

Driveway Permit Application Form



Please submit the the form below, along with all required attachments.

Online Driveway Permit Application Form

Applicant

Name *(Required)*

Address *(Required)*

Phone Number *(Required)*

Location

Town Road Name *(Required)*

Side of Road *(Please fill in North, South, East, West)*

Miles From Closest Intersection *(Required)*

Owners of Abutting Property *(Required)*

Driveway(s) Information

Number of Driveways Requested *(Required)*

Width of Each *(Required)*

Use *(Required)*

Residential

Farm

Commercial

Plot Plan File

Submit complete plot plan with this application. Application will not be accepted without this information.

General Requirements

1. The construction shall be in accordance with requirements as determined by the Town Superintendent of Highways on a planned "standard driveway ditch crossing" which shall be attached to the application for a driveway construction permit.
2. The applicant shall furnish all materials and bear all cost of construction within the Town Highway right-of-way and all work done and materials used shall meet the requirements of the Town of Greenfield Highway Department.
3. No alteration or addition shall be made to any driveway by any person without securing a new permit from the Town Building Inspector.
4. The centerline grade of the driveway within the right-of-way shall not exceed 10%.
5. The maximum width of a single/combined entrance and exit shall not be more than 50' nor less than 30' for a commercial use, not less than 30' for a residential use. The Highway Superintendent will approve driveway widths individually for residential driveways.
6. No driveway shall be permitted within 50' of a highway intersection.
7. No new driveway will be permitted at a location where the lack of sight distance in either direction along the highway is a hazard.

8. A full plan of the proposed driveway shall be attached to each application. Plan should include dimensions of driveway, position and size of culvert, if required, and any other relevant information.

9. A Certificate of Occupancy will not be issued until driveway is inspected and approved by the Town of Greenfield Highway Superintendent or his designated representative.

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Application Approved

Date: _____ Signed: _____
(Superintendent of Highways)

Application Disapproved

Date: _____ Signed: _____
(Superintendent of Highways)

Building Permit Issued

Date: _____ Signed: _____
(Building Inspector)

Final Approval of Driveway

Date: _____ Signed: _____
(Superintendent of Highways)

Reasons for disapproval are set forth as follows: _____

