

SPECIAL PERMITS

SHARED DRIVEWAYS

APPLICANT: NAME: _____

ADDRESS:

LOCATION OF LOTS SERVED BY PROPOSED DRIVE:

NO. AND STREET:

MAP AND PARCEL(S): _____

DESCRIPTION SUFFICIENT FOR IDENTIFICATION:

REQUIREMENTS:

- (a) Shared Driveway Special Permits shall meet all the conditions for Special Permits as set forth in the Town of Sterling Protective By-Laws, Section 6.3. The applicant shall file with the Planning Board a fee of \$500.00, along with seven (7) copies of the plan for the proposed common driveway. The plan must be prepared by a registered land surveyor or a registered professional engineer showing lot elevations (topography), with contours, as defined by the Sterling Board of Health Septic System Design Requirements for the proposed driveway and any necessary drainage calculations. As well as, a certified list of first and second abutters within 300 feet (excluding bodies of water and roads) and Certified Return Receipt stamped addressed envelopes to each abutter. The application form shall contain a complete description of said land in sufficient detail for identification (a written description sufficient to identify the land).

APPLICANT'S SIGNATURE: _____

DATE: _____

SPECIAL PERMITS
SHARED DRIVEWAYS

The Sterling Planning Board shall have the authority to issue Special Permits for Shared Driveways.

The application for a Special Permit for a Shared Driveway may be filed with the Planning Board along with a \$500.00 application fee.

Notification to the Clerk of the Planning Board is required at the time of submission. The Clerk will notify the applicant of the date and time of the public hearing. The applicant or his agent must present the plan at the public hearing.

For a complete application, you need:

1. Two (2) copies of the application form filled out correctly.
2. A filing fee of \$500.00.
3. A certified list of first and second abutters from the Sterling Board of Assessors.
4. Stamped (totaling the fee for Certified Return Receipt currently being \$6.80 addressed envelopes to each abutter.
5. Seven (7) copies of a plan of the proposed common driveway prepared by a registered land surveyor or a registered professional engineer, showing lot elevations (topography), with contours as defined by the Board of Health for septic system design. Site location for the house, driveway, drainage calculations, and any other building shall be included.
6. Application form shall contain complete description of said land in sufficient detail for identification.
7. Plan should be reviewed before the public hearing with the Fire Chief. He will advise on access for the fire equipment and turn around area for the equipment.
8. Maintenance Agreement for common driveway will be required with in the Deed.
9. Naming the common driveway a "Way" and placing a sign at the beginning of the driveway.
10. Notify the DPW at construction and notify the Planning Board on the name of the "Way".