

## DO I NEED A PERMIT?

Are you planning to:

- ▶ Repave your existing driveway or other paved area?
- ▶ Expand your driveway or other paved area?
- ▶ Build a new driveway or other paved area?
- ▶ Remove an existing driveway or other paved area?
- ▶ Construct, modify or remove a curb cut?

If you answered yes to any of the questions, then you need a [Driveway & Pavement Permit](#).

A Driveway & Pavement Permit will allow you to pave or repave while meeting the City's ordinances.

## WHAT DOCUMENTS DO I NEED TO SUBMIT?

- ▶ Photos of the current driveway.
- ▶ Contract between the owner & contractor.
- ▶ Photo ID of contractor.
- ▶ Valid insurance from contractor.
- ▶ Scaled plans with construction details and a mitigation plan for stormwater runoff.
- ▶ Lot coverage table. Required for new or expanded paved areas for medium and large projects, an example can be found in the [Site Construction Permit Rules & Regulations](#).
- ▶ Demolition and erosion control plan.
- ▶ Traffic Management Plan. If you are not planning on occupying the street or sidewalk at any time, please upload a letter informing the Traffic Engineer.
- ▶ If applicable, installation and type of permeable pavers, and joint material.

## WHAT CAN I DO TO MITIGATE STORMWATER RUNOFF?

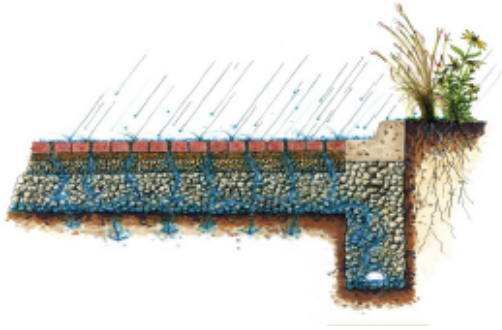
- ▶ **Landscaped Areas:** Direct all pavement areas to a landscaped area at least half the size of the paved area.
- ▶ **Drywells:** Sized to store runoff water equal to 3/4" times the impervious area. Use a trench-drain and/or catch basin grate to collect water that is being directed to the drywell
- ▶ **Permeable Pavements:** Provide 1 square foot of permeable pavement for every 5 square feet of paved area. Locate permeable pavement at the lowest point of the driveway. There are various types of permeable materials that can also be used such as: permeable asphalt, crushed stone, etc.
- ▶ **New or expanded pavement:** These areas require twice the mitigation noted above, or hire an engineer for further analysis.



## WHY ARE PERVIOUS SURFACES REQUIRED?

City Ordinance Sec. 11-165 (b):

"No person shall cause or allow such roof water, surface water, or other drainage matter to enter, directly or indirectly, any public sewer, in violation of the foregoing provisions of this section."



The City concludes that infiltrating 3/4" of runoff from the impervious area satisfies this ordinance.

The main goal is to keep the streets from flooding, not only yours but your neighbors' as well.

## HOW TO APPLY?

Access:

[www.somervillema.gov/citizenserve](http://www.somervillema.gov/citizenserve)

Click on:

**citi**serve

**STEP 1:** Click on Apply for a Permit

**STEP 2:** Create an account or log in if you are an existing user.

**STEP 3:** For Application Type select Engineering Site Permit and for Sub Type choose Driveway/Pavement/Site.

**STEP 4:** Input the necessary information for your project. Click on the [Site Construction Permit Rules & Regulations](#) to verify the size of the project.

**STEP 5:** Upload the requested documents.

**STEP 6:** Submit Application.

A confirmation email will be sent to the applicant's email address. Once the permit is reviewed and approved, a payment link will be sent via email. Payment can only be submitted once the application is approved.

Work cannot begin until permit is issued.



## DRIVEWAY & PAVEMENT PERMIT

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