DRIVEWAY OPENING PROCEDURES

Name: ___________________________ Phone #: __________________

DATE: ______________________

ADDRESS: ____________________________________________

*** Is driveway opening on a State Highway? ____ Y  ____ N
If so, applicant must file application with Mass Highway Department.

*** The maximum width of driveway openings shall be 20 feet in residential districts
and 30 feet in all other districts.

1. Contact the Building Department for approval, located at City Hall on the
first floor.

APPROVED [ ]  DENIED [ ]

BY: __________________________
Building Commissioner

Contact the Traffic Commission for approval, the Traffic Commission
Chairperson is Chief Sacco, located at the Police Station on Main Street.

APPROVED [ ]  DENIED [ ]

BY: __________________________
Traffic Commissioner Chairperson

2. If approved, contact one of the suggested contractors listed below for
competitive prices.

3. Obtain permit from Engineering Department, located at City Hall, Room
300. **NOTE:** A $5,000 bond must be posted either by the Contractor or the
owner at the time of applying for the permit.

4. Sidewalk and driveway apron must be put back to prior condition or better;
i.e. 6” cement concrete removed, cement concrete put back.

CONTRACTORS FOR DROPSTONES

(781) 395-5275   (781) 646-9563

Cooper Brothers Paving  J. Donlon & Sons
Medford  Winchester
(781) 393-9733  (781) 729-8286

PLEASE REMIT THIS SIGNED COPY TO THE ENGINEERING OFFICE TO RECEIVE PERMITS