



CITY OF NORTHAMPTON, MASSACHUSETTS
DEPARTMENT OF PUBLIC WORKS
125 Locust Street
Northampton, MA 01060

413-587-1570
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Donna LaScaleia
Director

Department of Public Works (DPW) Policy on House Numbers and Driveway Permit Requirements

A House Number must be assigned **BEFORE** the permit process can begin for any Driveway, Utilities or Trench permits. The Engineering Department assigns house numbers. Provide the existing map, lot number and plan (ANR or other survey plan, if available), name of applicant/contractor, lot owner's name, phone number, postal address and email address, in an email to dpwinfo@northamptonma.gov to get started.

DRIVEWAY PERMIT

Fill out DRIVEWAY APPLICATION completely (available on DPW website)

FEE: \$250 Payable to the City of Northampton

RULES AND RESTRICTIONS:

1. Replacement of an existing driveway within the same footprint does not require a Driveway Permit.
2. In accordance with Northampton City Ordinances §350-8.8H, "A driveway's entrance or exit shall not exceed, at its intersection with the front lot line, a width of 15 feet for single-, two- and three-family uses and 24 feet for all other uses, except that the Planning Board may, as part of site plan approval, allow a thirty-foot width if, and only if, such approval will promote safe and efficient traffic circulation."
3. Two driveways are not allowed *unless approved by the Planning Board*.
4. If there is an existing driveway and the plan is to install a new one at a different location on the same property, a plan must be submitted for closing off and repairing the old curb cut.
5. New driveways and replacements of an *existing driveway* require an **Excavation/Trench Permit**.
6. Permits are valid for 30 days unless extended by DPW.

APPROVALS:

- **Street Superintendent & Superintendent/Tree Warden Forestry, Parks and Cemetery** inspections and approvals required:
 - a. Driveway must be staked on both sides. House or lot number must be posted on the stakes.
 - b. Photographs of the stakes and the vicinity of the driveway may be required.
 - c. Tree protection must be installed per the Tree Warden prior to work—information on acceptable tree protection methods is available by email upon request.
 - d. Gravel Base Inspection will be conducted prior to asphalt.
 - e. Final Inspection/paved surface must be scheduled by contacting the DPW at 413-587-1570, unless gravel will be the final surface.
- DPW Director provides final approval at completion of work.

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****Driveway Permits may take up to 10 business days for processing****

Upon completion of this process the Building Department will require approval from DPW for any new or relocated driveway. They also require final sign off on a driveway prior to issuance of certificate of occupancy.

It is the responsibility of the applicant to call at each step of this process for inspections.

A two day notice is required for all inspections.