



10042002



APPLICATION FOR DRIVEWAY CUTS AND OPENINGS

CITY OF CAMBRIDGE

INSTRUCTIONS:

In order to obtain permission for a driveway cut or opening you must first get approval from the Department of Inspectional Services on the zoning requirements for off-street parking, including the cooperation of your immediate abutters.

To receive a review from Inspectional Services you must fill out Part I of the application. Be sure to draw your plot plan on Drawing 1, choosing the lot that represents your lot's position, i.e. corner or interior. You must also include a sketch of the proposed driveway, including dimensions, on Drawing 2. You may then calculate the cost of the driveway by using the formula based on your choice of surfaces. You must also include signed forms from abutters on the sides and rear of the property and from all property owners located across the street(s) from the property.

Once you have gathered this information on the application, it should be submitted to:

Zoning Officer
Inspectional Services
831 Massachusetts Avenue
Cambridge, MA 02139

If the application is approved by Inspectional Services, it will then be sent on to Traffic and Parking, the Historical Commission and the Department of Public Works. If approved by Public Works, the application and backup will be sent to the City Council for their approval. Once the City Council approves, the driveway curb cut can be installed. However, the full cost of the cut must be paid to Public Works before the work will start.

If, however, Inspectional Services denies your application you may then appeal to the Zoning Board of Appeals.

DATE:

7/25/02

PART I:

Address of proposed curb cut or off-street parking facility: 16 SARGENT ST

Frontage: 40' Block and Lot:

Setback (distance from building to sidewalk): 33'

Distance from proposed driveway to surrounding structures and property line: 5' to Property line

Dimensions of proposed driveway: 10' x 33'

Location of any trees, sign posts, fire hydrants, utility poles, etc., in direct vicinity of proposed driveway:

- ☒ Plot plan is included
- ☐ Sketch of driveway with cost estimate is included
- ☒ All abutter's forms are included

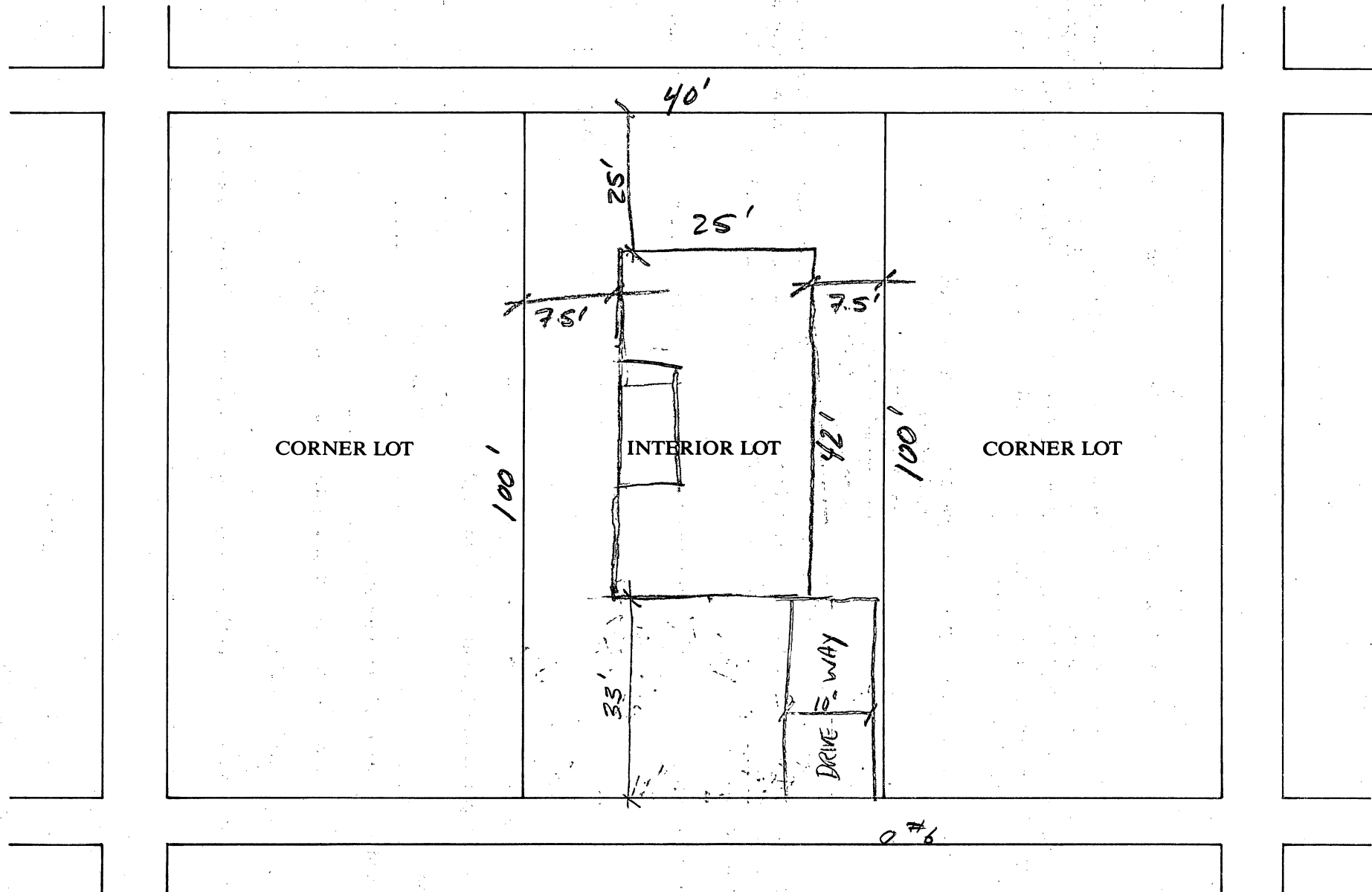
OFFICE OF THE CITY CLERK
CAMBRIDGE, MASSACHUSETTS

2002 OCT 17 P 4:13

Ray
617 909 6350

DRAWING 1:

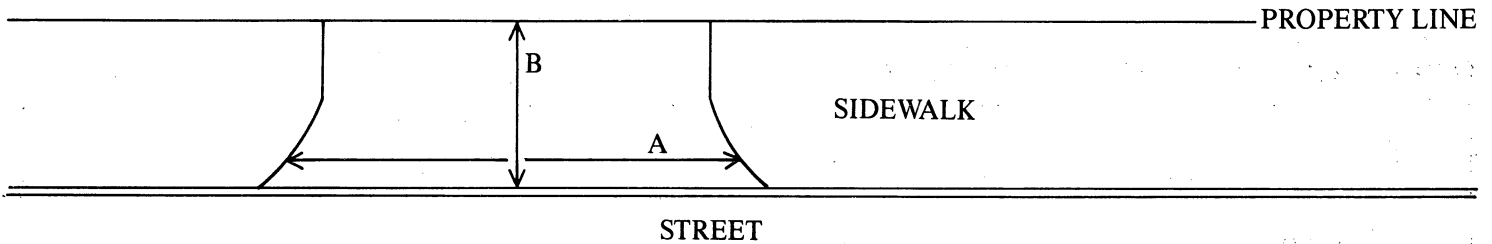
PLEASE INDICATE LOCATION OF HOUSE AND DRIVEWAY.
BE SURE TO GIVE DIMENSIONS OF LOT.



DRAWING 2:

SKETCH OF PROPOSED DRIVEWAY WITH COST ESTIMATE

CITY OF CAMBRIDGE



$$A = 10 \text{ FT.} \div 3 = 3.3 \text{ YARDS}$$

$$B = 33 \text{ FT.} \div 3 = 11 \text{ YARDS}$$

$$A \times B = \text{SQUARE YARDS}$$

COST ESTIMATE:

BRICK: _____ SQUARE YARDS $\times$ \$70/SQUARE YARD = \$ _____

BRICK ON CONCRETE: _____ SQUARE YARDS $\times$ \$85/SQUARE YARD = \$ _____

CONCRETE: _____ SQUARE YARDS $\times$ \$40/SQUARE YARD = \$ _____

ASPHALT: _____ SQUARE FEET $\times$ 1 TON/40 SQUARE FEET $\times$ \$125/TON = \$ _____

DEPARTMENT OF PUBLIC WORKS SCHEDULED DATE FOR CONSTRUCTION:

/ /

DEPARTMENT OF PUBLIC WORKS STATED FEE: \$ _____

The undersigned agrees to pay the stated fee for the driveway installation in full within two (2) weeks of the estimated starting date of construction before the Department of Public Works shall proceed with construction:

Owner's signature:

(DUNCAN MACARTHAIR)

Date: 7.25.02

Address: 52 ABERDEEN AVE CAMBRIDGE MA 02138

Funds Received: \$ _____

Check Number: _____

617-864 2234

APPLICATION FOR DRIVEWAY CUTS AND OPENINGS

CITY OF CAMBRIDGE

PART II: INSPECTIONAL SERVICES DEPARTMENT

☒ Application approved

☐ Application denied

Reason:

Signature:

Date:

Title: ZONING.

PART III: TRAFFIC AND PARKING DEPARTMENT

☒ Application approved

☐ Application denied

Reason:

Signature:

Date:

Title:

traffic Engineer

PART IV: HISTORICAL COMMISSION

☒ Application approved

☐ Application denied

Reason:

Signature:

Date:

Title:

Designated Property

PART V: PUBLIC WORKS DEPARTMENT

☒ Application approved

☐ Application denied

Reason:

Signature:

Date:

Title:

Superintendent of Streets



City of Cambridge

Applications and Petitions #7

IN CITY COUNCIL

October 28, 2002

ORDERED: That the Commissioner of Public Works be authorized to construct curb cuts over sidewalks in front of estates upon the streets as hereinafter named, the expense thereof to be charged to the appropriation for Public Works Department, Paving (Edgestones and Sidewalks). The entire cost of material and labor furnished to be repaid to the City by the owners of abutting estates, and authorization is conditioned upon use of materials specified by the Department of Public Works and the Department of Traffic, Parking and Transportation.

Duncan MacArthur

16 Sargent Street

In City Council October 28, 2002.

Adopted by the affirmative vote of nine members.

Attest:- D. Margaret Drury, City Clerk.

A true copy; *D. Margaret Drury*

ATTEST:-

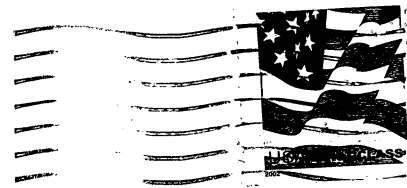
D. Margaret Drury
City Clerk

OFFICE OF THE CITY CLERK
City Hall • Cambridge, Mass. 02139

2002 OCT 23 A 11:23

CITY OF THE CITY CLERK
CAMBRIDGE, MASSACHUSETTS

Clarendon Avenue Neighborhood
Association
Allen Bell
32 Clarendon Avenue
Cambridge, MA 02140



BELLO32 021402004 1702 17 10/21/02
RETURN TO SENDER
BELL
MOVED LEFT NO ADDRESS
UNABLE TO FORWARD
RETURN TO SENDER

021402004 1702 17



10/18/02

Mr. Bell,

Please contact me as soon as possible after receipt of this letter. I tried both phone #'s listed for you and both were disconnected. I am trying to expedite this curb cut approval process. If it is at all possible to help me do so I would be greatly appreciative.

Thank you in advance for your cooperation.

Ray Lemieux 617 909 6350

MacArthur Construction Company 617 864 2234

A handwritten signature in cursive script, appearing to read "Ray", followed by a long, sweeping horizontal flourish.



OFFICE OF THE CITY CLERK

CITY OF CAMBRIDGE

(617) 349-4260

FAX (617) 349-4269

tty/TDD (617) 492-0235

D. MARGARET DRURY
CITY CLERK

DONNA P. LOPEZ
DEPUTY CITY CLERK

October 17, 2002

Dear Neighborhood Representative:

This office is in receipt of a copy of an application from Duncan MacArthur, requesting a curb cut *at the premises numbered 16 Sargent Street, Cambridge, Massachusetts*. The City Council has directed that all curb cut petitions be submitted to the appropriate Neighborhood Associations for the locality where the curb cut would be made, so that the association may have an opportunity for review, prior to action by the City Council.

Please indicate by return mail your approval or disapproval of the petition within twenty-one days from the date of this letter. If the response is "disapproval" please state reasons. Be sure to sign the form and include a daytime phone number. I have enclosed a self-addressed stamped envelope to facilitate your reply.

As soon as this office has received both the completed application and your neighborhood association response, I will place the petition on the agenda for the next City Council meeting. If I do not receive a response from your neighborhood organization by twenty-one days from the date of this letter, I will place the petition on the agenda for the next City Council meeting.

If your neighborhood association cannot complete its review by twenty one days from today, you may extend the reply time another seven days by requesting an extension by letter to me with a copy to the petitioner. However, I urge you to make every effort to complete your review as soon as possible.

Thank you for your cooperation.

Sincerely yours,

D. Margaret Drury
City Clerk

Clarendon Avenue Neighborhood Association - Alan Bell

hereby _____ approve _____ disapprove of said driveway petition.

Comments: _____

Signature of authorized association representative _____

Daytime telephone no. _____

cc: Petitioner



2002 OFFICE OF THE CITY CLERK

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Thank you for your cooperation.

Sincerely yours,

D. Margaret Drury
City Clerk

CPR Neighborhood Association - Ann Collette

hereby _____ approve _____ disapprove of said driveway petition.

Comments: Sargent St isn't remotely in our CPR neighborhood
so we feel we don't have the right to approve or
disprove in this case.

Signature of authorized association representative:

Ann Collette

Daytime telephone no.

617-876-1734

cc: Petitioner



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2002 OCT 24 A 10: 59

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CAMBRIDGE, MASSACHUSETTS

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Thank you for your cooperation.

Sincerely yours,

D. Margaret Drury
City Clerk

North Cambridge Stabilization Committee- Richard Clarey

hereby ☒ approve ☐ disapprove of said driveway petition.

Comments: *applicant has neighborhood support and Building Dept approval*

Signature of authorized association representative

Richard D Clarey

Daytime telephone no. *617 728 0660*

cc: Petitioner



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Thank you for your cooperation.

Sincerely yours,

D. Margaret Drury
City Clerk

North Cambridge Stabilization Committee- Richard Clarey

hereby _____ approve _____ disapprove of said driveway petition.

Comments: _____

Signature of authorized association representative

Daytime telephone no.

cc: Petitioner



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Thank you for your cooperation.

Sincerely yours,

D. Margaret Drury
City Clerk

Clarendon Avenue Neighborhood Association - Alan Bell

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Comments: _____

Signature of authorized association representative

Daytime telephone no.

cc: Petitioner



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Sincerely yours,

D. Margaret Drury
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CPR Neighborhood Association - Ann Collette

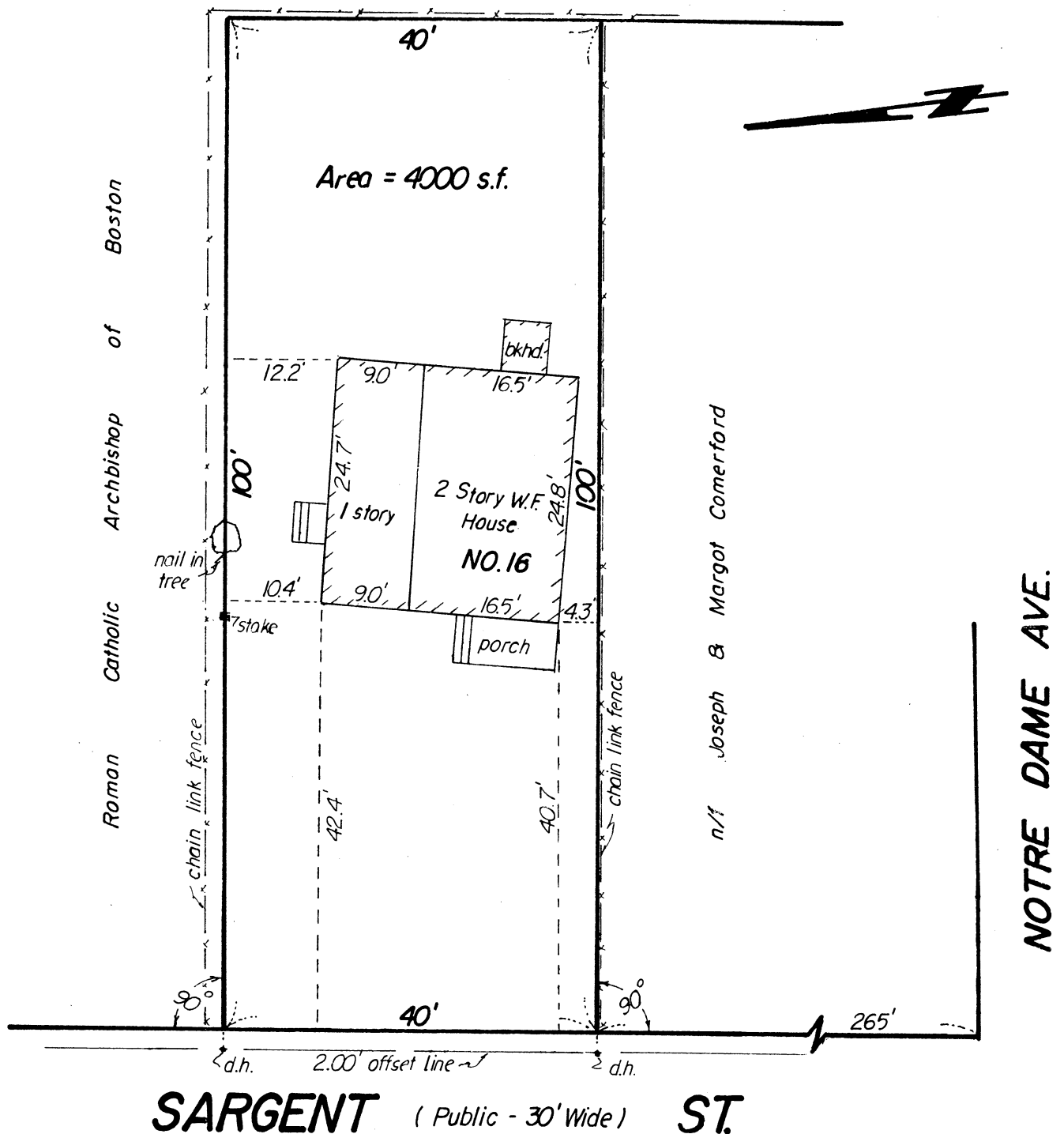
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Comments: _____

Signature of authorized association representative

Daytime telephone no.

cc: Petitioner



Property References:

Middlesex Reg. of Deeds

Bk. 4520, Pg. 156 (June 1, 1922)

Plan Bk. 86, Plan 7

Plan Bk. 248, Plan 12

PLOT PLAN

16 SARGENT ST.

CAMBRIDGE, MASS.

Scale: 1" = 16'

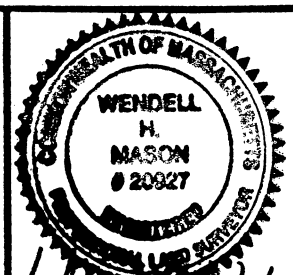
Date: Sept. 25, 2002

Wendell H. Mason

Professional Engineer & Land Surveyor

122 Essex Street Beverly, Massachusetts 01915

Tel. (978) 922-5686



application and will request that the neighborhood association inform the City Clerk whether it approves or disapproves of the application. Petitioners are urged to contact their neighborhood association early to avoid delay.

6. If the Inspectional Service Department (or the Board of Zoning Appeal) approves the application, Inspectional Services will then send it to the Department of Traffic, Parking and Transportation. If Traffic and Parking refuses to approve the application, it will so inform the applicant.
7. If the application is approved by Traffic and Parking, that department will then send the application to the Historical Commission. If the Commission approves, the Commission will send the application to the Department of Public Works. If the Commission disapproves the application, the applicant may appeal under statutes and ordinances governing the administration of historically designated properties, information about which may be obtained from the Commission.
8. If the Department of Public Works (DPW) approves the application, DPW will send the application to the City Clerk's Office. If DPW disapproves the application, it will notify the applicant.
9. When the City Clerk receives a response from the neighborhood association(s), or, if no response is received, then no sooner than 21 days after the initial notification of the neighborhood associations (see no. 5 above) the Clerk will place the application on the next City Council agenda. If the City Council approves the application, the City Clerk will notify the applicant and will send the application back to the Department of Public Works. The cost of the driveway construction will be calculated and the driveway will be put on the schedule and a date assigned for construction. The applicant must pay in full for the construction cost, based on the cost indicated, within two weeks before the estimated start of construction. No construction will begin unless the full cost of the driveway has been paid for in advance.

In certain cases, the Department may arrange with the applicant to have the driveway done by a private contractor; however, the contractor will have to post a bond, obtain a permit from the DPW and have his work inspected as to city standards before the bond is released. In this case the contractor will have a direct relationship with the applicant and the city will not intervene unless the contractor does not meet city requirements for driveway construction.

10. APPLICANTS ARE CAUTIONED AGAINST EXPENDING ANY MONEY ON MODIFICATIONS TO THEIR PROPERTY IN ANTICIPATION OF THEIR APPLICATION BEING APPROVED BY THE COUNCIL.

If a curb cut is required in connection with a project for which a building permit from the Inspectional Service Department is required, the building permit will not be issued until approval for the curb cut is first obtained from the Council. In extraordinary cases, an incremental (foundation, site work, etc) building permit may be issued if the following conditions, as a minimum, are met; the application has been initiated with the Inspectional Services Department, approvals from abutters have been obtained, a hardship is demonstrated, and the applicant states that he/she is proceeding at his/her own risk.

City of Cambridge

PROCEDURE WITH RESPECT TO DRIVEWAY CUTS, OPENINGS AND OFF-STREET PARKING SPACES OR FACILITIES

1. An applicant may obtain an Application for Driveway Cuts and Openings at the Department of Public Works or Inspectional Services Department.
2. In addition to the application itself, (and the sketch required on the application form), the applicant must include a plot plan to scale which illustrates the driveway cut and the layout of the proposed on grade, off-street parking space, spaces or facility.
3. The applicant must also include signed forms from abutters on the sides and rear of the property and from all property owners located across the street(s) from the property. If the applicant is unable to obtain these signatures, he/she must include a statement with the application that an attempt was made to secure the required signatures and that it was not possible to obtain them and indicate the reasons why it was not possible to obtain the signatures.
4. The applicant shall submit the application, together with the plot plan and the abutter's forms, shall be first submitted to the Inspectional Services Department, located at 831 Massachusetts Avenue. The Inspectional Services Department will (1) immediately send a copy of the application to the City Clerk's Office to start the neighborhood association notification process, and (2) review the application for completeness of application, inclusion of abutter's forms and compliance with the City of Cambridge Zoning Ordinance.

Curb cut requirements are detailed in Section 6.40 of the Zoning Ordinance. Following are some of the more significant requirements that must be met to comply with zoning:

- a. A curb cut cannot be located closer than twenty five (25) feet to a street intersection or within fifteen (15) feet of a crosswalk.
- b. The driveway must be at least ten (10) feet wide.
- c. For lots having less than 100 feet of frontage, a maximum of only one curb cut is allowed.
- d. The required size of the parking space is 8 1/2 feet by 18 feet. The parking space cannot be located within the front yard setback.

If the Inspectional Services Department makes a determination that the curb cut is not in compliance with the Zoning Ordinance, the applicant has the following options: discontinuing the application process; modifying the application to bring it into compliance with the Zoning Ordinance; appealing the Inspectional Services determination to the Board of Zoning Appeals (BZA); or requesting from the BZA a variance from the Zoning Ordinance. If the applicant is not successful with the appeal or variance request before the BZA, recourse is through the courts.

5. The City Clerk will notify neighborhood associations in the area of the petitioner and will send a copy of this notification to the applicant. Notification will include a copy of the plot plan or drawing submitted with the

CITY OF CAMBRIDGE

APPLICATION FOR DRIVEWAY CUTS AND OPENINGS
ABUTTOR'S FORM

To Whom It May Concern:

As owner or agent of 152 SARGENT ST

☒ approval

Cambridge, Massachusetts, I do hereby declare

☐ disapproval

of the installment of:

Off-Street Parking Facility located at 16 SARGENT ST.

Signed: Aimee Glavin

Date: July 25, 2002

Address: 152 Sargent

To Whom It May Concern:

As owner or agent of 12 SARGENT ST

☒ approval

Cambridge, Massachusetts, I do hereby declare

☐ disapproval

of the installment of:

Off-Street Parking Facility located at 16 SARGENT ST.

Signed: Michael J. Oppet-DiSanto

Date: July 25, 2002

Address: 12 Sargent Street, Cambridge, MA. 02140

To Whom It May Concern:

As owner or agent of OUR LADY OF PITY CHURCH

☒ approval

Cambridge, Massachusetts, I do hereby declare

☐ disapproval

of the installment of:

Off-Street Parking Facility located at 16 SARGENT ST.

Signed: Rev. George Roy, o.m.i.

Date: July 26, 2002

Address: Haitian Chaplaincy at Our Lady of Pity Church

35 Middlesex St; Cambridge, MA 02140

CITY OF CAMBRIDGE

APPLICATION FOR DRIVEWAY CUTS AND OPENINGS
ABUTTOR'S FORM

To Whom It May Concern:

As owner or agent of 20 SARGENT ST,

☒ approval

Cambridge, Massachusetts, I do hereby declare

☐ disapproval

of the installment of:

Off-Street Parking Facility located at 16 SARGENT ST.

Signed: Margaret Comerford Date: aug 5-02

Address: 20 Sargent Comerford.

N-125

Applications and Petitions #7

An application was received from Duncan MacArthur, requesting a curb cut at the premises numbered 16 Sargent Street; said petition has received approval from Inspectional Services, Traffic, Parking and Transportation, Historical and Public Works. Approval has been received from one neighborhood association, one neighborhood association abstained.

In City Council October 28, 2002

ORDER ADOPTED.