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TOWN OF GREAT BARRINGTON MASSACHUSETTS

DEPARTMENT OF PUBLIC WORKS

MEMORANDUM

June 16, 2011

Driveway Permit (Access to a Public Way) Procedures

Driveway permits are considered by the Board of Selectmen at a regular business meeting, only after a review by staff for compliance and other applicable permits. Design and construction details are regulated by Chapter 153 of the Great Barrington Town Code.

1. Applications

Applications may be picked up from the DPW office or from the DPW page on the Town website at www.townofgb.org. Completed applications, with plans and the fee, are to be submitted to the DPW office in Town Hall. Fees are as noted on the application form.

2. Forward to Staff

The DPW office shall set a tentative date for the Selectmen to hear on the application, and shall forward the complete application, with cover memo indicating the hearing date, to the Conservation Agent, Fire Chief, and the Town Planner. The Town Planner shall coordinate the review by the Development Review Team (DRT).

3. Staff Review

Within 10 calendar days of receipt, each of the above staff members shall review the application, visit the site if necessary, and return any comments to the DPW Superintendent. If no comment is received by the DPW Superintendent within 10 calendar days of the memo then it shall be presumed that the particular member has no objections.

4. Other Necessary Permits

If there are any other permits required in connection with the driveway work (for example, if an RDA or NOI is required pursuant to the Wetlands Protection Act), then those permits or issues must be resolved prior to the Selectmen's hearing on the application.

5. Recommendation to Selectmen

Once comments are received, or if 10 calendar days have expired without comments, then the DPW Superintendent shall incorporate all comments into his recommendation to the Selectmen. The recommendation shall include relevant comments or proposed conditions submitted by other staff, and it shall indicate whether there are any other permits required and the approximate date of resolution of the other permits.

6. Decision

Selectmen hold the hearing, make a decision, and sign off on the permit application.

7. Approximate Timeline

Assuming there are no unforeseen issues or other permits required, the entire process should be completed and decision made by the Selectmen within about 21 calendar days.

8. Temporary access permits

This procedure also applies to temporary access permits (for example, to access a building lot in order to prepare the site for construction). While such temporary access permits do not require a full application or a decision by the Selectmen, they do however require staff review before DPW may grant the access.

Driveway Application attached.