



TOWN OF DOUGLAS  
**COMMON DRIVEWAY**  
SPECIAL PERMIT APPLICATION FORM  
*Pursuant to Section 6.3 of the Douglas Zoning Bylaw*

OFFICE USE ONLY
APPL No. _____
SUBMITTED _____
FEE _____

### I. Applicant Information

Organization Name	Contact Person	
Street Address	Additional Address	
City/Town	State	Zip Code
Telephone Number	Fax Number	Email Address
Other Comments		

### II. Representative Information

Organization Name	Contact Person	
Street Address	Additional Address	
City/Town	State	Zip Code
Telephone Number	Fax Number	Email Address
Other Comments		

### III a. Owner #1 Information

Organization Name	Contact Person	
Street Address	Additional Address	
City/Town	State	Zip Code
Telephone Number	Fax Number	Email Address
Other Comments		

### IV a. Site #1 Information

Assessors Map	Assessors Parcel	Deed Book	Deed Page
Street Address	Additional Address		
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**III b. Owner #2 Information**

Organization Name	Contact Person
Street Address	Additional Address
City/Town	State                      Zip Code
Telephone Number	Fax Number                      Email Address
Other Comments	

**IV b. Site #2 Information**

Assessors Map	Assessors Parcel	Deed Book	Deed Page
Street Address		Additional Address	
City/Town		State	Zip Code
Other Comments			

**III c. Owner #3 Information**

Organization Name	Contact Person
Street Address	Additional Address
City/Town	State                      Zip Code
Telephone Number	Fax Number                      Email Address
Other Comments	

**IV c. Site #3 Information**

Assessors Map	Assessors Parcel	Deed Book	Deed Page
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**III d. Owner #4 Information**

Organization Name	Contact Person
Street Address	Additional Address
City/Town	State                      Zip Code
Telephone Number	Fax Number                      Email Address
Other Comments	

**IV a. Site #4 Information**

Assessors Map	Assessors Parcel	Deed Book	Deed Page
Street Address		Additional Address	
City/Town		State	Zip Code
Other Comments			

**III e. Owner #5 Information**

Organization Name	Contact Person
Street Address	Additional Address
City/Town	State                      Zip Code
Telephone Number	Fax Number                      Email Address
Other Comments	

**IV a. Site #5 Information**

Assessors Map	Assessors Parcel	Deed Book	Deed Page
Street Address		Additional Address	
City/Town		State	Zip Code
Other Comments			



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**VI. General**

a.) Reason for Common Driveway:

- |   |   |
|---|---|
| <input type="checkbox"/> Public Safety                  | <input type="checkbox"/> Retention of Physical Land Characteristics |
| <input type="checkbox"/> Minimize Wetland Impacts       | <input type="checkbox"/> Mitigation of Environmental Impacts        |
| <input type="checkbox"/> Other (please indicate): _____ |   |

b.) No. of lots being served (3, 4 or 5): \_\_\_\_\_

c.) Driveway Construction:

- |                                    |       |
|------------------------------------|-------|
| 1.) Length of Driveway (feet)      | _____ |
| 2.) Width of Driveway (feet)       | _____ |
| 3.) Top material & thickness:      | _____ |
| 4.) Base material & thickness:     | _____ |
| 5.) Sub-base material & thickness: | _____ |
| 6.) Maximum grade of Driveway (%): | _____ |

**VII. Submittal Requirements**

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| 1) Have abutters within 300-feet of the subject properties been notified as required by the State Zoning Act, Chapter 40A, Section 9 – Special Permits? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2) Has a plan been prepared, which accompanies this submittal, at a suitable scale to show the scope and intent of the proposed project.                | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3) Have twelve copies of this complete submittal been transmitted to the Planning Board?  | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4) Do the lots to be served have at least the minimum required frontage on a town way as required by the zoning bylaw for the district they are in?     | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 5) Does the proposed common driveway lie entirely within the properties being served thereby?   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 6) Does the Common Driveway grade exceed 10% at any location along the driveway?  | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 7) Is the Driveway centerline intersection with the town way less than 45 degrees?  | <input type="checkbox"/> YES | <input type="checkbox"/> NO |



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- 8) Does the Common Driveway have a minimum cleared width of eighteen (18) feet in width?  YES  NO
- 9) Is the driveway length less than 300-feet?  YES  NO
- 9A)** Does the Common Driveway have a minimum cleared width of twenty-two (22) feet in width?  YES  NO  N/A
- 10) Is the driveway constructed with a durable material that is graded suitably to ensure that erosion and stormwater flow is kept from flowing onto adjoining properties?  YES  NO
- 11) Is a paved apron of at least 20-feet in length proposed at the street:driveway intersection?  YES  NO
- 12) Is parking prohibited on the common portion of the driveway?  YES  NO
- 13) Have documents been included in this submittal demonstrating that through easements, restrictive covenants or other appropriate legal devices that the maintenance, repair, snow removal and liability of the common driveway shall remain perpetually the responsibility of the private parties or their successors-in-interest?  YES  NO
- 14) Documents in Item 13 will be recorded at the Worcester County Registry of Deeds and a copy of these documents will be provided to the Planning Board prior to the issuance of a building permit.  YES  NO
- 15) Has a proposed covenant been included in this submittal between the Owner and Developer and the Town prohibiting the issuance of an occupancy permit for any structure to be served by the common driveway until such time that the common driveway has been constructed in accordance with this bylaw?  YES  NO
- 16) OTHER:



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**VII. FEES**

The fees for work proposed under this Special Permit Application shall be in accordance with the Town of Douglas Fee Schedule for Special Permit Applications.

Applicants must submit the following information to confirm fee payment:

Fee Calculations \_\_\_\_\_

Check Number \_\_\_\_\_ Check date \_\_\_\_\_

Payor name on check \_\_\_\_\_ Applicant name (if different from payor) \_\_\_\_\_

*\* Please make all checks payable to the Town of Douglas \**

