

BOLTON PLANNING BOARD
Rules and Regulations for Single and Shared Driveways

- (a) Applicants shall be required to complete a Driveway Permit Application for any Single or Shared Driveway request. Driveway permit applications shall be reviewed and approved by the Bolton Planning Board, Bolton Building Inspector, Public Works Department and the Conservation Commission.
- (b) Once the Driveway Permit Application is deemed complete (via the normal application review process), the Planning Board or its agent shall review the completed Application for Driveway Permit. The Planning Board shall make a determination if a public meeting is required between the Applicant and the Planning Board/Building Inspector to review the submitted driveway plan. This meeting shall take place during a regularly scheduled Planning Board meeting. At this meeting, the Applicant shall be required to present a Driveway Plan (as required and submitted with the Application for Driveway Permit) outlining the location of the Driveway(s) to be constructed on the affected lot(s). The Driveway Plan shall include:
- Plot plan showing location of proposed driveway
 - Owners of abutting land
 - Diagram showing slopes of driveway within 50 feet of the road
 - Location of any culverts
 - Easements of rights of way in vicinity of proposed driveway
 - Distance of driveway from lot lines
 - Width of driveway
 - Unique natural features (streams, trees, swamps, boulders, cart roads, stone walls)
 - Construction material to be used for the driveway
- (c) The Planning Board shall determine if a hearing will be required per the Bolton Scenic Road Bylaw (Section 2.5.6 of the Bolton Zoning Bylaws).
- (d) The Planning Board may request adjustments to the location of the intersection of the driveway entrance to the accepted right-of-way when line-of-site, proximity to other driveways or roads or other public safety issues are identified during the review process. Items taken into consideration during the review include but are not limited to the following:
- The Safety of the proposed driveway configuration(s) as designed, for normal use
 - The safety of the intersection with the town way
 - The proximity to other intersections with the town way
 - The adequacy of the driveway to provide access to vehicles carrying materials which are potentially hazardous such as home heating oil
 - The environmental impact on wetlands and water resources
- (e) In situations where an Applicant is requesting multiple single and/or shared driveways to access adjacent/contiguous lots, the Planning Board shall consider, and may mandate one or more of the following adjustments / changes:
- Two Single Driveways be combined into one Shared Driveway.
 - Three or more Single Driveways be combined into one Common Driveway
 - Single and Shared Driveway(s) be combined into Common Driveway(s)
- If it is determined that any Single or Shared Driveway(s) in question need to be combined into a Common Driveway, the Applicant shall then be required to follow the Common Driveway Bylaw (Section 2.4.1.2) and its associated Rules and Regulations.
- (f) If an Applicant is in control of several adjacent/contiguous lots and/or backland lots, but only prepares a driveway application for a single lot, the Planning Board shall request that information be provided as to the plans for access to the remaining lots in question. This information shall be necessary in order to allow the Planning Board to determine, jointly with the Applicant, the optimum strategy for driveway type/placement for the lot(s) in question.
- (g) When deciding whether or not to combine multiple Single Driveways into Shared Driveways or Single and/or Shared Driveways into Common Driveways, the Planning Board shall consider the provisions set forth in Section D above.
- (h) Fees: Refer to the Planning Board filing fee schedule. For applicants who are submitting an ANR plan in conjunction with a Driveway Application Permit, the filing fee for the Driveway Permit Application shall reduced by 50%.
- (i) Bond: All permits issued shall require a check in the amount of one thousand dollars (\$1,000.00) to be posted with the Town Treasurer as a guarantee to fulfill this agreement, or an insurance bond. At the discretion of the Planning Board the Bond may be waived. When all work required by the permit issued has been completed and approved by the Planning Board after appropriate review, the Town will refund to the applicant the amount of the Bond posted.