

Rev. May 8, 2015

**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 openings and the widening and/or closing of existing driveways:

1. The applicant shall submit a letter to the CPW Director requesting a curb cut for a new or existing driveway or utility connection, along with a plan showing where the proposed work is to be done. The plan must be accurately drawn and stamped by a Professional Engineer or Land Surveyor. (The plan must be drawn to a scale of 1 inch = 40 feet or 1 inch = 20 feet). 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 by a MA Registered Professional Engineer for areas that exceed 150 square feet.  
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. No new driveway shall be opened within 100-feet of an intersection. All requests will be forwarded to the Engineering Department for review.
2. 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 by the contractor at the Department of Public Works for each cut (curb, water, sewer, drain, etc.) in the amount of \$25.00.
3. 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 must dispose of all asphalt curbing that is removed.
4. The Engineering Department must inspect all work. If you have any questions you may contact Wade Putnam, Assistant City Engineer, at (781) 314-3832.
5. All driveway construction on private property is subject to approval by the Building Department.
6. 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.