



Town of Westport
Planning Board
856 Main Road
Westport, MA 02790

www.westport-ma.com
planning@westport-ma.gov

Tel: (508) 636-1037

**Application for Special Permit – Common Driveway
(SP-CD)**

Application No. _____

Date _____

Section 8.5 of the Westport Zoning By-Laws

In an effort to preserve, protect and enhance environmentally sensitive land that might otherwise be cleared, excavated, filled, and/or covered with impervious surface this bylaw seeks to minimize negative impacts on community character and improve safety and emergency access. Common driveways may be allowed by a Special Permit granted by the Planning Board in accordance with the provisions of this section. A Special Permit will not be required when the common driveway is approved as part of the definitive subdivision process. For existing common driveways: a Special Permit shall be required when alterations are proposed to the common driveway.

This application form shall be filed by the petitioner with the Town Clerk. A copy of said application form including the date and time of filing certified by the Town Clerk shall be filed forthwith by the petitioner with the Planning Board along with all other plans, materials, and required fees. Applications shall be filed with fourteen (14) copies of the plan.

The applicability of the special permit requirement and the particular zoning by-law to a particular proposal is discussed in Section 8.5 of the Westport Zoning By-Laws and the Driveways and Common Driveway Rules and Regulations (forthcoming). The petitioner should also note any other sections of the Zoning By-Laws pertaining to the proposed project.

The following sections of the application describe supplementary information that must be submitted and those aspects of the proposed site development that will be evaluated by the Planning Board.

1. Full name of the owner(s) and address of land to which this application applies:

Email: _____

Signature of owner(s) _____

2. Full mailing address and telephone number of the owner(s) of land to which this application applies or full name, mailing address, telephone number and email address of the applicant if different from the above:

Signature of applicant(s)

3. Submit with this application a listing of abutters as certified by the Board of Assessors containing full names and addresses of abutting owners of land and those directly opposite on any public or private street or way and owners of land within 300 feet of the property line, according to the most recent tax list. Also, submit a certified list of abutting property owners of surrounding towns (if any) certified by the assessors of that town.
4. Location of Property: Map _____ Lot _____
5. Does your common driveway serve more than 2 lots? Yes No (*circle one*)
6. Is your common driveway part of a definitive subdivision? Yes No (*circle one*)
7. Is your common driveway part of an Approval Not required Plan? Yes No (*circle one*)
8. Is your project residential, commercial or Mixed-Use? _____
9. Length of Common Driveway (in feet)? _____
10. Width of Common Driveway (in feet)? _____
11. Turning area provided: Yes No (*circle one*) Describe _____
12. What is the separation distance (in feet) between access connections and the road? _____
13. Maximum grade of driveway? _____
14. Has the plan been prepared in accordance with Section 8.5.2.A through K? Yes No (*circle one*) If no, please explain: _____
15. Owner's Association documents attached for Planning Board counsel review (a separate fee may be required). Yes No (*circle one*)

Application No. _____

07/21

16. Are you seeking any dimensional waivers? Yes No (*circle one*) explain:

Received by Town Clerk:

- ☐ \$250 Application fee
- ☐ \$ SouthCoast Media Advertising
- ☐ \$ USPS Abutters Notification
- ☐ \$500 Consultant Review Fee
- ☐ \$ Town Counsel Review Fee

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