

**Permit Application for Driveway Entrance or Private Work in the Town Right of Way**

**Application for Permits must be made prior to commencement of work.**

**Applicant:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Owner:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Site Address:** \_\_\_\_\_ **Map** \_\_\_\_\_ **Lot** \_\_\_\_\_ **Building Permit #** \_\_\_\_\_ (if applicable)

Pursuant to provisions of RSA 236:13 and 236:14 permission is requested to conduct work in the Town Right of Way for the purpose of: (please check one)

- |   |  |
|---|--|
| <input type="radio"/> New Construction (no existing driveway) | <input type="radio"/> Resurfacing / Paving / Repaving                    |
| <input type="radio"/> Relocate existing driveway              | <input type="radio"/> Alteration of landscaping within Town Right of Way |
| <input type="radio"/> Modification of existing driveway       | <input type="radio"/> Other  |

**Applicant agrees to the following:**

- 1) To construct driveway entrance(s) only for purpose of securing access to private property
- 2) To construct a driveway entrance(s) at permitted location in accordance with permit and drawings as approved by Atkinson Road Agent
- 3) To hold harmless the Town of Atkinson and its duly appointed agents and employees against any action for any personal injury or property damage in the exercise of this permit.
- 4) To furnish and install drainage structures that are necessary to maintain existing highway drainage and to adequately handle increased runoff resulting from development.
- 5) If driveway exceeds 150 ft. from the edge of pavement of public road, its width must be improved to 20 ft of unobstructed width (NFPA 3-5.1 Fire Lanes) or the dwelling must be sprinkled (follow Fire Dpt. Checklist for Fire Lanes.)

**Applicant's Signature:** \_\_\_\_\_ **Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Permission to construct, relocate, modify, resurface, repave or alter landscape within and adjoining the town right of way as described below is hereby granted. Failure to adhere to standards and drawings submitted, or failure to complete construction within one calendar year shall render this permit null and void. Facilities constructed in violation of these conditions shall be corrected immediately upon notification by the Road Agent or Board of Selectmen or their representative, or the cost of removing facility shall be borne by the property owner, **penalty as described under RSA 236:14.**

**Preconstruction Conditions of Approval:**

- 1) Quantity \_\_\_\_\_ entrance(s) permissible.
- 2) Not to exceed \_\_\_\_\_ feet in width.
- 3) Culvert: \_\_\_\_\_ required \_\_\_\_\_ not required (circle one)
- 4) Culvert when required: \_\_\_\_\_ inches diameter and \_\_\_\_\_ feet in length.
- 5) No structures, signs, lights, fences, walls etc permitted within town right of way.
- 6) Edge of town right of way is located \_\_\_\_\_ feet from the centerline of highway pavement.
- 7) No parking, catering or servicing to be conducted in the highway right of way.

440:1 It shall be unlawful to excavate or to disturb the shoulders, ditches, embankments or the surface improved for travel of any Town highway without written permission from the Selectmen (RSA 239:9). The excavation and restoration within the highway right of way shall require that a bond/surety satisfactory to the Selectmen be furnished to the Town providing for the satisfactory restoration of the highway (RSA236:10 and 236:11).

440:2 It shall be unlawful to construct, alter in any way that substantially affects the size or grade of any driveway, entrance, exit, or approach within the limits of the right of way of any town highway without a written construction permit or driveway permit which will describe the location, drainage and traffic control devices and will establish grades that adequately protect and promote highway drainage and permit a safe and controlled approach to the highway in all seasons of the year and will include any other terms and specifications necessary for the safety of the travelling public. (RSA 236:13)

440:3 Driveways shall be constructed in the following manner: the area adjacent to the highway shall be graded so the surface will slope from the edge of pavement to a line 5 feet distant from the parallel to the pavement, and be a minimum of 3 inches below the edge of pavement.

440:4 Driveway culverts within the right of way shall be a minimum of eight (8) inches in diameter, long enough to preclude blockage by erosion, and of a town approved type. The driveway culverts must be installed so as to have a minimum of 18 inches of gravel on top and be at a depth so as not to dam runoff and must be at a minimum pitch of 1/4 inch per foot.

**Road Agent Signature:** **Preconstruction** \_\_\_\_\_ **and Final Inspection** \_\_\_\_\_

**Permit Fee:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Date:** \_\_\_\_\_