



Town of Hadley
Department of Public Works
230 Middle Street, P.O. Box 406
Hadley Ma, 01035-0406
(413) 586-2390
publicworks@hadleyma.org

DPW Driveway Permit

Permit: D _____ - _____

Date: _____

PROPOSED DRIVEWAY ADDRESS: _____

Owner(s): _____ Phone: _____

Email Address: _____

Address: _____

\$100.00 fee due with application

Attach a diagram of the lot on which the driveway is to be located – see below for requirements of drawing submittal. Indicate driveway location, existing trees, telephone poles, fire hydrants, etc. Show the contour of the land; i.e., which way it slopes. Drainage may not be onto any existing Town road, onto any right-of-way or onto any property owned by others. Indicate what type of surface (stone/gravel, asphalt, etc.) shall be used.

- **Warning: Do not locate driveway between or near high contours or objects such as trees that will obstruct a clear view in both street directions.**
- **There must be a minimum of 8-foot paved apron**

It must be understood by the homeowner that this can only be a preliminary type of permit. The driveway, after installation, may be rejected if placed differently from what is stated within this permit. It may be rejected for poor drainage or drainage onto another property which includes Town roads and rights-of-way.

If there are any questions or concerns, it is advisable to seek professional help for installation as well as Town personnel. Make contractors aware of all Town requirements PRIOR to installation.

APPROVED / DISAPPROVED

DPW Representative (or Designee)

Date

CC Building Inspector

Revised 2/2/2023

DPW Policy for Submittal of Drawings

- All drawings shall be CAD (Computer Aided Drafting) or formal hand drawing
- Freehand sketches are not acceptable
- True North arrow is required
- All drawings shall be to scale, with a maximum of 50:1 (50 feet of property is 1 inch on paper)
- All pertinent dimensions shall be shown
- Use of Dimension Table is acceptable
- Minimum paper size = 8 ½" X 11"
- All property lines shall be delineated
- All pertinent features shall be delineated (existing and proposed): boundaries, buildings, parking areas, green spaces, driveways, curb cuts, sign location, immediate abutters, all exterior lighting, traffic flow, wetlands, etc.