

# Curb Cut Application

## Town of Shutesbury

**Who must file:** Any landowner or his/her agent seeking to create any manner of driveway or roadway, which will impact or intersect on a public way in Shutesbury (common drives require a special permit from the ZBA).

**Who is responsible for compliance:** The land owner(s) are responsible, subject to fines of up to One Hundred Dollars (\$100.00) per day and liable in tort for damages and cost of repair for noncompliance of the Shutesbury Zoning By-Laws.

**How long will it take:** Approval or denial must be rendered within forty days from the time that all required information is provided. (Common Driveways must meet longer Special Permit timelines.)

**What information is required:** Although each case is slightly different, the required information includes, but is not limited to:

1. A scaled drawing of the proposed curb cut showing
  - a. Applicant's individual and/or firm name, with applicant's address, phone number and signature.
  - b. Name of intersecting town or public way, scale and north point
  - c. Location, design, dimension (length and width) of road/driveway, intended use, grades, drainage provisions
  - d. Surfacing and construction materials to be used with cross section showing depth
2. The assessor's map with parcel number identified
3. Any additional information requested by the Highway Superintendent

**How to file:**

1. Read the information on the back of this form (entire bylaw available at Town Clerk's office).
2. Fill out this form in duplicate.
3. Submit this form, scaled drawing and requested information to the Highway Superintendent and to the Conservation Commission.
4. Wait for signed approval from both the Conservation Commission and the Highway Superintendent before commencing work.

---

- 5.

Road Name:

Assessor's Parcel #:

Owner's Name(s):

Signature(s):

Address:

Phone Number:

Primary Contractor

Address:

---

**Application Receipt Date:**

Signature: Conservation Commission

**Approval/Denial Date:**

     Approved

**Conditions Imposed: Yes**      **No**  
(If yes, conditions attached)

Signature: Highway Superintendent

     Denied (if denied, reasons attached)