided are locations of driveways that would interfere with the placement and proper function of roadway signs, signals, lighting, or other devices that affect traffic operations.
- 9.6 **Protection of the Traveling Public:** The Permittee shall properly safeguard all work performed under the Permit and maintain sufficient working light, in accordance with Massachusetts and City of Lowell detail standard signs and safety devices. Traffic control shall be provided by the Permittee according to the standards of the United States Department of Transportation, Federal Highway Administration "Manual on Uniform Traffic Control Devices for Streets and Highways" as amended. This protection will be maintained during and until the project has been completed.
- 9.7 **Bond:** The Contractor shall furnish the City of Lowell with a Bond issued by a surety company licensed to do business in Massachusetts. Bonds shall be required as follows:
- Annual access to apply for city permits: \$25,000 for unlimited permits in a calendar year
  - Completion up to ten (10) driveway permits in one year: \$10,000
  - Completion of a single driveway permit in one year: \$2500
- 9.8 **Land Use Change:** Should the use of property with legal access to a City Road be altered, or should its present use cause expansion of traffic, a reassessment by the City of Lowell of the use of the openings and impact on drainage shall be accomplished through the Driveway Permit process. All parking must meet the requirements of Section 6.1 of the Zoning Ordinance including landscaped open space requirements under Section 6.1.9. Such projects may also require site plan review under Section 11.4 of the Zoning Ordinance.
- 9.9 **Landscaping:** There will be no landscaping including lawn sprinklers and fences on or over the City Roadway or City Right of Way without prior written approval by the Department of Public Works. This permission will be obtained through the Driveway Permit process, including a site grading plan locating, naming, and describing the desired arrangement, including the ultimate size of the plants involved.
- 9.10 **Control Dimensions:** All driveway access to a City Roadway or City Right of Way shall conform to the Control dimensions published in Section 14 of these Rules and Regulations.
- 9.11 **Tree Removal:** All proposed tree removals or relocation of trees within the City Roadway or City Right of Way shall conform to Chapter 87, Section 3 of Massachusetts General

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Laws and the City of Lowell Ordinances. Any applicant contemplating tree work should contact the City Tree Warden for further information.

### **10.0 Construction Within the City Road Right-of-Way**

- 10.1 All construction within the City Right of Way will conform to procedures and specifications delineated in the "Commonwealth of Massachusetts, City of Lowell Standards and Specifications for Highway and Bridges" as amended.
- 10.2 No construction shall take place within the City Roadway or City Right of Way without a valid Permit. Projects securing driveway permits may need additional permits for work within the Right of Way. Violators shall be subject to fines and/or prosecution to the full extends of the law.

### **11.0 Curbing**

- 11.1 No permit shall be issued unless the applicant's plans conform to the "Highway Design Manuals M.D.P.W." as applicable. These Standard Details are available at the State House Bookstore, City Engineer's Office, and City of Lowell DPW Office.
- 11.2 The City of Lowell may require that the applicant place granite curbing at areas where traffic channeling and control and public safety would be affected. The applicant will do such placement at his own expense.
- 11.3 Where a curb is to be altered at an existing corner or a corner created by a new design, ADA approved wheelchair ramps shall be installed.

### **12.0 Sidewalks**

- 12.1 In any access that cuts a sidewalk, curb returns and transition curbs will be placed as necessary to maintain the integrity of the sidewalk.
- 12.2 In any location where the sidewalk is crossed, the sidewalk shall either be graded to accommodate wheelchairs, or precast wheelchair ramps shall be installed. Wheelchair ramp grading shall be done in accordance with 521 CMR as adopted by the State Building Code Commission.

### **13.0 Drainage**

- 13.1 It is unlawful for any person, firm, or corporation to make any connection into a City drainage system, or to drain or pump water onto the traveled surface of a City Roadway, without first obtaining written permission from the Commissioner of Public Works.
- 13.2 When the applicant intends to grade his own property to roadway grade, the Permittee shall make provision, at his own expense, for disposition of roadway drainage by installing pipe, inlets, catch basins, manholes, headwalls, and ditches of proper size, material, and erosion control measures as may be necessary, in the Department's determination, to protect the City's drainage rights.
- 13.3 Where the construction of a driveway necessitates crossing a City Road drainage ditch, a culvert pipe shall be installed in the ditch by the Permittee at his own expense. The culvert

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shall be no less than twelve (12) inches in diameter, and of sufficient size to carry the stormwater runoff for a twenty-five (25) year storm, as determined by the National Oceanic and Atmospheric Administration, from the watershed area. Under no circumstances will existing ditches, swales, or gutters be filled without adequate alternate provisions for drainage being made and approved for, and application for and issuance of a permit.

- 13.4 In commercial applications, the applicant is required to submit detailed computations and site grading plans for drainage conditions existing and proposed when applying for a Driveway Permit. These computations shall take into consideration a storm of twenty-five (25) years' frequency with duration equal to the time of concentration. These computations and plans shall be approved and stamped by a Registered Professional Engineer. If storm drainage will not affect the City Road drainage system, a statement of no impact shall be submitted with a Driveway Permit Application approved and stamped by a Registered Professional Engineer. Area shall be graded as to not cause surface runoff to abutting properties.
- 13.5 Drainage Appurtenances- all facilities, pipes, drains, catch basins, manholes, and other appurtenances will be as indicated in the "Highway Design Manual of M.D.P.W. " and City of Lowell standards as on file in City Engineer's office.
- 13.6 Where the construction of a driveway necessitates crossing of wetlands or an area within the wetlands buffer zone, the applicant shall obtain approval from the Lowell Conservation Commission prior to filing for a Driveway Permit.

### **14.0 Control Dimensions**

(Letters in parentheses are keyed to Figure 14 at the end of this section.)

14.1 All driveways shall provide for adequate sight distance.

14.2 Driveway Angle (A)

Driveway Angle is the angle measured from centerline of road to centerline of driveway. For two-way operation, 90 degrees is recommended, 60 degrees minimum required.

14.3 Driveway Width (W)

Driveway widths, curb cut sizes, and parking space sizes are subject to the provisions of Section 6.1.10 of the Zoning Ordinance. See Section 15

14.4 Edge Clearance (E)

General: All portions of the driveway shall be within frontage boundary lines. For driveways with angles of about 90 degrees, the edge clearance shall not be less than the radius of curvature (R) for the junction of the driveway and pavement edges.

Residential: 2 feet, minimum

Commercial: 10 feet, minimum

14.5 Corner Clearance (C)

Residential & Commercial 20 feet, minimum

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Where there are traffic signals at the intersection, edge clearance on the near side shall be twice as great as on the far side.

### 14.6 No Highway Edge Curb, Cut Section

- a. From the edge of the pavement to the edge of the shoulder, the gradient should be the same as the shoulder pitch.
- b. From the outer edge of the shoulder to the low point at the ditch line of the open culvert edge of the shoulder to the low point at the ditch line or open culvert, the maximum downward gradient should be 8%.
- c. Beyond the ditch line, the maximum gradient should be 8% for commercial driveways, 15% for others.

### 14.7 No Road Edge Curb, Fill Section

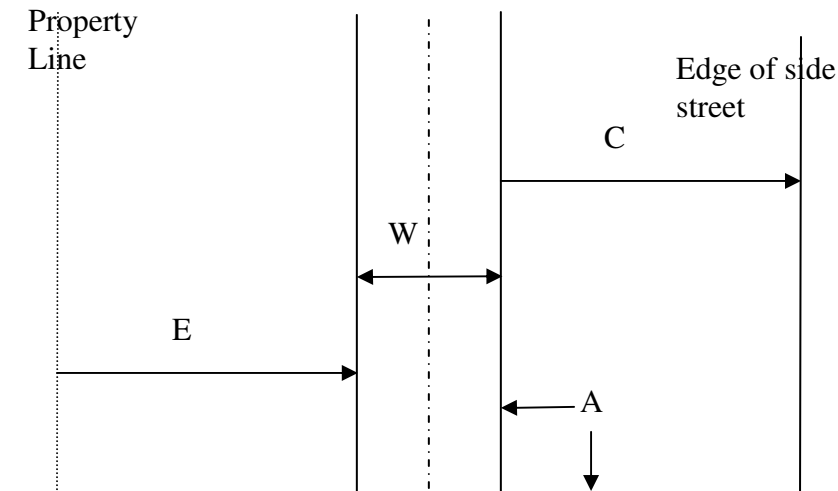
- a. The slope across the shoulder should have the same gradient as the shoulder.
- b. Beyond the outer edge of the shoulder, there should be a maximum gradient of 8% for commercial driveways, 15% for others. Vertical curve: as flat as feasible. To prevent drag, the vertical curve shall not have a hump or dip greater than six (6) inches within a wheel base length of ten (10) feet.

### 14.8 Driveways with a Two-Foot Radius

All driveways with a two-foot radius shall have curb returns conforming to "Highway Design Manual of M.D.P.W."

### 14.9 Exceptions

Exceptions to the general restrictions and control dimensions (excluding those specifically established by the zoning ordinance or other city ordinances) may be granted by the City Engineer in circumstances where lot layout, development project design, or pre-existing conditions make it impossible to meet the requirements above. In such cases, alternative designs must be proposed that meet the intent of the regulation. Exceptions to zoning are available through variance or special permit relief as identified in the Zoning Ordinance.



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### 15.0 Zoning Table of Dimensional Requirements for Off-Street Parking.

	Minimum Width*	Minimum Length	Min. Setback from Lot Line	Min. Setback from Bldg+**	Max. Curbcut	Minimum Access Drive		Minimum Driveline		
						One Way*	Two Way	45°-60° Angle Park**	61°-75° Angle Park	76°-90° Angle Park
SSF, TSF, TTF, USF	8	18	3	3	15	8	---	---	---	---
UMF, TMF	9	18	3	3	25	8	12	20	22	22
NB, UMU, TMU	9	18	3	5	25	12	20	20	22	22
SMF, SMU, RR	9	18	3	5	25	12	20	20	22	24
DMU	8.5	18	3	5	25	12	20	20	22	24
HRMU, INST, OP, PDMI	9	18	3	5	32	12	20	20	22	24
LI, GI	9.5	18	5	5	32	12	20	20	22	24

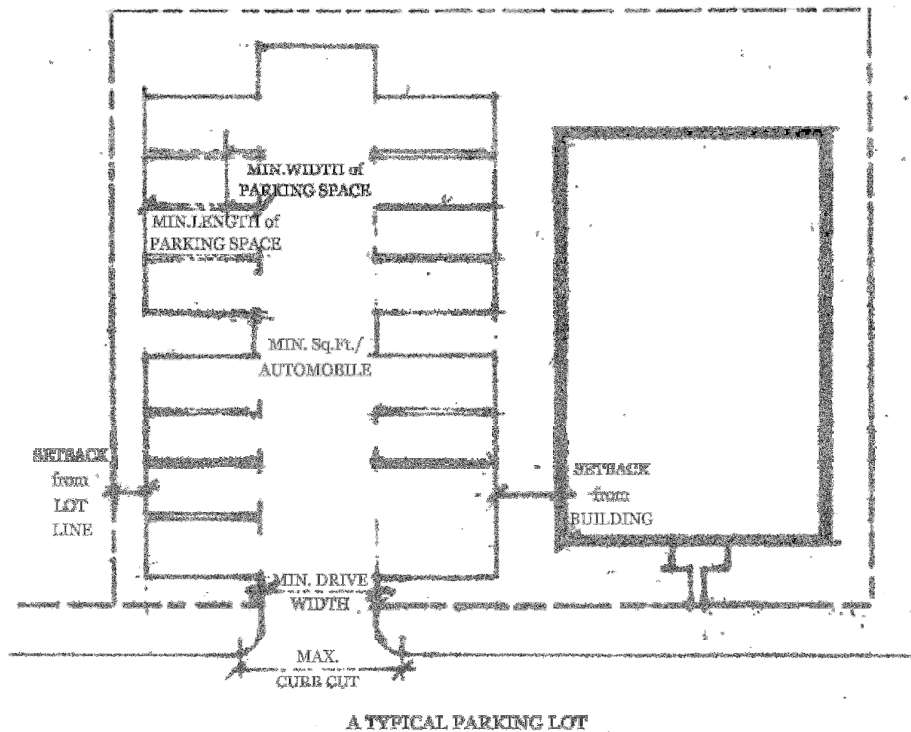
Note that the information in the table above and notes below are quoted from the Zoning Ordinance effective June 1, 2008, and are subject to change. Terms used in this section are as defined in the zoning ordinance, not in this regulation.

-- Denotes no dimensional requirement.

† This requirement applies to those portions of building walls containing windows or other openings off of habitable or occupiable rooms or spaces at the basement, ground floor, or first story levels. This requirement does not apply to residential garages, carports, or other structures designed and constructed for the primary purpose of housing automobiles on residential properties. This requirement governs open-air parking spaces and driveways or drivelines.

\* In all zones, parking spaces and driveways serving single-family, two-family, and three-family residences may be as narrow as 8'-0" wide and may be setback as little as 3'-0" from a building as defined above and driveways serving residential dwellings containing at least four and not more than six units may be as narrow as 12'-0" wide and may be setback as little as 3'-0" from a building as defined above.

\*\* 45-60 degree angle parking serving residential developments may be accessed by a one-way driveline with a minimum width of 14 feet. [Ord. 11-29-05]



### 16.0 Overview of Permit Procedures

Applicant shall read and comply with the attached regulations. This page is only a brief outline and not intended to supplement the regulations.

The Driveway Permit is used for a driveway accessing into a roadway, sidewalk or City Right-of-Way.

When submitting the permit application, include:

- Application fee (\$100 for residential work and \$250 for commercial work);
- \$50.00 inspection fee;
- \$1,000.00 – refundable security deposit, payable to the City of Lowell;
- A License and Permit Bond (subject to Section 9.7 of the regulations);
- A Certificate of General Liability Insurance (\$ 1,000,000.00 per accident, \$2,000,000.00 general aggregate) per permit;
- Digsafe number;
- Starting and completion dates;
- Make sure that a sketch is attached that includes scale, dimensions, lines of adjoining property and any existing pole, post, hydrant, catch basin tree or other structure near area of proposed driveway;
- Photos; these are optional but helpful;
- Property owner and contractor signatures on the application.

After submitting the permit with all information and attachments required, the permit is then given to the Department of Public Works designee who will approve or deny the permit.

After the Department of Public Works designee has reviewed the permit, the applicant will be notified by telephone, if the permit is approved or denied.

You are responsible for notifying the Department of Public Works twenty-four (24) hours in advance of the excavation starting date.

The \$ 100.00, or \$250.00, application fee and \$50.00 inspection fees are not refundable.

#### NOTE:

- ❖ If a road has been resurfaced within the last five (5) years, a permit may not be approved for work impacting the new surface.
- ❖ Permits for routine installations are issued only between April 1<sup>st</sup> and November 15<sup>th</sup>.