



# DEPARTMENT OF PUBLIC WORKS

## DRIVEWAY CONSTRUCTION / ALTERATION PERMIT APPLICATION

\$20 Fee Paid \_\_\_\_\_ Permit # \_\_\_\_\_ Dig Safe# \_\_\_\_\_

New Access     Second Access     Pave Existing     Repair Existing

**THIS APPLICATION IS REQUIRED FOR THE CONSTRUCTION OF NEW DRIVEWAYS, OR ALTERATION OF EXISTING TO INCLUDE PLAN RECONFIGURATION, ALTERATION OF GRADES, OR PAVING OF UNPAVED DRIVEWAYS.**

(Print) Property Owner's name: _____	Date: _____
Property Address: _____	
Mail Address (if different): _____	Email: _____
Map / Lot #: _____	Phone#: (____) _____, Cell#: (____) _____
Contractor Name: _____	Approx. Start Date: _____
Phone#: (____) _____, Cell#: (____) _____	

Property owner hereby agrees to construct an access (driveway) in accordance with all current Town/ State regulations.

Per the Town's Minimum Road Standards, all new driveways will have a minimum width of 12 feet and a maximum width of no more than 20 feet with 5 foot radii at the edge of pavement at the street. Radii shall be flared to allow proper drainage into any drainage ditches along the roadway. Commercial and industrial driveways shall have a minimum width of 20 feet.

All driveways shall be located a minimum of 15 feet from all side and rear property lines. A **paved** apron of at least 10 feet is required, upon completion. A temporary stabilized construction entrance shall be maintained throughout construction, to limit tracking onto public roadway.

The proposed driveway is to have proper site distance of a minimum of 250 feet in all directions and all seasons to ensure safety of access and exit to the property served. Commercial and industrial driveways shall have a proper sight distance of a minimum of 365 feet in all directions and all seasons.

No obstructions are allowed within the Town's right-of-way other than mailboxes. Shrubs, trees, markers, stones, manmade items and other structures shall be outside of the right of way unless specific permission is gained from the Town prior to placement.

Owner shall NOT obstruct the natural flow of water along roadside, in any way whatsoever, and when directed by the Department of Public Works will provide a culvert in proper placement within the ditch line per the Town's Minimum Road Standards, and as sized by the Town. Maintenance and upkeep of same is the responsibility of the property owner as per RSA 236:13, VI.

The finished surface of the access will slope away from the existing town road at a minimum pitch of 1 inch per foot for a minimum of 4 feet before rising with land.

SKETCH OF PROPOSED DRIVEWAY

Please show driveway location to include roadway, nearby landmarks (e.g. building w/ address, utility pole, fire hydrants, drainage ways, sidewalks, trees, fences, etc.). Indicate proposed pavement materials and sight distances. Additional sheets or plan may be attached.

**\*Before being approved, please stake center of proposed driveway if new.**

Signature on this application acknowledges adherence to the above criteria.

\_\_\_\_\_  
Signature of property owner / agent

\_\_\_\_\_  
Date

**DO NOT WRITE INSIDE THIS BOX**

[ ] PERMIT IS DENIED FOR THE FOLLOWING: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

[ ] PERMIT IS APPROVED SUBJECT TO THE FOLLOWING: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature and title of Public Works official

\_\_\_\_\_  
Date of issuance

**PERMIT IS GOOD FOR 6 MONTHS ONLY**

Unless construction is started and maintained