

**APPLICATION for SPECIAL PERMIT
FOR A COMMON/SHARED DRIVEWAY**

**APPLICANT/
CONTACT:** Name: _____
Address: _____
Phone Number: _____
E-mail: _____

OWNER: Name: _____
Address: _____
Phone Number: _____

*** If applicant is different than owner(s), a letter of authorization from the owner must accompany this form.**

PROJECT LOCATION: Street Address: _____
Assessors' Map: _____ Lot(s): _____
Zoning District(s): _____ Lot Size: _____

PERMITS/APPROVALS:

Attach any previous or pending decision documentation regarding the site plan to (*such as special permit, variance, finding, etc.*) received from the Planning Board, Zoning Board of Appeals, Conservation Commission, Preservation Commission, and/or Historic District Commission.

SUBMITTAL REQUIREMENTS:

- ___ Application fee made payable by check to the Town of Danvers. (\$200.00)
- ___ 1 Completed application and all supporting documentation. (*any previous Board or Commission decisions*)
- ___ 1 Completed "Common/Shared Driveway Checklist".
- ___ 1 Letter providing owner(s) authorization. (*if the owner is not the applicant*)
- ___ 1 Project narrative describing the proposal and listing all requested waivers.
- ___ Electronic PDF format of all plans, elevations, and applicable reports/studies.
(*Can be submitted on CD or emailed to kday@mail.danvers-ma.org.*)

Signature of Applicant/Agent: _____ **Date:** _____

For Department Use Only:
Date Comments Due _____
Date of Planning Board Hearing: _____

*** Must be submitted 30 days prior to
Planning Board hearing.
* Incomplete filings will not be accepted.**

Checklist for a Special Permit for a Common/Shared Driveway

- Lots served by a common/shared driveway must be for single family dwelling use only.
(For purposes of non-residential uses, common/shared driveways are allowed by right with Site Plan Approval in accordance with Section 4 of the Zoning Bylaw)
 - Lots must be located within the following zoning districts:
 - a) Residential I
 - b) Residential IA
 - c) Residential II
 - d) Residential IIA
 - e) Residential III
 - f) Residential IIIA
 - A common/shared driveway shall serve no more than two (2) lots
 - All lots served by a common/shared driveway must comply with the frontage and lot area requirements of this bylaw for the district in which the land lies.
 - The driveway shall not extend more than 300 feet in length from the street line.
 - All driveways shall be a minimum of 16 feet in width to the point where the shared driveway splits into two individual driveways.
 - Driveways shall have a maximum grade of 10 percent.
 - All driveways shall be designed as to adequately provide for stormwater runoff and prevent runoff into the public way.
 - No parking areas or structures shall be located or allowed in the driveway right-of-way.
 - The first 6 feet from the public way layout shall be paved. The remainder of the driveway may be either pavement or gravel; however the Planning Board may require a paved surface.
 - All driveways shall access and egress from the frontage and shall be located entirely within the boundaries of the lots being served.
 - Ownership and maintenance of a common/shared driveway shall be assured through an easement, satisfactory to the SPGA, which binds current and future owners of each lot served by the common driveway to the responsibility for all maintenance, snowplowing and reconstruction of the driveway which shall be recorded in the Registry of Deeds.
 - A permanent marker, not greater than 1' x 1', listing the addresses of each property as assigned by the Assessors Office, shall be placed at the end of the driveway, adjacent to the public way.
 - A permanent marker, not greater than 1' x 1', shall be placed at the intersection where the common driveway splits, indicating the addresses of each home on either side of the split.
- The site plan shall contain the following:
- The Site Plan shall be a minimum size of 24" x 36" and a minimum scale of 1" = 40'.
 - The plan shall include a signature block with (5) lines for Planning Board approval and shall be signed and stamped by a professional deemed appropriate by the Planning Board. This may include, but not limited to a registered Civil Engineer, Landscape Architect or Architect.
 - Locus Map
 - The location and name of all streets, indicating whether the street is a public or private way
 - The location, dimensions (length and width) and distance from lot lines for the proposed driveway and any associated pavement
 - Existing and proposed topography contour lines at (1) or (2) foot intervals;
 - If applicable due to steep slopes, wetlands, waterways or other natural features, engineering details indicating how drainage and stormwater runoff will be managed;
 - The location, quantity, size and type of existing and proposed vegetation/landscaping and/or screening for the shared driveway
 - An easement providing for shared permanent access over the driveway, to current and future owners of each lot.
 - A note of the Site Plan shall read, "The driveway is not a private road or a public road, it does not meet

the standards for a Town road, and the driveway shall permanently remain a private driveway.”

- ___ An easement shall include but not be limited to specific standards for maintenance and repair of the driveway and drainage system, provision for allocating financial responsibility, and a procedure for resolution of disagreements.

Special Permit for a Common/Shared Driveway

Useful Information

- ___ The Planning Board will be the Special Permit Granting Authority (SPGA) and may grant a Special Permit with Site Plan Approval for a common/shared driveway as per the voting requirements in accordance with the M.G.L. Chapter 40A.
- ___ The Planning Board shall not endorse any plan under the Subdivision Control Law for purposes of creating a common/shared driveway unless a special permit has been issued.
- ___ No zoning and/or building permit shall be issued for a structure served by a common/shared driveway until the lot has been approved as part of a subdivision and/or approval not required (ANR) plan and has been recorded in the Registry of Deeds. This provision shall not apply to existing lots, created prior to the effective date of this bylaw, in which lot line adjustments are not proposed.
- ___ No zoning and/or building permit shall be issued for a structure served by a common/shared driveway until an access easement, approved by the Planning Board, has been recorded in the Registry of Deeds.
- ___ Prior to the issuance of an occupancy permit, the common driveway shall be completed as approved.
- ___ The Planning Board may grant waivers from any of the design standards, as specified in Section 4 of the Zoning Bylaw, based upon a determination that the waiver is in the public interest or would further the purpose and intent for a common/shared driveway and subject to the Town of Danvers Department of Public Works Driveway Regulations.
- ___ It is not intended that common/shared driveways shall service lots, which would not otherwise be buildable because of frontage requirements cannot be met, unless a special permit for a flag lot, in accordance with Section 30.2.10, has been granted.
- ___ Where new lots are being created through subdivision, an application for common/shared driveway may be denied if it is determined that the land being subdivided is better served by individual driveways or subdivision approval under the Danvers Subdivision Rules and Regulations.
- ___ Lots that have been approved with access via a common/shared driveway shall not be permitted to construct an additional access/egress point in the future, unless the previously approved common/shared driveway special permit is rescinded and the portion of the common/shared driveway on the subject lot is removed.