



# Town of Palmer

*Bondsville, Depot Village, Thorndike & Three Rivers  
"The Town of Seven Railroads"*

Palmer Town Building  
4417 Main Street  
Palmer, MA 01069  
Town: (413) 283-2603

## APPLICATION FOR STREET ENTRANCE PERMIT

Application is hereby made for a Street Entrance Permit on:

Map # \_\_\_\_\_ Lot# \_\_\_\_\_ Parcel # \_\_\_\_\_ Street \_\_\_\_\_ / \_\_\_\_ /20 \_\_\_\_  
Date

New Construction: { } YES { } NO Nearest Utility Pole # \_\_\_\_\_

**Attach brief sketch of the property showing location of the street entrance in relation to the property.**

\_\_\_\_\_  
Name of Owner

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Street

\_\_\_\_\_  
Street

\_\_\_\_\_  
Town

\_\_\_\_\_  
Town

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Telephone Number

### CONDITION FOR ALL STREET ENTRANCE PERMITS

Height of street entrance at the property line shall not exceed nor be less than fourteen (14) inches from the gutter of the road pavement. This will ensure a uniform condition if a sidewalk is constructed or other improvements are to be made to the street. All street entrance applicants shall adhere to the attached street entrance and driveway construction standards.

### CONDITIONS FOR PAVED ROAD STREET ENTRANCE PERMITS

The property owner and the contractor shall be responsible for the construction of this driveway and shall blacktop the driveway on Town Property and a minimum of five (5) feet into the owner's property to prevent erosion. Two and one half (2 ½) inches of blacktop is to be used consisting of one and one half (1 ½) inch base and one (1) inch top rolled and compacted finish plus one foot gravel base compacted. Total width at property line shall be fifteen (15) feet. These conditions as well as all Planning Board conditions are to be complied within 6 months.

**CONDITIONS FOR GRAVEL ROAD STREET ENTRANCE PERMIT**

The property owner and the contractor shall be responsible for the construction of this driveway and shall gravel the driveway on Town Property and a minimum of five feet into his property. Total width at property line is to be fifteen (15) feet. If at some time in the future, this said street is paved or oiled, the owner shall blacktop their driveway within six months of paving of the Town road. Paving of the driveway shall be done according to the conditions described in the "Conditions for Paved Road Street Entrance Permit" section above. Conditions to be met within 6 months. Application, after investigation, is approved, disapproved or approved with conditions.

\_\_\_\_\_  
Director of Public Works

\_\_\_\_\_  
Town Manager

\_\_\_\_\_  
Final Inspection (work completed satisfactorily)

\_\_\_\_/\_\_\_\_/20\_\_\_\_  
Date

The following policy was adopted by the Board of Selectmen on Tuesday, July 25, 1989 and revised on October 1, 2006 by the Town Manager.

A street entrance bond in the form of a check or cash for the amount of \$500.00\* shall be required for all Street Entrance Permits in the Town of Palmer. Said bond will be held for a period of six months, at which time if the work is not completed to the satisfaction of the Highway Superintendent and Town Manager, the Town will do the work and retain funds from the bond to cover the expenses incurred. The remaining balance will be returned. If work has been completed satisfactorily, full amount of the bond will be returned upon completion of the work. TO INSURE RELEASE OF BOND, PLEASE CONTACT THE OFFICE OF THE TOWN MANAGER AT (413) 283-2603 UPON COMPLETION OF WORK.

**Street Entrance Bond Schedule**

**Bond - \$500.00**

**Permit Fee Schedule**

**Permit - \$100 (This fee is non-refundable)**

**Entrance Bond Received:**

**\$500.00 on \_\_\_\_/\_\_\_\_/20\_\_\_\_**

**Permit Fee Received:**

**\$100.00 on \_\_\_\_/\_\_\_\_/20\_\_\_\_**

**Entrance Bond Returned: \$ \_\_\_\_\_ Date Returned: \_\_\_\_/\_\_\_\_/20\_\_\_\_**