

MassDOT construction easements and
Routes 9 and 47 intersection design changes

NOTES and MOTION

MassDOT is scheduled to meet with the Select Board on July 1, 2015 to review the Route 9 widening project and the Town's plan for replacing water lines.

At the last meeting with MassDOT, the Town approved temporary construction easements on five Town-owned properties: Goodwin Library, Town Hall, Russell School, the ballfield, and the School Administration Building. MassDOT did not present a required form that declares that the temporary construction easements will not have a lasting impact on the environment (so-called 4f Forms).

The required forms are presented to the Board for approval.

Recommended Motion

Moved that the Board sign the 4f Forms as presented.

Public Works

From: Natario, Robert (DOT) <robert.natario@state.ma.us>
Sent: Friday, June 12, 2015 3:00 PM
To: Public Works
Cc: Blei, David (DOT)
Subject: 604035 / HHC
Attachments: 20100730LtrfromHHC-NoAdverseImpacts.pdf; 20050427LHCLetter.pdf; 20060403HadleyHistCommnLowesMEPAComentIntersection.pdf

Mike,

Just so you know, back in 2010 a few people from DOT met with Hadley Historical, and I was there. The Commission asked if the Route 9 and 47 intersection could be similar to the Route 47 intersection in Sunderland. When we asked specifically what details they wanted, they mentioned the flower beds at each corner, and the black ornamental light posts. After that meeting we gave them plans and photos from the Sunderland intersection, and they sent an approval letter in July of 2010. A few documents are attached, including their approval letter.

If you have any questions please let us know.

thanks
Robert

Robert Natario Environmental Analyst



Leading the Nation in Transportation Excellence

*Massachusetts Department of Transportation, Highway Division
811 North King Street, Northampton, MA 01060 | Office (413) 582-0542*

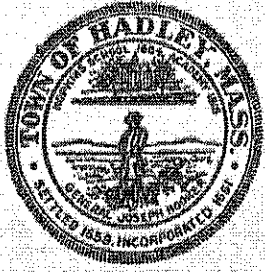
www.mass.gov/massdot

#604035

Hadley Historical Commission

HADLEY, MASSACHUSETTS

Settled in 1659



30 July 2010

Dear Mr. Masse,

The HHC has met and determined that there are no adverse impacts to the historic environment or buildings encompassed by the plan presented on 22 June 2010. And we wish to thank you, too, for the additional information you posted following the meeting; it's helpful to see images of the potential fixtures, and reassuring to see the reiteration that no large trees will be affected.

We appreciate the plan's improvements to the sidewalk, the increased safety for cyclists, and the improved turning radii. The suggestion in your follow-up letter concerning space for ornamental flower beds would also be welcome.

We expressed, as you may recall, some comparatively minor concerns and suggestion. We assume that the signal timing will be expanded to accommodate the time it would take mobility-impaired pedestrians to travel the slightly-longer crosswalks. We recommend painting the traffic signals black, and using decorative mast arms. We'd prefer that the signage alerting drivers to approaching crosswalks include blinking lights, or some other device to raise visibility.

Thank you for staying in communication as this project moves forward. We'll be in touch if we formulate any additional questions or concerns.

Sincerely,

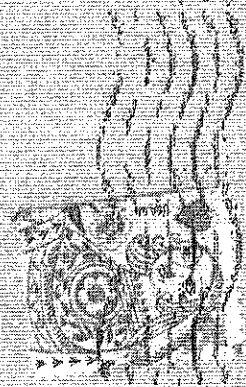
Marla Miller
Hadley Historical Commission

JH 1404
X-ENV



HADLEY HISTORICAL COMMISSION
TOWN HALL
Hadley, Mass. 01035

200-215-1234



*Edl Moore / No DOT
111 N King St
Northampton MA 01060*

01060-1234

Northampton MA 01060



Charles D. Baker, Governor
Karyn E. Polito, Lieutenant Governor
Stephanie Pollack, Secretary & CEO
Thomas Tinlin, Acting Administrator



April 28, 2015

SUBJECT: Control Density Fill Waiver
Hadley – Route 9 (Russell Street)

Michael Klimoski
Town of Hadley DPW
P.O. Box 406
Hadley, MA 01035-0406

Dear Mr. Klimoski,

Massachusetts Department of Transportation (MassDOT) Highway Division District Two is writing in response to your letter of April 17, 2015, requesting a waiver from the requirement to use Control Density Fill on Route 9 (Russell Street) in the Town of Hadley.

A waiver could be granted providing a permit application is filed and the work is performed in accordance with Section 150 of the 1995 Massachusetts Standard Specifications for Highways and Bridges, as amended and the following:

1. All methods used to determine and verify the proper compaction of backfill shall be in accordance with AASHTO Standard Specifications for **Density of Soil and Soil-Aggregate In-Place by Nuclear Methods (Shallow Depth)**(Designation T 238-86 Method B - Direct Transmission shall be used to determine in-place density) and **Moisture Content of Soil and Soil-Aggregate In-Place by Nuclear Methods (Shallow Depth)**(Designation T239-91). All methods and work shall be performed by a technician certified in "soils" by the New England Transportation Technician Certification Program (NETTCP). All data and results shall be submitted to the Department for its review and acceptance.
2. Prior to the issuance of this permit, a Performance Bond in the amount of \$50,000.00 is required by the Grantee to warranty the work described in this waiver. The life of the Performance Bond shall be three (3) years from the date the Grantor receives the Certificate of Work Form. The Performance Bond shall be in a form satisfactory to the Grantor, furnished by a surety company incorporated pursuant to M.G.L. Chapter 175, section 105 or authorized to do business in the Commonwealth under M.G.L. chapter 175, section 106 and satisfactory to the awarding authority. The name of the agency or agent writing these bonds shall be identified within the bond.
3. The Completion of Work Form shall be sent to the Grantor via certified mail as soon as possible after the completion of the physical work. The Grantor will hold the Permit on file for a period of not less than three (3) years.
4. The Grantee shall assume full responsibility for the structural integrity of any trenches described in this Permit. This responsibility shall remain in place for a period of three

(3) years after the completion of work, which time starts with the Grantor receiving the Completion of Work Form.

5. The Grantee shall respond to trench maintenance requests by the Chief Engineer and/or the District Highway Director within two (2) working days. Non-response within the specified time will result in the required maintenance work being done by the Grantor, with all expenses charged to the Grantee.
6. All required signs and traffic warning devices shall be the responsibility of and furnished by the Grantee. All signs and devices shall be erected in accordance with the current Manual on Uniform Traffic Control Devices. The number and location of all signs and devices shall be as deemed necessary by the Chief Engineer and/or the District Highway Director for the safe and efficient performance of the work and safety of the traveling public. Said devices shall be placed and replaced by the Grantee at the work site as required. All personnel working within the State Highway Layout shall wear approved safety vests.
7. Care must be exercised so as not to disturb any existing State Highway Traffic Duct Systems or any underground structures that exist. If said system is disturbed, it shall be restored immediately to its original condition. Any damage traffic lines shall be restored to its original condition. All expenses for restoring conditions shall be charged to the Grantee.
8. Uniformed police officers shall be provided and compensated by the Grantee and shall be in attendance at all times until completion of the physical work.
9. The Grantee shall indemnify and save harmless the Commonwealth and its Highway Department against all suits, claims or liability of every name and nature arising at any time out of or in consequence of the acts of the Grantee in the performance of the work covered or the rights allowed by this permit and or failure to comply with terms and conditions of the permit whether by themselves or their employees or subcontractors.

If you have any questions, please contact District Two Permits Engineer John Larareo at (413) 582-0534.

Sincerely,


Albert R. Stegermann, P.E.
District Highway Director

JML/
C - KW
JML

[Handwritten initials]

Application for Permit to Access State Highway

This Access Permit Application, including the attached Access Permit Submittal Checklist, must be completed in full by the Applicant. Instructions for this page are located on page 2. Descriptions of the two types of access permits and related categories are located on page 6. MassDOT will make the final determination regarding Access Permit Application type and category.

1. Town/City: Hadley
2. State Highway route number and/or name: Route 9
3. Locus/Property Address: Intersection of Routes 9 and 47
4. Description of property and/or facility for which access is sought (attach additional sheets if necessary):
Planting beds being constructed as part of Project #604035; 1 planting bed at each of the 4 corners of the Routes 9 & 47 intersection.
5. Description of work to be performed within State Highway Layout (attach additional sheets if necessary):
Maintenance of planting bed plants, including mulching, weeding, watering and planting of flowers and plants, no trees.
Maintenance of the planting beds is to be performed each year after they are constructed in 2016.

Telecommunications (wireless or wireline) or **Renewable Energy** (Solar, Wind, etc) – Agreement Process and OREAD* coordination required. [*see pg 2 Instruction]

6. Dig Safe number: _____
7. Applicant Information ¹ (See footnote below.)
 - Name _____
 - Mailing Address _____
 - Telephone _____
 - Fax _____
 - E-Mail _____
 - Signature _____
 - Print Name _____
 - Date _____

8. Property Owner
 - Name MassDOT
 - Mailing address _____
 - Telephone _____
 - Fax _____
 - E-Mail _____
 - Signature _____
 - Print Name _____
 - Date _____

Return completed application, including Submittal Checklist, to the District Highway Director for your town/city. Refer to reverse side for appropriate address.

For office use only. Do not write below this line.

- | | |
|--|--|
| 1. Application number: _____ | 6. Section 61 Finding date: _____ |
| 2. Date received: _____ | 7. Mass. Historic Action (yes or no): _____ |
| 3. Fee amount (non-refundable) : _____ | 8. Plans returned to DHD: _____ |
| 4. Completeness Pre-Review date: _____ | 9. Permit Type/Category: _____ |
| 5. MEPA required (yes or no): _____ | 10. Application complete date: _____ |
| ENF-EOEEA Cert. # _____ | 11. Permit written date: _____ |
| EIR-EOEEA Cert. # _____ | 12. Permit issued date: _____ |
| Other-EOEEA Cert. # _____ | 13. Permit denied: _____ |
| | 14. Permit Recording date at Registry of Deeds _____ |

¹ If an agent is representing an Applicant, the application must include a notarized letter from the Applicant outlining the specified duties and responsibilities of the agent. Where work is proposed on a utility, the utility department must sign the application as the Applicant(s).

Instructions for Completing Application for Permit to Access State Highway

General Instructions

MassDOT's Highway Division is granted authority to issue State Highway Access Permits by M.G.L. Chapter 81, Sec. 21. MassDOT adopted 720 CMR 13.00 under the authority of M.G.L. c. 81, § 21 and M.G.L. c.85 §2. 720 CMR 13.00 supersedes the Standard Operating Procedures for Review of State Highway Access Permits dated November 30, 1971, and board vote of September 17, 1991.

ACCESS is generally defined, but not limited to:
Any physical work performed within the State Highway Layout.

This Application governs issuance of the two types of access permit Applications, Non-Vehicular and Vehicular, which are issued under three categories:

- Category I Minor Vehicle Access Permits
- Category II Major Vehicular Access Permits
- Category III Complex Vehicular Access Permits

Please refer to the **MassDOT Highway Access Permit Submittal Checklist** for details regarding permit types and submittals required.

FEES:

A Check payable to MassDOT for the appropriate permit application fee must accompany the permit application. Fees are non-refundable.

Fee schedule for access and Utility Payments:

Residential Access Permits	
5 Units or less	\$25.00
From 6 to 49 Units	\$100.00
Greater than 49 Units	\$2000.00

Non-Residential Access Permits	
Less than 25,000 square feet	\$500.00
From 25,000 to 300,000 square feet	\$1000.00
From 300,000 to 750,000 square feet	\$2000.00
Greater than 750,000 square feet	\$3000.00

Non-Municipal Utility Permits not in conjunction With Access Permits:

Annual blanket utility permit	\$500.00
Capital improvements to a utility	\$500.00

Specific Instructions (print or type)

Line 1:
List name of municipality in which access is sought.

Line 2:
List name or number of State Highway Route(s) to which access is sought.

Line 3:
List Locus/Property address.

Line 4:
Describe property and/or facility. If access is sought under Category II above, briefly describe facility for which access is sought.

Example 1: Private single family residence at 100 State Road. Approximate size of proposed building 2,500 s.f. Approximate lot size 0.75 acres.

Example 2: 500,000 s.f. enclosed shopping mall adjacent to State Route I-290 and Route 20. Approx. lot size 67 acres.

Line 5:
Briefly describe the proposed work to be performed within the State Highway Layout.

*Office of Real Estate and Development (OREAD)

Example 1: Remove 50 feet of existing granite curb on south side of highway in order to construct driveway access and modify the roadway geometry to accommodate left-hand turn.

Example 2: Excavate 10 foot x 10 foot section of roadway at Station 100+00 in westbound lane in order to install water service to residence at 100 State Street.

Line 6:
A Dig Safe number must be provided if the work will commence within 30 days of the filing of the permit. **NOTE:** A Dig Safe number must be obtained by calling 1-888-DIG-SAFE (1-888-344-7233). If construction within the State Highway Layout does not commence within the period allowed by Dig Safe, a new number must be obtained prior to beginning construction. (www.digsafe.com)

Line 7:
Individual or business making application must complete the required information, including application date and signature.

Line 8:
Complete this section only if the individual or business making application is other than the property owner of the land for which the permit applies.

Return completed application, submittal checklist and fee to appropriate District Office listed below. Please contact the Permit Engineer at this address if additional information is required.

District One
270 Main Street
Lenox, MA 01240
Tel. (413) 637-5700
Fax. (413) 637-0309

District Four
519 Appleton Street
Arlington, MA 02174
Tel. (781) 641-8300
Fax. (781) 646-5115

District Two
811 North King Street
Northampton, MA 01060
Tel. (413) 582-0599
Fax. (413) 582-0596

District Five
1000 County Street
Taunton, MA 02780
Tel. (508) 824-6633
Fax. (508) 880-6102

District Three
403 Belmont Street
Worcester, MA 01604
Tel. (508) 929-3800
Fax. (508) 799-9763

District Six
185 Kneeland Street
Boston, MA 02111
Tel. (857) 368-6100
Fax. (857) 368-0106

Highway Division Website:
www.massdot.state.ma.us/highway

Access Permit Submittal Checklist

GREY:
DOT
USE
ONLY

This checklist provides the Applicant with a list of required submittals to obtain an Access Permit. However, additional submittals may be required to issue an Access Permit. All Applicants must fill out Part A and one additional part that correlates to the selected application type. To help identify the application type, please see the descriptions on page 6. Check each box that pertains to your application. MassDOT will make the final determination regarding Access Permit Application type and category.

PART A: ALL APPLICANTS MUST FILL OUT

1. APPLICATION TYPE – CHECK ONE

NON-VEHICULAR:

- Non-Vehicular – Fill out Part B

VEHICULAR

- Category I – Minor Vehicle Access Permits: Fill out Part C-I
- Category II – Major Vehicle Access Permits: Fill out Part C-1 and Part C-II
- Category III – Complex Vehicle Access Permits: Fill out Part C-1 and Part C-III

2. APPLICATION TYPE (Check all applicable boxes)

- Application Complete
- Permit corresponds to appropriate MassDOT District
- Non-refundable check or money order on correct amount payable to: **MassDOT**
- Evidence certifying property owner(s) consent
- Notarized Applicant Letter outlining agent's duties and responsibilities (if applicable)
- Utility department sign-off as the Applicant(s) (if applicable)

PART B: NON-VEHICULAR PERMITS

IF NO PHYSICAL MODIFICATION to state highway layout – i.e. parade, road race, traffic counts, etc.

Required submittals:

- Map of route
- Traffic Management Plan (designed in accordance with the Road Flagger & Police Regulations: 701 CMR 7.00)
- Detour Plan(s) with municipal approval (if applicable)

IF DRAINAGE:

- If requesting connection or discharge to any MassDOT drainage system, contact District Personnel for additional information regarding required submittals.

IF CONSTRUCTION, RELOCATION OR REPAIR OF UTILITIES:

Required submittals:

- EXISTING PROJECT:** reference(s) to the documents and plans already filed with MassDOT for the affected project

NEW PROJECT/UTILITY WORK:

Required submittals:

- Engineered Plan(s) including method of crossing Highway
- Traffic Management Plan (if applicable)
(Designed in accordance with the Road Flagger & Police Regulations: 701 CMR 7.00)
- Detour Plan(s) with municipal approval (if applicable)
- Tree Cutting or Landscaping Plan (if applicable)
- Vegetative Plan including plant species and maturity size (if applicable)
- Blasting Plan (contact District Personnel for additional information)

PART C-I: VEHICULAR PERMITS

CATEGORY I – Minor Vehicular Access Permits

Required submittals:

- Engineering Plans
- ENF - (Environmental Notification Form) Certificate (if applicable)

IF RESIDENTIAL DRIVEWAY:

- Detailed plan/sketch showing the drive location in relation to the property lines, MassDOT baselines, distance from nearest mile marker, and an easily identifiable fixed object (distance from telephone poles, mail boxes, other drives, etc.).
- If severe topographic conditions exist, an engineered plan showing the driveway layout, profile and storm water management may be necessary to show that the edge of the proposed drive is protected during and after construction to prevent sediment and debris from entering upon the State Highway Layout (SHLO).

IF COMMERCIAL DRIVEWAY: (where no MEPA review is required)

Required submittals:

- Two (2) 40 scale plans that include:
 - A. Route Number, Road Name, Property Address
 - B. Property Corners and Bounds
 - C. Lot Line Dimensions, Bearings and Distances
 - D. State Highway Layout Lines (both sides) and Nearest Massachusetts Highway Bounds (if found).
 - E. State Highway Baseline and both edges of roadway including any sidewalks and type of edging, if any, and shoulder information (grass, gravel etc.).
 - F. Any existing drive to be altered or closed shall be indicated. Existing and proposed dimensions should be included for altered drives.
 - G. Information on all proposed drives including radii, widths, handicap ramps, etc. must be shown.
 - H. All existing and proposed buildings, utilities, trees, stonewalls, fences etc., should be labeled and shown in their correct location.
 - I. It is required that all stands, buildings, gasoline pumps and structures of any kind be placed at least 12 feet back from the State Highway Layout Line, since conducting of business within a State Highway Layout is forbidden.
 - J. Complete detail on drainage; all drives should be constructed on a downgrade from the edge of the highway surface or shoulder to the State Highway Layout Line.
 - K. Engineered plans will be required to show that storm flows are not directed into the SHLO, using contour lines, where applicant/owner property elevations are raised from the edge of the highway.
 - L. The plans should identify measures to protect the edge of the proposed drive during and after construction to prevent sediment and debris from entering upon the SHLO.

IF NEW STREET / SUBDIVISION ROAD:

Minor Intersection and Roadway Reconstruction (where no MEPA review is required)

Required submittals:

- All Commercial Driveway requirements (above) apply in addition to the following: Evidence of acceptance, including its line, grade and proposed drainage, by a local planning board, or other City of Town official with such authority.
- A street/road profile from its nearest high point and plan of drainage.

Please be advised:

- It will be required that all such future street approaches be constructed on a downgrade, where possible, from the edge of highway surface or shoulder to the State Highway Layout Line.
- Common driveway criteria may apply and must be shown on plans as mentioned above.

PART C-II: VEHICULAR PERMITS

CATEGORY II – Major Vehicular Access Permits

Required submittals:

- Engineering Plans based on the standards in the Manual On Uniform Traffic Control Devices (MUTCD), MassDOT's Project Development & Design Guide or its successor, MassDOT's Standard Specifications for Highway and Bridges, and any current technical policies or engineering directives Issued by MassDOT. All PS&E design submissions must be both in hard copy (one set) and electronic format. Electronic format includes PDF files transmitted to DHD or designee via USB Flash Drive, CD or posted to a FTP site.
- In cases where a proposed access is to be shared by multiple development sites, the Applicant(s) will provide evidence of the rights of access between the parties involved prior to the issuance of the Access Permit.
- MEPA Certificate
- Section 61 Finding

PART C-III: VEHICULAR PERMITS

CATEGORY III – Complex Vehicular Permits

Required submittals:

- Engineering Plans based on the standards in the Manual On Uniform Traffic Control Devices (MUTCD), MassDOT's Project Development & Design Guide or its successor, MassDOT's Standard Specifications for Highway and Bridges, and any current technical policies or engineering directives Issued by MassDOT. All PS&E design submissions must be both in hard copy (one set) and electronic format. Electronic format includes PDF files transmitted to DHD or designee via USB Flash Drive, CD or posted to a FTP site.
- In cases where a proposed access is to be shared by multiple development sites, the Applicant(s) will provide evidence of the rights of access between the parties involved prior to the issuance of the Access Permit.
- MEPA Certificate
- Section 61 Finding

Recording of Access Permits

Applicants must record any Vehicular Access Permit and plans or any Non-Vehicular Access Permit and plans involving drainage at the appropriate Registry of Deeds. Any Permit issued by MassDOT that requires recording will not be effective until recorded at the appropriate Registry of Deeds and a notice of recording is submitted to the District Highway Director (DHD). Changes may require the re-recording of permits and related documents. In those cases, permits will not be effective until re-recorded at the Registry of Deeds and a notice of recording is submitted to the DHD.

THERE ARE TWO TYPES OF ACCESS PERMIT APPLICATIONS: VEHICULAR, ISSUED UNDER THREE CATEGORIES & NON-VEHICULAR:

1. VEHICULAR ACCESS PERMITS:

Category I – Minor Vehicular Access Permits:

Access Permits for Projects that require entry to the State Highway Layout (SHLO), require little to no non-signalized modifications, and do not significantly alter the operating characteristics of traffic. These Projects ordinarily do not exceed the Massachusetts Environmental Policy Act (MEPA) transportation thresholds beyond the filing of an Environmental Notification Form (ENF).

Category II - Major Vehicular Access Permits:

Access Permits for Projects that require significant non-signalized modifications that may alter the operating characteristics of traffic at residential or commercial driveway intersecting with the SHLO; that require significant non-signalized modifications that may alter the operating characteristics of traffic at or upon any other intersection or roadway under the jurisdiction of MassDOT; that require the installation of a new traffic signal at a residential or commercial driveway intersecting with the SHLO or at any other intersection or roadway under the jurisdiction of MassDOT; or that require modification of structures, equipment, or hardware at an existing traffic signal at a residential or commercial driveway and its intersection with the SHLO or at any other intersection or roadway under the jurisdiction of MassDOT.

Category III – Complex Vehicular Permits

Access Permits for Complex Projects requiring actions similar to major Projects, but which require a new or altered SHLO; that require significant non-signalized and/or signalized modification within the SHLO over an extended distance or at a number of intersections that significantly alters the operating characteristics of traffic along a corridor; or that require the construction of a new, or modifications to an existing, bridge. These Projects generally require MEPA review and may require Federal review.

2. NON-VEHICULAR ACCESS PERMITS:

Access Permits for Projects that require access to the SHLO that do not involve physical modifications such as a parade or road race; construction, relocation or repair of utilities within the SHLO; tree cutting or landscaping within the SHLO; the use of explosives to remove material from within 250 feet of the SHLO; or connection to or discharge to any MassDOT drainage system (in cases where it can be shown that no practical alternative exists).

CONDITIONS REQUIRING AN ACCESS PERMIT

Vehicular Access Permits are required for:

- New residential or commercial driveways or streets intersecting the SHLO; or,
- Physical modifications to existing residential or commercial driveways or streets at their intersection with the SHLO; or,
- Change in use of an existing residential or commercial driveway onto SHLO that results in a **Substantial Increase in or Impact on Traffic** (as defined below) over the current use; or
- Construction of new or change in use of existing, residential or commercial driveway from properties that abut the SHLO to serve a building or facility, or expansion of a building or facility, that generates a Substantial Increase in or Impact on Traffic.

Substantial Increase in, or Impact on, Traffic as referenced above is defined as:

A Project that meets or exceeds any of the following thresholds:

- (i) Generation of 2,000 or more new ADT on roadways providing access to a single location; or,
- (ii) Generation of 1,000 or more new ADT on roadways providing access to a single location and construction of 150 or more new parking spaces at a single location; or,
- (iii) Construction of 300 or more new parking spaces at a single location; or
- (iv) Creation of a change in the type, pattern, or timing of traffic that is determined by MassDOT to generate a significant impact on traffic flow and safety.

Non-vehicular Access Permits are required for:

- Access to the SHLO for Projects that do not involve physical modifications; or
- Connection to or discharge to any MassDOT drainage system (in cases where it can be shown that no practical alternative exists); or
- Construction, relocation or repair of utilities within the SHLO; or
- Tree cutting or landscaping within the SHLO; or
- The use of explosives to remove material from within 250 feet of the SHLO.

In cases where a particular Project or activity may seek both vehicular and non-vehicular access, separate and distinct Permit Applications must be filed.

Application for Permit to Access State Highway

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3. Locus/Property Address: Intersection of Routes 9 and 47
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6. Dig Safe number: _____
7. Applicant Information ¹ (See footnote below.)
 - Name _____
 - Mailing Address _____
 - Telephone _____
 - Fax _____
 - E-Mail _____
 - Signature _____
 - Print Name _____
 - Date _____

8. Property Owner
 - Name MassDOT
 - Mailing address _____
 - Telephone _____
 - Fax _____
 - E-Mail _____
 - Signature _____
 - Print Name _____
 - Date _____

Return completed application, including Submittal Checklist, to the District Highway Director for your town/city. Refer to reverse side for appropriate address.

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- | | |
|--|--|
| 1. Application number: _____ | 6. Section 61 Finding date: _____ |
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Annual blanket utility permit	\$500.00
Capital improvements to a utility	\$500.00

Specific Instructions (print or type)

Line 1:

List name of municipality in which access is sought.

Line 2:

List name or number of State Highway Route(s) to which access is sought.

Line 3:

List Locus/Property address.

Line 4:

Describe property and/or facility. If access is sought under Category II above, briefly describe facility for which access is sought.

Example 1: Private single family residence at 100 State Road. Approximate size of proposed building 2,500 s.f. Approximate lot size 0.75 acres.

Example 2: 500,000 s.f. enclosed shopping mall adjacent to State Route I-290 and Route 20. Approx. lot size 67 acres.

Line 5:

Briefly describe the proposed work to be performed within the State Highway Layout.

*Office of Real Estate and Development (OREAD)

Example 1: Remove 50 feet of existing granite curb on south side of highway in order to construct driveway access and modify the roadway geometry to accommodate left-hand turn.

Example 2: Excavate 10 foot x 10 foot section of roadway at Station 100+00 in westbound lane in order to install water service to residence at 100 State Street.

Line 6:

A Dig Safe number must be provided if the work will commence within 30 days of the filing of the permit. **NOTE:** A Dig Safe number must be obtained by calling 1-888-DIG-SAFE (1-888-344-7233). If construction within the State Highway Layout does not commence within the period allowed by Dig Safe, a new number must be obtained prior to beginning construction. (www.digsafe.com)

Line 7:

Individual or business making application must complete the required information, including application date and signature.

Line 8:

Complete this section only if the individual or business making application is other than the property owner of the land for which the permit applies.

Return completed application, submittal checklist and fee to appropriate District Office listed below. Please contact the Permit Engineer at this address if additional information is required.

District One
270 Main Street
Lenox, MA 01240
Tel. (413) 637-5700
Fax. (413) 637-0309

District Four
519 Appleton Street
Arlington, MA 02174
Tel. (781) 641-8300
Fax. (781) 646-5115

District Two
811 North King Street
Northampton, MA 01060
Tel. (413) 582-0599
Fax. (413) 582-0596

District Five
1000 County Street
Taunton, MA 02780
Tel. (508) 824-6633
Fax. (508) 880-6102

District Three
403 Belmont Street
Worcester, MA 01604
Tel. (508) 929-3800
Fax. (508) 799-9763

District Six
185 Kneeland Street
Boston, MA 02111
Tel. (857) 368-6100
Fax. (857) 368-0106

Highway Division Website:

www.massdot.state.ma.us/highway

Access Permit Submittal Checklist

GREY:
DOT
USE
ONLY

This checklist provides the Applicant with a list of required submittals to obtain an Access Permit. However, additional submittals may be required to issue an Access Permit. All Applicants must fill out Part A and one additional part that correlates to the selected application type. To help identify the application type, please see the descriptions on page 6. Check each box that pertains to your application. MassDOT will make the final determination regarding Access Permit Application type and category.

PART A: ALL APPLICANTS MUST FILL OUT

1. APPLICATION TYPE – CHECK ONE

NON-VEHICULAR:

- Non-Vehicular – Fill out Part B

VEHICULAR

- Category I** – Minor Vehicle Access Permits: Fill out Part C-1
 Category II – Major Vehicle Access Permits: Fill out Part C-1 and Part C-II
 Category III – Complex Vehicle Access Permits: Fill out Part C-1 and Part C-III

2. APPLICATION TYPE (Check all applicable boxes)

- Application Complete
 Permit corresponds to appropriate MassDOT District
 Non-refundable check or money order on correct amount payable to: **MassDOT**
 Evidence certifying property owner(s) consent
 Notarized Applicant Letter outlining agent's duties and responsibilities (if applicable)
 Utility department sign-off as the Applicant(s) (if applicable)

PART B: NON-VEHICULAR PERMITS

IF NO PHYSICAL MODIFICATION to state highway layout – i.e. parade, road race, traffic counts, etc.

Required submittals:

- Map of route
 Traffic Management Plan (designed in accordance with the Road Flagger & Police Regulations: 701 CMR 7.00)
 Detour Plan(s) with municipal approval (if applicable)

IF DRAINAGE:

- If requesting connection or discharge to any MassDOT drainage system, contact District Personnel for additional information regarding required submittals.

IF CONSTRUCTION, RELOCATION OR REPAIR OF UTILITIES:

Required submittals:

- EXISTING PROJECT:** reference(s) to the documents and plans already filed with MassDOT for the affected project

NEW PROJECT/UTILITY WORK:

Required submittals:

- Engineered Plan(s) including method of crossing Highway
 Traffic Management Plan (if applicable)
 (Designed in accordance with the Road Flagger & Police Regulations: 701 CMR 7.00)
 Detour Plan(s) with municipal approval (if applicable)
 Tree Cutting or Landscaping Plan (if applicable)
 Vegetative Plan including plant species and maturity size (if applicable)
 Blasting Plan (contact District Personnel for additional information)

PART C-I: VEHICULAR PERMITS

CATEGORY I – Minor Vehicular Access Permits

Required submittals:

- Engineering Plans
- ENF - (Environmental Notification Form) Certificate (if applicable)

IF RESIDENTIAL DRIVEWAY:

- Detailed plan/sketch showing the drive location in relation to the property lines, MassDOT baselines, distance from nearest mile marker, and an easily identifiable fixed object (distance from telephone poles, mail boxes, other drives, etc.).
- If severe topographic conditions exist, an engineered plan showing the driveway layout, profile and storm water management may be necessary to show that the edge of the proposed drive is protected during and after construction to prevent sediment and debris from entering upon the State Highway Layout (SHLO).

IF COMMERCIAL DRIVEWAY: (where no MEPA review is required)

Required submittals:

- Two (2) 40 scale plans that include:
 - A. Route Number, Road Name, Property Address
 - B. Property Corners and Bounds
 - C. Lot Line Dimensions, Bearings and Distances
 - D. State Highway Layout Lines (both sides) and Nearest Massachusetts Highway Bounds (if found).
 - E. State Highway Baseline and both edges of roadway including any sidewalks and type of edging, if any, and shoulder information (grass, gravel etc.).
 - F. Any existing drive to be altered or closed shall be indicated. Existing and proposed dimensions should be included for altered drives.
 - G. Information on all proposed drives including radii, widths, handicap ramps, etc. must be shown.
 - H. All existing and proposed buildings, utilities, trees, stonewalls, fences etc., should be labeled and shown in their correct location.
 - I. It is required that all stands, buildings, gasoline pumps and structures of any kind be placed at least 12 feet back from the State Highway Layout Line, since conducting of business within a State Highway Layout is forbidden.
 - J. Complete detail on drainage; all drives should be constructed on a downgrade from the edge of the highway surface or shoulder to the State Highway Layout Line.
 - K. Engineered plans will be required to show that storm flows are not directed into the SHLO, using contour lines, where applicant/owner property elevations are raised from the edge of the highway.
 - L. The plans should identify measures to protect the edge of the proposed drive during and after construction to prevent sediment and debris from entering upon the SHLO.

IF NEW STREET / SUBDIVISION ROAD:

Minor Intersection and Roadway Reconstruction (where no MEPA review is required)

Required submittals:

- All Commercial Driveway requirements (above) apply in addition to the following: Evidence of acceptance, including its line, grade and proposed drainage, by a local planning board, or other City or Town official with such authority.
- A street/road profile from its nearest high point and plan of drainage.

Please be advised:

- It will be required that all such future street approaches be constructed on a downgrade, where possible, from the edge of highway surface or shoulder to the State Highway Layout Line.
- Common driveway criteria may apply and must be shown on plans as mentioned above.

PART C-II: VEHICULAR PERMITS

CATEGORY II – Major Vehicular Access Permits

Required submittals:

- Engineering Plans based on the standards in the Manual On Uniform Traffic Control Devices (MUTCD), MassDOT's Project Development & Design Guide or its successor, MassDOT's Standard Specifications for Highway and Bridges, and any current technical policies or engineering directives Issued by MassDOT. All PS&E design submissions must be both in hard copy (one set) and electronic format. Electronic format includes PDF files transmitted to DHD or designee via USB Flash Drive, CD or posted to a FTP site.
- In cases where a proposed access is to be shared by multiple development sites, the Applicant(s) will provide evidence of the rights of access between the parties involved prior to the issuance of the Access Permit.
- MEPA Certificate
- Section 61 Finding

PART C-III: VEHICULAR PERMITS

CATEGORY III – Complex Vehicular Permits

Required submittals:

- Engineering Plans based on the standards in the Manual On Uniform Traffic Control Devices (MUTCD), MassDOT's Project Development & Design Guide or its successor, MassDOT's Standard Specifications for Highway and Bridges, and any current technical policies or engineering directives Issued by MassDOT. All PS&E design submissions must be both in hard copy (one set) and electronic format. Electronic format includes PDF files transmitted to DHD or designee via USB Flash Drive, CD or posted to a FTP site.
- In cases where a proposed access is to be shared by multiple development sites, the Applicant(s) will provide evidence of the rights of access between the parties involved prior to the issuance of the Access Permit.
- MEPA Certificate
- Section 61 Finding

Recording of Access Permits

Applicants must record any Vehicular Access Permit and plans or any Non-Vehicular Access Permit and plans involving drainage at the appropriate Registry of Deeds. Any Permit issued by MassDOT that requires recording will not be effective until recorded at the appropriate Registry of Deeds and a notice of recording is submitted to the District Highway Director (DHD). Changes may require the re-recording of permits and related documents. In those cases, permits will not be effective until re-recorded at the Registry of Deeds and a notice of recording is submitted to the DHD.

THERE ARE TWO TYPES OF ACCESS PERMIT APPLICATIONS: VEHICULAR, ISSUED UNDER THREE CATEGORIES & NON-VEHICULAR:

1. VEHICULAR ACCESS PERMITS:

Category I – Minor Vehicular Access Permits:

Access Permits for Projects that require entry to the State Highway Layout (SHLO), require little to no non-signalized modifications, and do not significantly alter the operating characteristics of traffic. These Projects ordinarily do not exceed the Massachusetts Environmental Policy Act (MEPA) transportation thresholds beyond the filing of an Environmental Notification Form (ENF).

Category II - Major Vehicular Access Permits:

Access Permits for Projects that require significant non-signalized modifications that may alter the operating characteristics of traffic at residential or commercial driveway intersecting with the SHLO; that require significant non-signalized modifications that may alter the operating characteristics of traffic at or upon any other intersection or roadway under the jurisdiction of MassDOT; that require the installation of a new traffic signal at a residential or commercial driveway intersecting with the SHLO or at any other intersection or roadway under the jurisdiction of MassDOT; or that require modification of structures, equipment, or hardware at an existing traffic signal at a residential or commercial driveway and its intersection with the SHLO or at any other intersection or roadway under the jurisdiction of MassDOT.

Category III – Complex Vehicular Permits

Access Permits for Complex Projects requiring actions similar to major Projects, but which require a new or altered SHLO; that require significant non-signalized and/or signalized modification within the SHLO over an extended distance or at a number of intersections that significantly alters the operating characteristics of traffic along a corridor; or that require the construction of a new, or modifications to an existing, bridge. These Projects generally require MEPA review and may require Federal review.

2. NON-VEHICULAR ACCESS PERMITS:

Access Permits for Projects that require access to the SHLO that do not involve physical modifications such as a parade or road race; construction, relocation or repair of utilities within the SHLO; tree cutting or landscaping within the SHLO; the use of explosives to remove material from within 250 feet of the SHLO; or connection to or discharge to any MassDOT drainage system (in cases where it can be shown that no practical alternative exists).

CONDITIONS REQUIRING AN ACCESS PERMIT

Vehicular Access Permits are required for:

- New residential or commercial driveways or streets intersecting the SHLO; or,
- Physical modifications to existing residential or commercial driveways or streets at their intersection with the SHLO; or,
- Change in use of an existing residential or commercial driveway onto SHLO that results in a **Substantial Increase in or Impact on Traffic** (as defined below) over the current use; or
- Construction of new or change in use of existing, residential or commercial driveway from properties that abut the SHLO to serve a building or facility, or expansion of a building or facility, that generates a Substantial Increase in or Impact on Traffic.

Substantial Increase in, or Impact on, Traffic as referenced above is defined as:

A Project that meets or exceeds any of the following thresholds:

- (i) Generation of 2,000 or more new ADT on roadways providing access to a single location; or,
- (ii) Generation of 1,000 or more new ADT on roadways providing access to a single location and construction of 150 or more new parking spaces at a single location; or,
- (iii) Construction of 300 or more new parking spaces at a single location; or
- (iv) Creation of a change in the type, pattern, or timing of traffic that is determined by MassDOT to generate a significant impact on traffic flow and safety.

Non-vehicular Access Permits are required for:

- Access to the SHLO for Projects that do not involve physical modifications; or
- Connection to or discharge to any MassDOT drainage system (in cases where it can be shown that no practical alternative exists); or
- Construction, relocation or repair of utilities within the SHLO; or
- Tree cutting or landscaping within the SHLO; or
- The use of explosives to remove material from within 250 feet of the SHLO.

In cases where a particular Project or activity may seek both vehicular and non-vehicular access, separate and distinct Permit Applications must be filed.



CITY OF NORTHAMPTON, MASSACHUSETTS
DEPARTMENT OF PUBLIC WORKS

125 Locust Street
Northampton, MA 01060-2066

413-587-1570
Fax 413-587-1576

Edward S. Huntley, P.E.
Director

March 23, 2015

MassDOT District 2
811 North King Street
Northampton, MA 01060

Attn: Albert Stegemann, P.E.
District Highway Director

Re: Project File No.: 605066
Pleasant Street (Route 5) / Conz Street Roundabout
Traffic Improvement Project
Northampton, Massachusetts

Dear Mr. Stegemann:

As requested by the MassDOT Landscape Section in Boston, this letter along with the attached State Highway Access Application addresses all landscaping maintenance requirements at the intersection of Pleasant Street (Route 5) and Conz street in the City of Northampton (City) upon completion of the proposed roundabout project by MassDOT:

The City through its Department of Public Works agrees to perform the following with regard to landscaping maintenance at the referenced intersection:

- Maintain all plantings within the center roundabout island at the proposed intersection in a fit and healthy condition.
- Plants which become 25% dead or more shall be considered dead and will be replaced.
- Replace any plantings which are damaged by vandalism, fire, unauthorized removal and for plant losses due to extraordinary weather conditions such as drought, severe freezing and excessive wind damage.
- Remove trash, litter, and debris accumulated within and adjacent to the roundabout as necessary to maintain a clean and aesthetically appealing facility.
- Perform the following annual maintenance schedule:

MAR 30 2015

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MAR 31 2015
189
X-RICH

MAR 31 2015

CONST.	ADMIN.
MAINT.	OPER. ENGR.
PROJ.	OTHER

Maintenance Required	Month											
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Mulch	x											
Weeding			x		x							
Litter Pickup	As Required											
Pruning	As Required											
Plant Replacement (if necessary)	x	x				x	x					

Mulch will be aged pine bark mulch, applied to a depth of 3 inches and re-applied at least once per year. Mulch will be applied by hand and pulled away from base of plants to prevent rot. Use of wood chips or dyed, recycled wood product mulch will be prohibited.

Weeding will be performed as required to remove unwanted vegetation and maintain healthy plant/shrub growth.

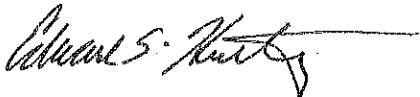
Litter Pickup will be performed as required and the site will be inspected regularly from April through November.

Pruning will be performed as required to preserve the natural character of the plants. All dead wood, suckers and broken or badly bruised branches will be removed. Pruning will be performed according to the Nurserymen's Association Standards for Class I, fine pruning. A Massachusetts certified Arborist will either perform or supervise this work.

Plant Replacement will be performed as required in the event that plants in landscaped areas fail. Replacement plants will be of the same species. Replacement plants will be watered at planting and throughout the first growing season to ensure healthy establishment.

Please feel free to call me at the above listed telephone number with any questions or comments.

Sincerely,



Edward S. Hentley, P.E.
Director of Public Works

Cc: Mayor David Narkewicz
Brian Chapman, MassDOT
Stephen Fan, Nitsch Engineering File


Application for Permit to Access State Highway

This Access Permit Application, including the attached Access Permit Submittal Checklist, must be completed in full by the Applicant. Instructions for this page are located on page 2. Descriptions of the two types of access permits and related categories are located on page 6. MassDOT will make the final determination regarding Access Permit Application type and category.

- 1. Town/City: Northampton
- 2. State Highway route number and/or name: Pleasant Street (Route 5)
- 3. Property Address: _____
- 4. Description of property and/or facility for which access is sought (attach additional sheets if necessary):
Pleasant Street, 103+00 to 106+00 is a two lane arterial road.

- 5. Description of work to be performed within State Highway Layout (attach additional sheets if necessary):
Maintenance of landscaping within roundabout center island.
See enclosed letter from the City of Northampton to the District Highway Director

Telecommunications (wireless or wireline) or Renewable Energy (Solar, Wind, etc) - Agreement Process and OREAD* coordination required. (*see pg 2 Instruction)

- 6. Dig Safe number: Not Applicable
- 7. Applicant Information ¹ (See footnote below.)
 - Name City of Northampton
 - c/o Edward Huntley, PE
 - Mailing Address 125 Locust Street
 - Northampton, MA 01060
 - Telephone 413 587-1570
 - Fax 413 587-1576
 - E-Mail nhuntley@northamptonma.gov
 - Signature 
 - Print Name Edward Huntley, PE
 - Date _____
- 8. Property Owner
 - Name _____
 - Mailing address _____
 - Telephone _____
 - Fax _____
 - E-Mail _____
 - Signature _____
 - Print Name _____
 - Date _____

Return completed application, including Submittal Checklist, to the District Highway Director for your town/city. Refer to reverse side for appropriate address.

For office use only. Do not write below this line.

- 1. Application number: _____
- 2. Date received: _____
- 3. Fee amount (non-refundable): _____
- 4. Completeness Pre-Review date: _____
- 5. MEPA required (yes or no): _____
- ENF-EOEEA Cert. # _____
- EJR-EOEEA Cert. # _____
- Other-EOEEA Cert. # _____
- 6. Section 61-Finding date: _____
- 7. Mass. Historic Action (yes or no): _____
- 8. Plans returned to DHD: _____
- 9. Permit Type/Category: _____
- 10. Application complete date: _____
- 11. Permit written date: _____
- 12. Permit issued date: _____
- 13. Permit denied: _____
- 14. Permit Recording date at Registry of Deeds _____

If an agent is representing an Applicant, the application must include a notarized letter from the Applicant outlining the specified duties and responsibilities of the agent. Where work is proposed on a utility, the utility department must sign the application as the Applicant(s).

Instructions for Completing

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General Instructions

MassDOT is granted authority to issue State Highway Access Permits by M.G.L. Chapter 81, Sec. 21. MassDOT adopted 720 CMR 13.00 under the authority of M.G.L. c. 81, § 21 and M.G.L. c. 85 § 2. 720 CMR 13.00 supersedes the Standard Operating Procedures for Review of State Highway Access Permits dated November 30, 1971, and board vote of September 17, 1991.

ACCESS is generally defined, but not limited to:
Any physical work performed within the State Highway Layout.

This Application governs issuance of the two types of access permit Applications, Non-Vehicular and Vehicular, which are issued under three categories:

- Category I Minor Vehicle Access Permits
- Category II Major Vehicular Access Permits
- Category III Complex Vehicular Access Permits

Please refer to the MassDOT Highway Access Permit Submittal Checklist for details regarding permit types and submittals required

FEES:

A Check payable to MassDOT for the appropriate permit application fee must accompany the permit application. Fees are non-refundable.

Fee schedule for access and Utility Payments:

Residential Access Permits	
5 Units or less	\$25.00
From 6 to 49 Units	\$100.00
Greater than 49 Units	\$2000.00
Non-Residential Access Permits	
Less than 25,000 square feet	\$500.00
From 25,000 to 300,000 square feet	\$1000.00
From 300,000 to 750,000 square feet	\$2000.00
Greater than 750,000 square feet	\$3000.00
Non-Municipal Utility Permits not in conjunction With Access Permits:	
Annual blanket utility permit	\$500.00
Capital improvements to a utility	\$500.00

Specific Instructions (print type J)

- Line 1:
List name of municipality in which access is sought.
- Line 2:
List name or number of State Highway Route(s) to which access is sought.
- Line 3:
List Locus/Property address.
- Line 4:
Describe property and/or facility. If access is sought under Category II above, briefly describe facility for which access is sought.

Example 1: Private single family residence at 100 State Road. Approximate size of proposed building 2,500 s.f. Approximate lot size 0.75 acres.

Example 2: 500,000 s.f. enclosed shopping mall adjacent to State Route 1-290 and Route 20. Approx. lot size 67 acres.

- Line 5:
Briefly describe the proposed work to be performed within the State Highway Layout.
**Office of Real Estate and Development (OREAD)*
Example 1: Remove 50 feet of existing granite curb on south side of highway in order to construct driveway access and modify the roadway geometry to accommodate left-hand turn.
Example 2: Excavate 10 foot x 10 foot section of roadway at Station 100+00 in westbound lane in order to install water service to residence at 100 State Street.

- Line 6:
A Dig Safe number must be provided if the work will commence within 30 days of the filing of the permit. NOTE: A Dig Safe number must be obtained by calling 1-888-DIG-SAFE (1-888-344-7233). If construction within the State Highway Layout does not commence within the period allowed by Dig Safe, a new number must be obtained prior to beginning construction. (www.digsafe.com)

- Line 7:
Individual or business making application must complete the required information, including application date and signature.
- Line 8:
Complete this section only if the individual or business making application is other than the property owner of the land for which the permit applies.

Return completed application, submittal checklist and fee to appropriate District Office listed below. Please contact the Permit Engineer at this address if additional information is required.

District One
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Tel. (413) 637-5700
Fax. (413) 637-0309

District Four
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Arlington, MA 02174
Tel. (781) 641-8300
Fax. (781) 646-5115

District Two
811 North King Street
Northampton, MA 01060
Tel. (413) 582-0599
Fax. (413) 582-0596

District Five
1000 County Street
Taunton, MA 02780
Tel. (508) 824-6633
Fax. (508) 880-6102

District Three
403 Belmont Street
Worcester, MA 01604
Tel. (508) 929-3800
Fax. (508) 799-9763

District Six
668 South Avenue
Weston, MA 02493
Tel. (781) 431-5740
Fax. (781) 237-3348

Highway Division Website:
www.massdot.state.ma.us/highway



Access Permit Submittal Checklist

GREY:
DOT
use

This checklist provides the Applicant with a list of required submittals to obtain an Access Permit. However, additional submittals may be required to issue an Access Permit. All Applicants must fill out Part A and one additional part that correlates to the selected application type. To help identify the application type, please see the descriptions on page 6. Check each box that pertains to your application. MassDOT will make the final determination regarding Access Permit Application type and category.

PART A: ALL APPLICANTS MUST FILL OUT

1. APPLICATION TYPE-CHECK ONE

NON-VEHICULAR:

Non-Vehicular- Fill out Part B

VEHICULAR

Category I-Minor Vehicle Access Permits: Fill out Part C-1

Category II-Major Vehicle Access Permits: Fill out Part C-1 and Part C-II

Category III-Complex Vehicle Access Permits: Fill out Part C-1 and Part C-III

2. APPLICATION TYPE (Check all applicable boxes)

Application Complete

Permit corresponds to appropriate MassDOT District

Non-refundable check or money order on correct amount payable to: **MassDOT**

Evidence certifying property owner(s) consent

Notarized Applicant Letter outlining agent's duties and responsibilities (if applicable)

Utility department sign-off as the Applicant(s) (if applicable)

PART B: NON-VEHICULAR PERMITS

IF NO PHYSICAL MODIFICATION to state highway layout- i.e. parade road race traffic counts, etc.

Required submittals:

Map of route

Traffic Management Plan (designed in accordance with the Road Flagger & Police Regulations: 701 CMR 7.00)

Detour Plan(s) with municipal approval (if applicable)

IF DRAINAGE:

If requesting connection or discharge to any MassDOT drainage system, contact District Personnel for additional information regarding required submittals.

IF CONSTRUCTION, RELOCATION OR REPAIR OF UTILITIES:

Required submittals:

EXISTING PROJECT: reference(s) to the documents and plans already filed with MassDOT for the affected project

NEW PROJECT:

Required submittals:

Engineered Plan(s) including method of crossing Highway

Traffic Management Plan (if applicable)

(Designed in accordance with the Road Flagger & Police Regulations: 701 CMR 7.00)

Detour Plan(s) with municipal approval (if applicable)

Tree Cutting or Landscaping Plan (if applicable)

Vegetative Plan including plant species and maturity size (if applicable)

Blasting Plan (contact District Personnel for additional information)

PART C-1: VEHICULAR PERMITS

CATEGORY I – Minor *Vehicular Access Permits*

Required submittals:

- Engineering Plans
- ENF- (Environmental Notification Form) Certificate (if applicable)

IF RESIDENTIAL DRIVEWAY:

- Detailed plan/sketch showing the drive location in relation to the property lines, MassDOT baselines, distance from nearest mile marker, and an easily identifiable fixed object (distance from telephone poles, mail boxes, other drives, etc.).
- If severe topographic conditions exist, an engineered plan showing the driveway layout, profile and storm water management may be necessary to show that the edge of the proposed drive is protected during and after construction to prevent sediment and debris from entering upon the State Highway Layout (SHLO).

IF COMMERCIAL DRIVEWAY: (where no MEPA review is required)

Required submittals:

- Two (2) 40 scale plans that include:
 - A. Route Number, Road Name, Property Address
 - B. Property Corners and Bounds
 - C. Lot Line Dimensions, Bearings and Distances
 - D. State Highway Layout Lines (both sides) and Nearest Massachusetts Highway Bounds (if found).
 - E. State Highway Baseline and both edges of roadway including any sidewalks and type of edging, if any, and shoulder information (grass, gravel etc.).
 - F. Any existing drive to be altered or closed shall be indicated. Existing and proposed dimensions should be included for altered drives.
 - G. Information on all proposed drives including radii, widths, handicap ramps, etc. must be shown.
 - H. All existing and proposed buildings, utilities, trees, stonewalls, fences etc., should be labeled and shown in their correct location.
 - I. It is required that all stands, buildings, gasoline pumps and structures of any kind be placed at least 12 feet back from the State Highway Layout Line, since conducting of business within a State Highway Layout is forbidden.
 - J. Complete detail on drainage; all drives should be constructed on a downgrade from the edge of the highway surface or shoulder to the State Highway Layout Line.
 - K. Engineered plans will be required to show that storm flows are not directed into the SHLO, using contour lines, where applicant/owner property elevations are raised from the edge of the highway.
 - L. The plans should identify measures to protect the edge of the proposed drive during and after construction to prevent sediment and debris from entering upon the SHLO.

IF NEW STREET / SUBDIVISION ROAD:

Minor Intersection and Roadway Reconstruction (where no MEPA review is required)

Required submittals:

- All Commercial Driveway requirements (above) apply in addition to the following: Evidence of acceptance, including its line, grade and proposed drainage, by a local planning board, or other City of Town official with such authority.
- A street/road profile from its nearest high point and plan of drainage.

Please be advised:

- It will be required that all such future street approaches be constructed on a downgrade, where possible, from the edge of highway surface or shoulder to the State Highway Layout Line.
- Common driveway criteria may apply and must be shown on plans as mentioned above.

PART C-11: VEHICULAR PERMITS

CATEGORY II — Major Vehicular Access Permits

Required submittals:

- D Engineering Plans based on the standards in the Manual On *Uniform* Traffic Control Devices (MUTCD), *MassDOT's* Project Development & Design Guide or *its* successor, *MassDOT's* Standard Specifications for Highway and Bridges, and any current technical policies or engineering directives *Issued* by MassDOT. All PS&E design *submissions* must be both in hard copy (*one* set) and electronic format. Electronic format includes PDF *files* transmitted to DHD or designee via USB Flash Drive, CD or posted to a FTP *site*.
- D *In cases* where a proposed access *is* to be shared by multiple development *sites*, the Applicant(s) will provide evidence of the rights of access between the parties involved prior to the issuance of the Access Permit.
- D D MEPA Certificate
- D D Section 61 Finding

PART C-111: VEHICULAR PERMITS

CATEGORY III — Complex Vehicular Permits

Required submittals:

- D D Engineering Plans based on the standards in the Manual On Uniform Traffic Control Devices (MUTCD), *MassDOT's* Project Development & Design Guide or *its* successor, *MassDOT's* Standard Specifications for Highway and Bridges, and any current technical policies or engineering directives *Issued* by MassDOT. All PS&E design *submissions* must be both in hard copy (*one* set) and electronic format. Electronic format includes PDF *files* transmitted to DHD or designee via USB Flash Drive, CD or posted to a FTP *site*.
- D D *In cases* where a proposed access *is* to be shared by multiple development *sites*, the Applicant(s) will provide evidence of the rights of access between the parties involved prior to the issuance of the Access Permit.
- D D MEPA Certificate
- D D Section 61 Finding

Recording of Access Permits

Applicants *must* record any Vehicular Access Permit and plans or any Non-Vehicular Access Permit and plans involving drainage at the appropriate Registry of Deeds. Any Permit *issued* by MassDOT that requires recording will not be effective until recorded at the appropriate Registry of Deeds and a notice of recording *is* submitted to the District Highway Director (DHD). *Changes* may require the re-recording of permits and related documents. *In those cases*, permits will not be effective until re-recorded at the Registry of Deeds and a notice of recording *is* submitted to the DHD.

**THERE ARE TWO TYPES OF ACCESS PERMIT APPLICATIONS:
VEHICULAR, ISSUED UNDER THREE CATEGORIES & NON-VEHICULAR:**

1. VEHICULAR ACCESS PERMITS:

Category I - Minor Vehicular Access Permits:

Access Permits for Projects that require entry to the State Highway Layout (SHLO), require little to no non-signalized modifications, and do not significantly alter the operating characteristics of traffic. These Projects ordinarily do not exceed the Massachusetts Environmental Policy Act (MEPA) transportation thresholds beyond the filing of an Environmental Notification Form (ENF).

Category II - Major Vehicular Access Permits:

Access Permits for Projects that require significant non-signalized modifications that may alter the operating characteristics of traffic at residential or commercial driveway intersecting with the SHLO; that require significant non-signalized modifications that may alter the operating characteristics of traffic at or upon any other intersection or roadway under the jurisdiction of MassDOT; that require the installation of a new traffic signal at a residential or commercial driveway intersecting with the SHLO or at any other intersection or roadway under the jurisdiction of MassDOT; or that require modification of structures, equipment, or hardware at an existing traffic signal at a residential or commercial driveway and its intersection with the SHLO or at any other intersection or roadway under the jurisdiction of MassDOT.

Category III - Complex Vehicular Permits

Access Permits for Complex Projects requiring actions similar to major Projects, but which require a new or altered SHLO; that require significant non-signalized *and/or* signalized modification within the SHLO over an extended distance or at a number of intersections that significantly alters the operating characteristics of traffic along a corridor; or that require the construction of a new, or modifications to an existing, bridge. These Projects generally require MEPA review and may require Federal review.

2. NON-VEHICULAR ACCESS PERMITS:

Access Permits for Projects that require access to the SHLO that do not involve physical modifications such as a parade or road race; construction, relocation or repair of utilities within the SHLO; tree cutting or landscaping within the SHLO; the use of explosives to remove material from within 250 feet of the SHLO; or connection to or discharge to any MassDOT drainage system (in cases where it can be shown that no practical alternative exists).

CONDITIONS REQUIRING AN ACCESS PERMIT

Vehicular Access Permits are required for:

- New residential or commercial driveways or streets intersecting the SHLO; or,
- Physical modifications to existing residential or commercial driveways or streets at their intersection with the SHLO; or,
- Change in use of an existing residential or commercial driveway onto SHLO that results in a **Substantial Increase in or Impact on Traffic** (as defined below) over the current use; or
- Construction of new or change in use of existing, residential or commercial driveway from properties that abut the SHLO to serve a building or facility, or expansion of a building or facility, that generates a Substantial Increase in or Impact on Traffic.

Substantial Increase in, or Impact on, Traffic as referenced above is defined as:

A Project that meets or exceeds any of the following thresholds:

- (i) Generation of 2,000 or more new ADT on roadways providing access to a single location; or,
- (ii) Generation of 1,000 or more new ADT on roadways providing access to a single location and construction of 150 or more new parking spaces at a single location; or,
- (iii) Construction of 300 or more new parking spaces at a single location; or
- (iv) Creation of a change in the type, pattern, or timing of traffic that is determined by MassDOT to generate a significant impact on traffic flow and safety.

Non-vehicular Access Permits are required for:

- Access to the SHLO for Projects that do not involve physical modifications; or
- Connection to or discharge to any MassDOT drainage system (in cases where it can be shown that no practical alternative exists); or
- Construction, relocation or repair of utilities within the SHLO; or
- Tree cutting or landscaping within the SHLO; or
- The use of explosives to remove material from within 250 feet of the SHLO.

In cases where a particular Project or activity may seek both vehicular and non-vehicular access, separate and distinct Permit Applications must be filed.