



## **DRIVEWAY PERMIT APPLICATION CHECKLIST**

1. A completed application form with original signatures of all Owners and Contractors.
2. Up-to-date Liability Insurance Certificate
3. Pre-construction photos of the existing driveway and/or curb-cut, if applicable (see chart below).
4. A Driveway Sketch.
5. \$20.00 application fee (check made out to the Town of Oxford)
6. We will contact you if there are additional fees that may include any road/ curb cut fees according to the fee structure below.

**Road Cut Fee:**

\$100.00 for the first 100 s.f.

\$2.00 for each additional 10 SF

**Curb Cut Fee:**

\$50.00 – Commercial

\$20.00 – Residential

**Note:**

- ❖ An engineered certified plan may be required for ***stormwater permit review*** and to be completed by a Massachusetts Registered Professional Engineer.

All work must occur during April 1<sup>st</sup> to November 15<sup>th</sup> construction season.

All paperwork can be dropped off at the DPW office located at 450 Main St., Oxford, MA 01540.

If you have any questions, please do not hesitate to contact us at 508-987-6006

Or email at [dpwpermits@oxfordma.us](mailto:dpwpermits@oxfordma.us)