



City of Cambridge

1.

IN CITY COUNCIL

COUNCILLOR DUEHAY

NOVEMBER 7, 1988

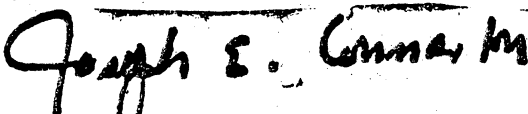
ORDERED:

That the comprehensive curb cut policy as proposed by the City Manager be accepted as amended to include appropriate notification to concerned neighborhood associations; that all final documents be submitted to the City Clerk and that final authority for approval and/or denial remain with the City Council.

In City Council November 7, 1988.
Adopted by the affirmative vote of 7 members.
Attest:- Joseph E. Connarton, City Clerk.

A true copy;

ATTEST:-


Joseph E. Connarton, City Clerk.



City of Cambridge

28.

IN CITY COUNCIL

October 24, 1988

COUNCILLOR DUEHAY

ORDERED: That the comprehensive curb cut policy as proposed by the City Manager be accepted as amended to include appropriate notification to concerned neighborhood associations; that all final documents be submitted to the City Clerk and that final authority for approval and/or denial remain with the City Council.

10/24/88 - CHARTER RIGHT EXERCISED BY COUNCILLOR DANEHY.



CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139

TEL. 498-9011

EXECUTIVE DEPARTMENT

ROBERT W. HEALY

City Manager

RICHARD C. ROSSI

Deputy City Manager

October 24, 1988

To the Honorable, the City Council:

With respect to Awaiting Report Item No. 8 regarding a comprehensive curb cut policy, attached is a copy of the policy that has been developed.

Very truly yours,

A handwritten signature in dark ink, appearing to read "Robert W. Healy", is written over the typed name.

Robert W. Healy
City Manager

RWH/mbf
Enc.



CITY OF CAMBRIDGE

INSPECTIONAL SERVICES DEPARTMENT CITY HALL
CAMBRIDGE, MASSACHUSETTS 02139 (617) 498-9013

JOSEPH J. CELLUCCI
COMMISSIONER OF BUILDINGS
AND HOUSING

STATEMENT OF POLICY ON DRIVEWAY CUTS, OPENINGS, AND OFF-STREET PARKING FACILITIES.

1. All authorization for driveway cuts and openings shall be issued by the the Department of Public Works only after the application has first been approved by the Inspectional Services Department, the Traffic and Parking Department and the Historical Commission if the location is in an historic district.
2. Applications shall be referred to the City Council only if the applicant is denied by the Department of Public Works, the Traffic and Parking Department or the Historical Commissioner; in the case of a denial by the Department of Inspectional Services, an appeal may be made to the Board of Zoning Appeals.
3. The fee for the driveway installation, once it has been approved, shall be paid in full before the department of Public Works shall proceed with construction; in certain cases the Department of Public Works may allow the work to be done by a private contractor who shall post the necessary bond and adhere to the city standards for such construction. In the latter case the Department of Public Works shall inspect and approve the final construction before the bond is released.

STATEMENT OF PROCEDURE WITH RESPECT TO DRIVEWAY CUTS, OPENINGS, AND OFF STREET PARKING SPACE OR PARKING FACILITY.

1. An application for Driveway Cuts and Openings shall be obtained by the applicant at the Office of the City Clerk or at any of the following agencies: Department of Public Works, Traffic and Parking, Inspectional Services.
2. The applicant, in addition to the application itself, 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 abuttor forms of those abuttors in front, side, rear and across the street from the property in which the curb cut will be made.
4. The application, together with the plot plan and the abuttor's forms, shall be first submitted to the Inspectional Services Department. If the application is refused at this point, the applicant may then appeal to the Board of Appeals.

If ISD approves the application it will then be sent on to the Department of Traffic and Parking. A refusal at this juncture may be appealed to the City Council for action.

5. If the application is approved by Traffic and Parking it should then be sent to the Historical Commission if it is in an historic district. If the Commission approves, the application it will then be sent to the Department of Public Works; if the Commission refuses the application, the applicant may then appeal to the City Council.
6. If Traffic and Parking approves the applications and the area is not in an historic district or if the Historical Commission approves the application it shall be sent to the Department of Public Works.
7. If the Department of Public Works approves the application, 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 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.

8. If the applicant is refused by the Department of Public Works, the applicant can appeal to the City Council.

DRAFT

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 a signed abutter sheet for each of your abutters: back yard, one on either side and the abutter directly across the street.

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

Mr. Ranjit Singanayagam
Inspectional Services Room 308
795 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 if these departments approve, it will be sent to the Department of Public Works where the work to be done will be reviewed and put on a construction schedule after receipt of full payment.

If, however, Inspectional Services denies your application you may then appeal to the Zoning Board of Appeals. If any of the other departments deny your application, you may then appeal the denial to the City Council.

DATE: / /

PART I:

Address of proposed curb cut or off-street parking facility: _____

Frontage: _____ Block and Lot: _____

Setback (distance from building to sidewalk): _____

Distance from proposed driveway to surrounding structures and property line: _____

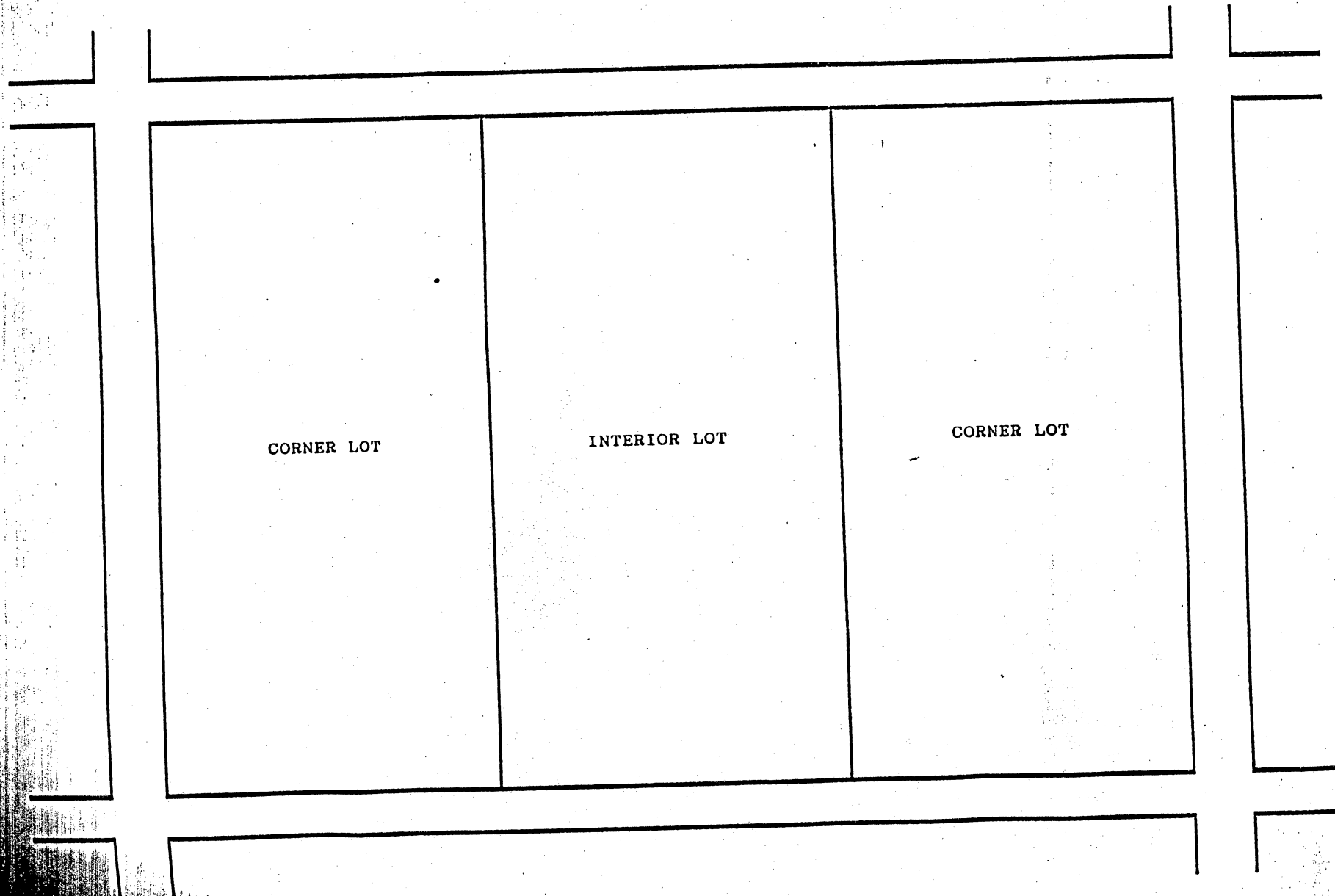
Dimensions of proposed driveway: _____

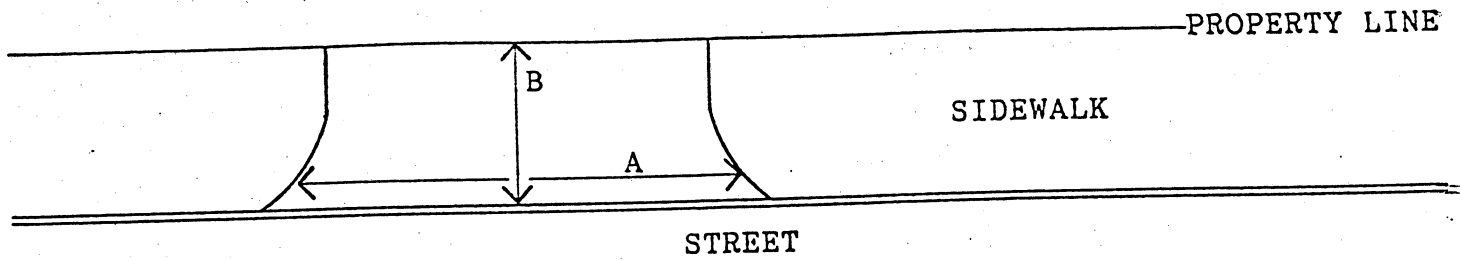
Location of any trees, sign posts, fire hydrants, utility poles, etc., in direct vicinity of proposed driveway: _____

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

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 = _____ FT. $\div$ 3 = _____ YARDSB = _____ FT. $\div$ 3 = _____ YARDS

A x B = _____ SQUARE YARDS

COST ESTIMATE:

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

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

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

ASPHALT: _____ SQUARE FEET x 1 TON/40 SQUARE FEET x \$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: _____ Date: _____

Address: _____

Funds Received: \$ _____

Check Number: _____

APPLICATION FOR DRIVEWAY CUTS AND OPENINGS

CITY OF CAMBRIDGE

PART II: INSPECTIONAL SERVICES DEPARTMENT

☐ Application approved

☐ Application denied

Reason: _____

Signature: _____ Date: _____

Title: _____

PART III: TRAFFIC AND PARKING DEPARTMENT

☐ Application approved

☐ Application denied

Reason: _____

Signature: _____ Date: _____

Title: _____

PART IV: HISTORICAL COMMISSION

☐ Application approved

☐ Application denied

Reason: _____

Signature: _____ Date: _____

Title: _____

PART V: PUBLIC WORKS DEPARTMENT

☐ Application approved

☐ Application denied

Reason: _____

Signature: _____ Date: _____

Title: _____

APPLICATION FOR DRIVEWAY CUTS AND OPENINGS
ABUTTOR'S FORM

CITY OF CAMBRIDGE

To Whom It May Concern:

As owner or agent of _____,

Cambridge, Massachusetts, I do hereby declare

☐ approval

☐ disapproval

of the installment of:

Off-Street Parking Facility located at _____

Signed: _____ Date: _____

Address: _____



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Order #1

H-139

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In City Council,

November 7, 1988

11-7-88

C. Duehay

Order Adopted

V/V

7