



TOWN OF EAST LONGMEADOW
DEPARTMENT OF PUBLIC WORKS
APPLICATION FOR DRIVEWAY CURB CUT, WATER AND SEWER SERVICES

DATE: _____

PERMIT # _____

Name of Applicant: _____

Applicant's Address: _____

Applicant's Telephone Number: _____

Owner's Name (s): _____

Owner's Address: _____

Owner's Signature (s): _____

Name of Contractor: _____

Contractor's Address: _____

Contractor's Phone #: _____

LOCATION OF DRIVEWAY CURB CUT

Street Name: _____ House #: _____

Assessor's Map #: _____ Assessor's Block #: _____ Assessor's Lot #: _____

Certificate of Insurance: **General Liability \$1,000,000.00** Certificate Holder Must be **Town of East Longmeadow**

NOTE: Name on Certificate of Insurance must be the same as Name of Applicant, Owner or Contractor.

Dig Safe #: _____

Signature of Applicant

Signature of Authorizing Agent - Department of Public Works

The applicant must present a certified plot plan with driveway location and width. The applicant above agrees to take all necessary measures to ensure against damage to pavements, curbing, berms, planting, drainage systems, or other elements within the public right-of-way, including installation of a slit filtration fence if ordered by Department of Public Works. Damage would include but not limited to, erosion from the property being developed, movement of heavy equipment, street openings, or other causes within the control of the applicant.

THE FOLOWING WORK MUST BE COMPLETED:

1. Bituminous Asphalt Apron must be installed.
2. Aprons must extend a minimum of 15 feet from the edge of the road.
3. All disturbed shoulders must be loomed & seeded a minimum of 15 feet from the edge of the road or as specified on permit.

BUILDER/CONTRACTOR CHECKLIST

Parcel Number Map: _____ Block: _____ Lot: _____

Street Name: _____

- | | |
|---|---------|
| <input type="checkbox"/> Water License (PW10) Residential | \$1500 |
| <input type="checkbox"/> Water License (PW12) Business | \$_____ |
| <input type="checkbox"/> Water Deposit (PW90) | \$500 |
| <input type="checkbox"/> Sewer License (PW11) Residential | \$1500 |
| <input type="checkbox"/> Sewer License (PW13) Business | \$_____ |
| <input type="checkbox"/> Sewer Deposit (PW85) | \$500 |
| <input type="checkbox"/> Permit to Open Public Way | \$200 |
| <input type="checkbox"/> Sewer Inspection | \$50 |
| <input type="checkbox"/> Water Inspection | \$50 |
| <input type="checkbox"/> Life Cycle Maintenance | \$_____ |
| <input type="checkbox"/> Trench Permit (PW80-S / PW75-W) | \$50 |

Drain Layer: _____

- Certificate of Insurance
- Curb cut

OFFICE USE ONLY

Munis Application # _____

Work Orders: **Water** **Sewer**

House Number Card: Lot # _____ House # _____ Side _____

Notes:



TAX COLLECTOR AFFIDAVIT

Please Print Legibly

Applicant's Name _____

Property Address _____

Parcel ID _____

Property Owner's Name _____

Telephone _____ Email _____

To be completed by the East Longmeadow Tax Collector (or designee)

This is to certify that, in accordance with Chapter 40, Section 57 of the Acts of 1996, the persons and properties herein:

have uncollected taxes, fines, fees or other charges owing to the Town of East Longmeadow that would prevent the issuance of permits

have **NO** uncollected taxes, fines, fees or other charges owing to the Town of East Longmeadow that would prevent the issuance of permits

East Longmeadow Tax Collector (or designee)

Date

Allow up to 10 days for processing. Collector will email you when ready for pickup.

East Longmeadow bylaw states that any tax past due over 6 months will prevent the issuance of permits.