

TOWN OF WELLESLEY, DPW  
ENGINEERING DIVISION  
STREET OCCUPANCY PERMIT FAQ'S

1. Does the Town have a list of approved contractors who can perform work in the public way?

**No. The Town does not have a listing of approved contractors. Any contractor that can meet the Town's requirements for work within the public way can obtain a Street Occupancy Permit.**

2. Do I need a Street Occupancy Permit when I'm only excavating in the grass area on the public way?

**Yes. This is part of the public way. A private contractor will need to obtain a Street Occupancy Permit to perform work in the public way.**

3. Do I need to have permission to widen, move or add another driveway on my property

**Yes. Each request for location or relocation of driveway aprons and curb cuts\* shall be in writing to the Town Engineer. Such letter should state the reasons for the driveway and shall be accompanied by a sketch at a scale of 1"=40', showing the lot, its total area, perimeter dimensions and approximate location of the house., any garage, the proposed driveway and the existing driveway. Please note any work in the public way will require a Street Occupancy Permit.**

**\* Curb cuts are any new openings (driveway aprons, walkways, etc.) connecting from the edge of the roadway (public way) to private property**

4. Do I need a Street Occupancy Permit for reconstructing or overlaying my driveway?

**Yes. Paving contractors bonded and insured with the Town can obtain a Street Occupancy Permit for this work.**

5. Does the Town allow pavers or cobblestones in the public way?

**No. Pavers of any kind, cobblestones, or any decorative treatment, are not allowed in the public way, which is typically eight (8) feet back from the edge of the road. In other words, the public way should remain uniform with the sidewalk and roadway**

6. Do I need a Street Occupancy Permit for installing a mailbox or flagstone walkway in the public way?

**Walkways are not allowed in the public way. Mailboxes do not require a Street Occupancy Permit. However, by State Law, any digging does require calling Dig Safe, 1-888-DIG-SAFE (1-888-344-1233)**

7. How do I obtain a Street Occupancy Permit to perform work in the street?

**The Department of Public Works Engineering Division grants Street Occupancy Permits to qualified contractors.**

8. Is a contractor allowed to excavate on a newly paved street?

**No. Newly constructed or reconstructed pavement less than five (5) years old cannot be cut into except in cases of emergency, in which case an extended maintenance fee will be charged and special restoration requirements apply**

9. Who is responsible for obtaining a Street Occupancy Permit for performing excavation in the public way?

**Contracts bonded and demonstrate that they have sufficient amounts of insurance can obtain a Street Occupancy Permit to work in the public way.**

10. Are underground sprinklers allowed in the grass strip (tree lawn) on the public way?

**No. The grass strip, which begins at the edge of the roadway, is typically three (3) feet wide and is within the public way.**