

Town Use Only

Location:

Tax Map:

Lot:



Town of Center Harbor
Highway Department

36 Main Street, PO Box 140, Center Harbor, NH 03226
P: 603-253-4561 F: 603-253-8420 E: dpw@centerharbornh.gov

Driveway Construction Permit Application

Name of Applicant:

Physical Address:

Mailing Address (if different from physical):

Phone #:

Email:

Permission to construct a driveway, entrance, exit, approach adjoining _____ pursuant to the approved locations and specifications as described below, is hereby granted. Failure to adhere to the standards and/or engineering drawings previously submitted and approved or failure to complete construction of said facility within one calendar year of the date of this permit shall render this instrument null and void. Facilities constructed in violation of the permit specifications or rules shall be corrected immediately upon notification by a Town representative or the costs of removing/correcting said facility shall be borne by the owner.

As the landowner/applicant, I (we) hereby agree to the above stipulations and the following:

1. To construct driveway entrance(s) only for the purpose of securing access to private property such that the road right of way is used for no purpose other than travel.
2. To construct driveway entrance(s) at permitted location in accordance with ordinances and provisions of Driveway Permit issued by the Town of Center Harbor.
3. To hold harmless the Town of Center Harbor and its duly appointed agents and employees against any action for personal injury and/or property damage sustained by reason of the exercise of this permit.
4. To furnish and install drainage structures that are necessary to maintain existing road drainage and adequately handle increased runoff resulting from land development and obtain all easements thereto.
5. To notify the Center Harbor Road Agent at least 48 hours prior to construction with the start date and the name of the contractor doing the work along with the contractor's phone number.

Once approved, the applicant will be contacted via phone.

Applicant Signature

Date

Specifications and Rules: (to be filled out by Road Agent)

1. This permit requires that the area adjacent to the road be graded such that the surface will slope from the edge of the road to a line _____ feet distant from and parallel to the road and _____ inches below the edge of the road which line will serve as a drainage gutter.
2. Proposed Driveway Centerline GPS Location:
Latitude: _____ Longitude: _____
3. _____ driveway entrance(s) is (are) permissible, each not to exceed _____ in width. The driveway entrance(s) may be flared as they approach the road.
4. Other access to the road from the premises is to be prevented by construction of a barrier, or barriers, such as a grass plot, low hedge, curbed island, etc. The front face of this barrier shall be _____ feet from the edge of the road. No part of the right of way may be used for any purpose other than travel.
5. No structures, including buildings, permanent or portable signs, lights, displays, fences, walls, etc. shall be permitted on, over, or under the highway right of way.
6. A _____ inch diameter _____ foot long culvert will be required to be installed by the property owner at the location as staked during the on-site review.
7. No parking, catering or servicing shall be conducted within the road right of way.
8. The applicant shall comply with all applicable ordinances and regulations of the municipality and other state agencies.
9. This permit authorized access to lot # _____ of tax map# _____ only. Any change in use or construction requires reapplication.
10. The entire drive and parking area shall be graded to drain away from the road.
11. The following are applicable if checked:
 - Due to snow cover at the time of field inspection, revisions to the culvert and/or drainage swale requirements of this permit may be necessary prior to construction.
 - Any offsite utility improvements within the Town right of way, related to this development, shall be authorized by means of a separate Excavation Permit.
 - This permit requires that a paved apron be constructed from the edge of road _____ feet onto the site.

Jeffrey Haines, Road Agent

Date

A completed application consists of the following:

- A completed Driveway Construction Permit Application
- A sketch/plan of the proposed driveway location with delineated property lines along the road and property line setbacks per town ordinances
- \$50 cash or check made payable to the Town of Center Harbor
- Submit completed application:
 - **In Person:** Town of Center Harbor, Planning Board, 36 Main St, Center Harbor, NH 03226
 - **Mail:** Town of Center Harbor, Planning Board, PO Box 140, Center Harbor, NH 03226

	Town Use Only	
Check # _____	Received by _____	Date _____