

**MEMORANDUM**

**TO: ALL DRIVEWAY OPENING PERMIT APPLICANTS**

**FROM: ANDREW B. DE SANTIS, OPERATIONS ENGINEER**

**RE: REQUIREMENTS FOR RESIDENTIAL DRIVEWAY OPENINGS**

**DATE: September 13, 2007**

**EFFECTIVE IMMEDIATELY THE FOLLOWING REQUIREMENTS SHALL BE MET BY ALL APPLICANTS FOR DRIVEWAY OPENING PERMITS.**

1. The application shall be forwarded to the Inspectional Services Department for conformance to zoning requirements.
2. Upon approval of the application by ISD the application shall be forwarded to DPW.
3. Residential driveway openings will be limited to one curbcut per residential lot twelve feet (12') maximum in width (unless otherwise approved through site plan).
4. Granite two foot (2') curb corners shall be installed at the driveway opening (unless otherwise approved through site plan).
5. The driveway apron shall be constructed of similar materials of the sidewalk that is removed, i.e. cement concrete shall replace cement concrete, bituminous concrete shall replace bituminous concrete, brickwork shall replace brickwork.
6. A gravel subbase of at least six inches (6") thickness shall be installed below the paving materials.
7. The minimum thickness of materials shall be as follows:
  - a. Cement concrete driveway aprons shall be a minimum of six inches (6") thick utilizing 3500# 3/8" cement concrete with 6"x6" #10 wire reinforcement.
  - b. Bituminous concrete driveway aprons shall be a minimum of four inches (4") thick installed in two layers. The bottom layer shall be bituminous concrete binder of at least two inches (2") thickness and the top layer shall be bituminous concrete top of at least one inch (1") thickness.
  - c. Brick driveway openings shall be constructed of 8,000# brick placed upon a cement concrete base of at least four inches (4") thickness. The bricks shall be placed in a mortar setting bed and shall have mortared joints.
8. The driveway apron shall be constructed in such a manner as the rear four feet (4')

of such driveway apron shall have a cross-slope not to exceed three-sixteenths inch per foot (3/16"/FT.).

# DEPARTMENT OF PUBLIC WORKS CITY OF CHELSEA

## APPLICATION FOR DRIVEWAY OPENING PERMIT

PERMIT NUMBER: \_\_\_\_\_

DATE: \_\_\_\_\_

I, \_\_\_\_\_ the undersigned owner of property located at:

(PRINT NAME)

\_\_\_\_\_  
(PRINT STREET ADDRESS OF PROPERTY)

hereby petitions the City of Chelsea, Department of Public Works and Department of Municipal Inspections for permission to create and install a driveway opening across public sidewalk at the above referenced address.

I, \_\_\_\_\_ have received, read, and understood

(PRINT NAME)

the City of Chelsea's requirements for obtaining a driveway opening permit and agree to adhere to the terms and conditions therein.

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(OWNERS STREET ADDRESS)

\_\_\_\_\_  
(CITY, STATE AND ZIPCODE)

\_\_\_\_\_  
(TELEPHONE NUMBER)

### Instructions:

1. Fill out top section of this form.
2. Attach plot plan showing existing structures on the lot and the dimensioned location of the proposed curbcut and driveway.
3. Submit to Municipal Inspections.
4. Municipal Inspections will transmit to Department of Public Works upon approval.
5. Once permit is approved by both departments, proponent to obtain street opening permit from Department of Public Works.
6. Bonds, insurance's and fees required for street opening permit.

-DO NOT WRITE BELOW THIS LINE-

### APPROVALS:

\_\_\_\_\_  
(SIGN NAME AND DATE)

DEPARTMENT OF MUNICIPAL INSPECTIONS

DEPARTMENT OF PUBLIC WORKS

\_\_\_\_\_  
(SIGN NAME AND DATE)