



**Town of New Hampton
Public Works Department
(603) 744-8025**

\$50.00 Fee Paid on: _____ Cash _____ Check # _____ Recipient initials _____

DRIVEWAY PERMIT APPLICATION & SPECIFICATIONS

Permit # D
(# to be issued by Selectmen's Office)

Property Owner's Name: _____ Date of Application: _____

Owner's Mailing Address: _____

Owner's Phone Number: _____ Email Address: _____

Property Map & Lot # _____ Property Location: _____

Permission to construct a driveway (entrance, exit, or approach) adjoining the following Town roadway: _____, pursuant to the location and specifications a described below, is hereby granted.

*Failure to adhere to the standards and engineering drawing previously submitted (when required), and failure to complete construction of said facility within one calendar year or the date of this permit shall render this permit null and void. **It is the responsibility of the owner/agent to contact the Public Works Director during and after the construction process so that property construction can be discussed and final approval can be given.** If the driveway is constructed in violation of the flowing conditions, they shall be corrected immediately upon notification by a Town representative, or the public works department will remove the driveway and the cost of removing said driveway shall be fully borne by the property owner.*

1. This permit requires that the area adjacent to the roadway be graded such that surface will slope from the edge of the pavement to a line _____ feet distance from and parallel to the pavement and _____ inches below the edge of the roadway (for the entire frontage of the property) which line will serve as a drainage gutter.
2. _____ Driveway(s) entrance is/are permissible, each not to exceed _____ feet in width. The driveway entrance(s) may be flared as they approach the pavement.
3. Minimum of 15-inch HDPE plastic or smooth bore culvert under drive or other size indicated below:
4. No Culvert Needed: _____ Other: _____ (circle one). The culvert shall be long enough to maintain the driveway width dimensions, or at least a 3:1 side slope.
5. No part of the right-of-way may be used for any purpose other than travel.
6. No structures, including building, permanent or portable signs, lights, displays, fences, wall, etc. shall be permitted on, over, or under the road(s) right-of-way.
7. The Town road right-of-way line is located _____ feet from and parallel to the centerline of the roadway.
8. No parking, catering, or servicing shall be conducted within the Town road right-of-way.
9. Applicant shall comply with all Town of New Hampton Ordinances and Regulations.
10. Additional requirements/waivers as determined by the Public Works Director: _____

Additional specifications/requirements on next page.

- **** RSA 236:13 VI ..."the owners of property to which the access is appurtenant shall have continuing responsibility for the adequacy of the access and any grades, culverts, or other structures pertaining to such access, whether or not located within the public right of way..."**
 - **The Town will not be responsible for any runoff - water or material - entering onto private property.**
- A. No driveway shall be constructed within 50 feet of the intersection of two public roads.
 - B. In all cases, the driveway shall be designed to accommodate emergency vehicles. The driveway entrance may be flared as it approaches the road. There shall be a proper turnaround for emergency vehicles, subject to approval by the Town Fire Chief, if the length of the driveway exceeds 500 feet.
 - C. Starting from the edge of the Town Road the driveway entrance shall drop six (6) inches from the center of the road to a point at least six (6) feet in back of the ditch line. The driveway should be pitched toward the most logical drainage area.
 - D. A minimum of 150 feet all season safe sight distance in each direction is required.
 - E. If a culvert is required for proper drainage, the culvert shall be a minimum of 15 inches in diameter or any additional size indicated by the Public Works Director and shall be new HDPE smooth bore. The culvert shall be long enough to maintain the driveway width dimensions, or at least a 3:1 side slope.
 - F. The culvert may be required to have a catch basin with a cover at the inlet end and a concrete or stone header at the outlet end. The culverts shall be installed by the landowner with direction from the Department of Public Works.
 - G. Driveways shall not interrupt the natural or ditch line flow of drainage water. Where shallow ditch lines or natural drainage courses exist, driveways may require a swale at a point beyond the shoulder to accommodate the flow of storm water.
 - H. The drainage ditch shall be six (6) inches below the outlet end of the culvert and drop at least one-half inch to the foot to meet the Town of New Hampton Subdivision Regulations distance to be determined by the Department of Public Works.
 - I. Any driveway crossing a wetland or body of water, including a seasonal stream, shall have all permits required by the NH DES Wetlands Bureau.
 - J. A Driveway or Private way located within 20 feet of a perennial or seasonal stream or wetland shall be built in accordance with a plan designed and stamped by a professional engineer. At a minimum the plan shall detail drainage structures and the drainage structures shall be designed to handle run-off from a 25-year storm.
 - K. The contractor shall give 24-hour notice to the Public Works Director before starting construction.
 - L. The edge of the traveled way shall be set back at least 10 feet from any property lines.
 - M. Appropriate buffering shall be provided, to protect the privacy of neighbors and shield them from dust, noise, lighting, etc.
 - N. For driveways accessing rear lots, there shall be a proper turnaround for emergency vehicles, subject to approval by the Town Fire Chief.

Signature of Public Works Director: Approval for Construction

DATE: _____

Signature of Property Owner agreeing to comply with all specifications set forth by the Town of New Hampton Public Works Director and all ordinances and regulations.

DATE: _____

Signature of Public Works Director attesting that Driveway installation(s) is complete and meets all Town of New Hampton specifications.

DATE: _____

This permit will be good for 18 months from approval for construction date