

**CITY OF WALTHAM
DEPARTMENT OF PUBLIC WORKS
165 LEXINGTON STREET
WALTHAM, MA 02452-4638**

CURB CUT REGULATIONS

The following regulations apply to requests for new curb/driveway openings and the widening and/or closing of existing driveways:

1. The applicant shall submit a completed Curb Cut Opening Permit Applications to the CPW Director along with a plan showing where he proposed work is to be done. The plan must be accurately drawn and stamped by a Land Surveyor. (The plan must be accurately drawn to a scale of 1 inch = 40 feet or 1 inch = 20 feet). The plan must include a detail of the driveway opening. All work must conform to the requirements of the zoning ordinances of the City of Waltham and the construction requirements of the Engineering Department. On-site drainage must be indicated on the plans and drainage calculations must be prepared in accordance with Engineering requirements for areas that exceed 150 square feet.
2. No driveway connecting such a parking area to the street shall be in the excess of 20-feet in width as it crosses the five-foot reserve strip, but where two such driveways are provided on a single lot, they shall not exceed 12-feet in width in the reserve strip. All requests will be forwarded to the Engineering Department for review.
3. The applicant must select a contractor approved by the City of Waltham to perform this work. A bond is required in the amount of \$5,000 along with a certificate of insurance for \$50,000 Property Damage and \$300,000 Public Liability. A street opening permit must be obtained from CPW, by the contractor, for each cut (curb, water, sewer, drain, etc.).
4. If granite curbing is removed, it must be delivered to the Street Department at 167 Lexington Street. The contractor, at the owner's expense, **must install curb returns** for all driveway openings. If there is no existing curb on the street, a transition piece must be installed with each curb return. The contractor is responsible to dispose of all asphalt, concrete and broken granite that is removed.
5. The Engineering Department must inspect all work. If you have any questions you may contact the Engineering Department at (781) 314-3830.
6. All driveway construction on private property is subject to approval by the Building Department.
7. Any existing drive that is to be repaved (includes the area from the gutter line to the street line/property line) must also apply for a permit. The area from the gutter/curb line to the street/property line is part of the Right of Way layout. Permits must be applied for on all public streets and all private streets open to the public.