

APPLICATION FOR DRIVEWAY PERMIT

TO: Driveway Permit Administrator
PO Box 629
Wolfeboro, NH 03894

Date: _____
FOR OFFICE USE:
Permit # _____

TAX MAP _____ LOT _____

Pursuant to the provisions of the Wolfeboro Driveway Permit Regulations, and amendments thereto, permission is requested to construct _____ driveway entrance(s) to my property on the side of _____ Road/Drive/Street/Lane in Wolfeboro, NH, at a location which will meet the specified safety requirements.

The driveway is requested for access to _____
Residence, Commercial, Subdivision, Etc.

As the Landowner, I hereby agree to the following:

1. To construct driveway entrances only for the bona fide purpose of securing access to private property such that the roadside right-of-way is used for no purpose other than travel.
2. To construct driveway entrances at permitted location(s) in accordance with statutes, driveway permit specifications and standards for driveway entrances issued by the New Hampshire Department of Transportation.
3. To hold harmless the Town of Wolfeboro 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 and prescribed to maintain existing roadside drainage and adequately handle increased runoff resulting from development.
5. Issuance of permit: An agent of the Planning Board, will inspect the site and will determine whether or not a permit can be issued for the proposed location, or will attempt contact with the applicant, within ten (10) days from the date a completed driveway permit application is received. Please mark the portion of the driveway's edge as it approaches the Town's roadway with two 4' grade stakes and with survey ribbon.

Print Name (Owner)

Telephone Number

Mailing Address - Street, City, State, Zip Code

Signature of Property Owner

Please diagram the intended entrance opening and show related information, such as: stonewalls, lot markers, direction of flow of any drainage ditches, telephone pole(s), and the exact distances from boundaries.

DRIVEWAY PERMIT

Date: _____
Permit # _____
TAX MAP _____ LOT _____

ROAD LOCATION: _____

Permission to construct a driveway, entrance, exit, approach adjoining _____ pursuant to the location shown on the application and specification described below, is hereby granted. Failure to adhere to the Conditions of Approval or failure to complete construction of said facility within one (1) calendar year of the date of this permit shall render this permit null and void. Facilities constructed in violation of these conditions shall be corrected immediately upon notification by the Driveway Permit Administrator or costs of removing said facility shall be fully borne by the owner.

Conditions of Approval

Location:

1. This permit requires that the area adjacent to the roadway be graded such that the 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 pavement (for the entire frontage of the property) which line will serve as a drainage gutter.
2. _____ driveway entrance is permissible, not to exceed _____ feet in width. The driveway entrance may be flared as it approaches the pavement/curb.
3. Other access to the street, road, or highway from the premises is to prohibited.
4. No structure, including buildings, permanent or portable signs, lights, displays, fences, walls, etc. shall be permitted on, over or under the road right-of-way.
5. A minimum setback of _____ feet shall be maintained from side property lines unless otherwise approved.
6. The applicant shall comply with all applicable Town and State regulations .
7. Maintenance of sight distance is the responsibility of the owner.
8. A culvert is (is not) required. Specifications include:

APPROVED BY _____ ***

DRIVEWAY PERMIT ADMINISTRATOR

CONFORMANCE INSPECTION

*** It is required that the Superintendent of Highways be contacted prior to construction of finish grade (gravel or asphalt) to ensure conformance with this approval.

The constructed drive was inspected on _____ and meets conditions as set forth in the approved permit, shown on the reverse side of this form.

(Signature)

The constructed drive was inspected on _____ and does not meet the conditions as set forth in the approved permit, shown on the reverse side of this form.

Conditions not met which require conformance for final approval: _____

(Signature)

DRIVEWAY PERMIT REGULATIONS

A. Access to roadways.

1. A written permit from the Driveway Permit Administrator is required prior to the construction or alteration of any driveway entrance, exit or approach, within the limits of right-of-way, of all roads within the Town of Wolfeboro.
2. A written driveway permit application must be obtained from and filed with the Driveway Permit Administrator by any landowner intending driveway work as per Subsection A(1) above. Said application shall have been reviewed and a construction permit issued prior to any site review or building permit approval.

B. Construction requirements.

1. Driveway construction shall meet the requirements of the Driveway Permit Administrator. The latest Policy and Procedure for Driveways and Other Accesses to the State Highway System, as published by the New Hampshire Department of Transportation, will be used for design guidelines where possible.
2. Engineered construction plans shall be required for commercial or industrial enterprises and all subdivisions.

C. Number of curb cuts.

1. In the MW, GR1A, GR1, GR2, GR3, SFR and AG. Zoning Districts, there shall be not more than one (1) driveway where the frontage is less than two hundred (200) feet, unless adequate engineering safety standards for more than one driveway can be demonstrated. One (1) additional driveway for each additional one hundred (100) feet or major fraction thereof may be permitted by the Driveway Permit Administrator should site conditions warrant.
2. In the C1, and C2 Zoning Districts, a maximum of two (2) driveways per lot may be permitted by the Driveway Permit Administrator should site conditions warrant. Lots that have frontage on two or more streets shall be permitted to receive up to two driveways per street, provided adequate engineering safety standards for all driveways can be demonstrated.

D. Application standards.

1. The driveway shall be designated for only Town approved use(s); Residential, Commercial, Subdivision, Etc.
2. The Landowner shall certify the following:
 - A. The proposal is limited to construction of driveway entrances only for the bona fide purpose of securing access to private property such that the roadside right-of-way is used for no purpose other than travel.
 - B. The proposed driveway entrances shall be limited to the permitted location(s) in accordance with statutes, driveway permit specifications and standards for

driveway entrances issued by the New Hampshire Department of Transportation.

- C. The owner shall hold harmless the Town of Wolfeboro 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.
- D. The owner shall mark the portion of the driveway's edge as it approaches the Town's roadway with two 4' grade stakes and with survey ribbon.
- E. The owner shall be responsible for furnishing and installing drainage structures that are necessary and prescribed to maintain existing roadside drainage and adequately handle increased runoff resulting from development. In cases where the downstream runoff is increased such that it adversely impacts the downstream abutter the owner shall be required to design drainage structures and improvements necessary to mitigate such impact.

E. Issuance of permit:

The Driveway Permit Administrator will inspect the site and will determine whether or not a permit can be issued for the proposed driveway within ten (10) days from the date a completed driveway permit application is received.

F. Maintenance responsibility.

- 1. The total cost of all construction and maintenance of the work specified shall be borne by the applicant, his/her grantees, successors and assigns. With the exception of certain drainage structures constructed according to permit specifications by the applicant, the Department of Public Works will assume the maintenance responsibility for:
 - A. The driveway culverts carrying surface water in roadside ditches under driveways within the town right-of-way.
 - B. Catch basins constructed at the end of cross-road culverts under the town roadway system.
 - C. Drainage systems along existing roadways constructed for the purpose of disposing of roadway drainage.
- 2. In the case where adjoining property has been or is being developed which requires the extension of a pipe, ditch or drainage system, it is the responsibility of the abutting property owner to construct according to permit specifications and maintain said extensions. The Department assumes the responsibility of maintenance for the catch basin at the roadside (in the ditch or gutter line within the town right-of-way), and the abutting landowner is responsible for extensions from said catch basin.

G. Appeal Process

Driveway permit applications disapproved (denied) by the Director of Public Works may be revised to comply with the standards and resubmitted or the landowner may appeal the decision to the Planning Board, explaining in a letter why the standards cannot be met.

The Planning Board shall conduct a public hearing on the appeal after giving abutters 10 days notice and posting the notice in two public places. After considering the application,

the recommendations of the Director of Public Works and interested parties, the Planning Board shall approve, approve with conditions or disapprove the driveway permit application. Written notification outlining the reasons for approval or disapproval shall be sent to the landowner within 10 days of the public hearing.

F. Penalty.

Whoever violates any provision of these regulations, shall be liable for the cost of restoration of the roadway to a condition satisfactory to the person empowered to give such written permission.