

***TOWN OF WEST SPRINGFIELD
DEPARTMENT OF PUBLIC WORKS***

**POLICY FOR ACCESS DRIVES, PARKING LOTS AND
CURB CUTS**

The following are the West Springfield Department of Public Work's criteria for construction, reconstruction, resurfacing and/or alterations of access drives, parking lots and curb-cuts within the Town layout. **Changes to parking or curb cuts for residential structures greater than four-family and all non-residential structures shall be subject to Site Plan Review.**

Permit Requirement

A "PERMIT TO OCCUPY STREETS" shall be obtained from the Department of Public Works for any work to be performed within the public way, on parking lots and/or if any equipment will be occupying the public way.

Number of Driveways Per Parcel

No more than two access drives shall be allowed per parcel except as approved through Site Plan Review.

Driveway Separation

Access drives initially constructed after March 1, 2009 shall not be located within forty (40) feet of the intersection of any two streets and shall not be located within thirty (30) feet of another access drive. The forty (40) foot offset and thirty (30) foot separation standards shall not apply to the reconstruction or resurfacing of an existing access drive.

Access Drive and Curb Cut Width Standard

Access drives shall be allowed up to twenty-four (24) feet in width, but not wider than the internal driveway, at their intersection with the street right-of-way except as approved through Site Plan Review.

Sidewalks

If sidewalks are damaged during any work to a curb cut and/or access drive, then the sidewalk shall be replaced to Town standards at the expense of the contractor. Existing sidewalk crossing a new or widened access drive shall be replaced with reinforced concrete sidewalk to specifications set forth by the Department of Public Works. Sidewalks shall be continued thru access drives/curb-cuts.

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Drainage

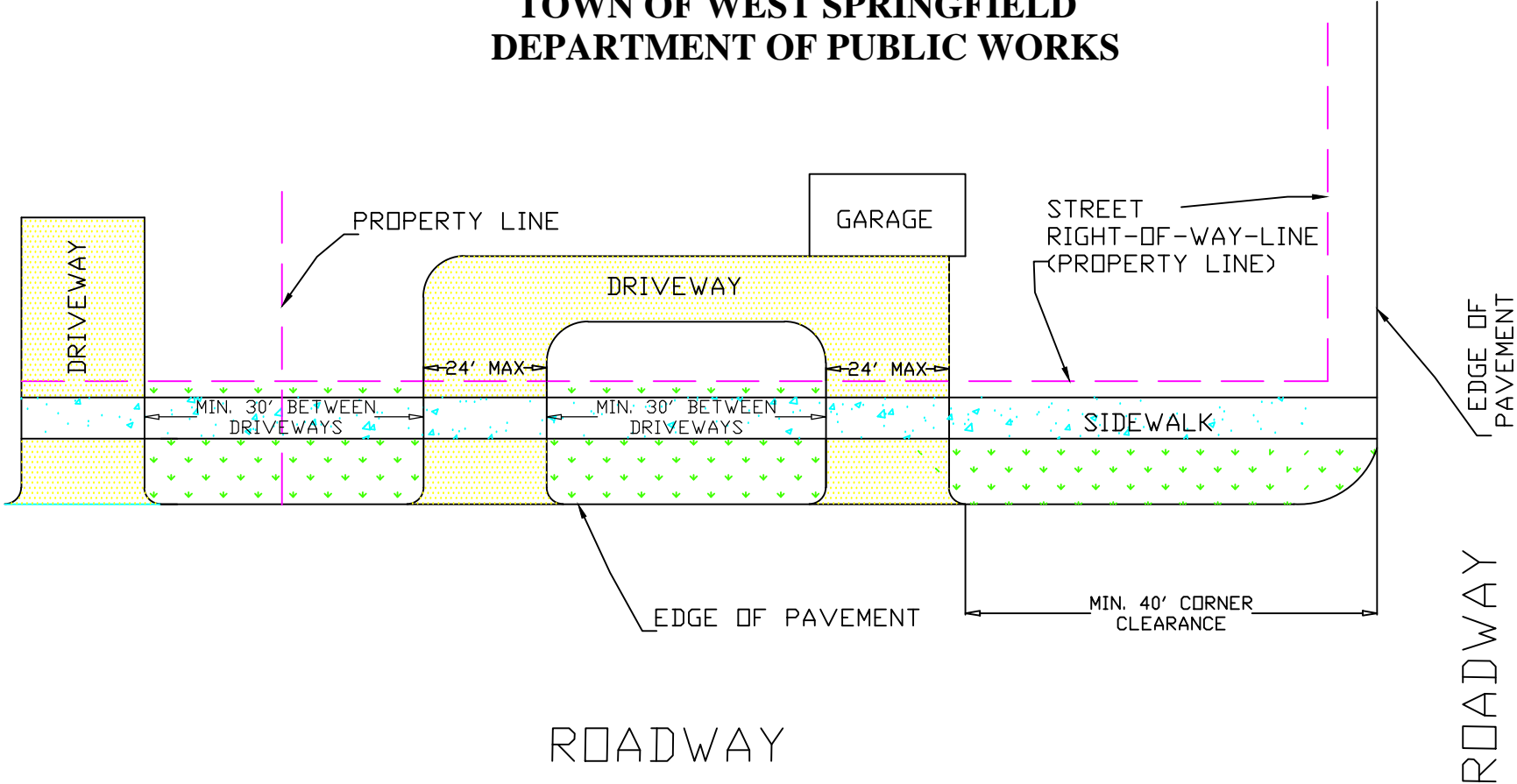
Any construction, reconstruction, resurfacing and/or alterations of access drives, parking lots and curb-cuts shall not impose any storm water runoff and/or drainage problems to the public way. If a storm water runoff and/or drainage problem exists that impacts the public way at an existing access drive, curb cut or parking lot that is being worked on, then it shall be corrected. The method of improvement must be approved by the Department of Public Works.

Police Protection

Police officers for traffic control will be required whenever traffic must be diverted into the lane or lanes of opposing traffic on the street or highway, to control access and/or egress for an existing driveway being worked on or as deemed necessary by the West Springfield Police Department or the Department of Public Works. This must be coordinated with the West Springfield Police Department in advance of the proposed work.

Last Updated: 10/11/10

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DRIVEWAY STANDARDS

NOT TO SCALE