



Town of Lee
32 Main Street · Lee, MA 01238

Application For Road Use Authorization

Please Print Clearly

Complete application must be submitted at least 30 days prior to date of event

Event Info:

Date of Application:	Type of Event:
Date of Event:	Event Location:
Rain Date:	Beginning Time:
Estimated # of Participants:	Ending Time:

List any Town roadways to be used: _____

Applicant Info:

Name:
Address:
Contact #:
Email:

Reason for event & necessity of using roadway: _____ _____ _____

List State maintained roadways to be used: _____ _____
Have you received approval from MassDOT for State roadway use? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable

Please submit:

- Map of route to be used for event (including all street names)
- Copy of liability insurance
- Signed Hold Harmless Agreement

Applicant Signature: _____ Date: _____

FOR TOWN OF LEE POLICE DEPARTMENT USE ONLY

Date Received: _____

of Police Officers Assigned: _____

Notes: _____

Approved

Disapproved

Signature: _____ Title: _____ Date: _____

OFFICE USE ONLY

<p><u>Building Department</u></p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Disapproved</p>	<p>Notes:</p>
<p><u>DPW</u></p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Disapproved</p>	<p>Notes:</p>

Town of Lee
Select Board Approval

Select Board Chair

Date



Town of Lee

Select Board · 32 Main Street · Lee, MA 01238 · (413) 409-5975

GENERAL HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

We/I, _____, hereby agree and promise to release, hold
(name of individual[s], partnership, or corporation)

harmless and indemnify the Town of Lee, including employees, officials, board members,
etc., from all liability of any kind or nature arising or resulting from the activity entitled

_____ to be held on _____, 20____.
(name of event)

The undersigned represents that they have the authority to execute this Agreement.

Signature of Authorized Individual

Print Name of Authorized Individual

Title (President, Manager, Partner, etc.)



Do I Need a Highway Access Permit?

Highway access permits are required when physical work or activities take place within, or impact, the State Highway Right-of-Way or property owned or under the custody and control of MassDOT-Highway. The authority to issue State Highway Access Permits is covered under Massachusetts General Laws; Chapter 81, Section 21 and Chapter 85, Section

2. <https://malegislature.gov/Laws/GeneralLaws/PartI>

The process and procedures governing the review of State Highway Access Permit applications, issuance of permits, and their associated fees, can be found in the Code of Massachusetts Regulations; 700 CMR 13.00.

Common types of work and activities include: driveways (curb cuts), roadway improvements, utility work (the utility company/municipality is usually the applicant), landscape activities, parades, road races, temporary way-finding signs, survey work, traffic control, staging of equipment, and other miscellaneous work or activities. MassDOT-Highway does not issue permits for conducting business, vending operations, or activities that involve the exchange of currency within our Right of Way. Certain land uses may require a separate license or lease agreement issued by the MassDOT Office of Real Estate and Asset Development (OREAD).

MassDOT-Highway issues approximately 2,500 permits on an annual basis. Permits are issued from our Six District Offices. If it is determined a permit is needed, an online application may be initiated after establishing an account. Fees will not be assessed until the District Office confirms the work or activity is permissible, the location is within our jurisdiction, the proper permit type has been established, and the required supporting documentation has been submitted for review. While MassDOT-Highway will do our best to accommodate applicant requests our responsibility for maintaining the safety of all roadway users and the integrity of our infrastructure and surrounding environment is paramount.

In most cases a MassDOT Highway Access permit is not required if activities are performed outside of the MassDOT-Highway right-of-way.

There are instances where an "indirect" access permit is required for a driveway located on a roadway not owned by MassDOT-Highway but the traffic flows and patterns resulting from that driveway significantly impact an abutting MassDOT-Highway roadway. This may occur with larger commercial developments with high traffic counts where modifications to traffic signals, signs, pavement markings and roadway elements on the MassDOT-Highway roadway are required to accommodate the traffic volume increases.

City: LEE County: BERKSHIRE District: District 1 Phone: (413) 637-5700

<https://shaps.massdot.state.ma.us>