

Town of Epping, NH

Incorporated 1741

Highway Department
157 Main Street
Epping, NH 03042

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DRIVEWAY PERMIT APPLICATION - EPPING HIGHWAY DEPARTMENT

DATE: _____

FEE: \$55.00

Note: You will be charged an additional \$55.00 if another inspection is required.

Pursuant to the provisions of Title 20, Chapter 236:, Section 13, Revised Statutes Annotated 1955 and amendments thereto, permission is requested to construct one driveway entrance to property onto the dedicated R.O.W. or town accepted street in the Town of Epping, N.H. at the prescribed location herein which will meet the requirements for safety specified in said statutes.

Tax Map & Lot: _____ Address: _____ Subdivision Lot # _____

Provide a description of your driveway location. If available list a nearby house number.

The driveway requested is for access to:

() Residence () Commercial () Other _____

As the landowner applicant, I hereby agree to the following:

1. To construct driveway entrance only for the purpose of securing access to private property, such that the highway right-of-way is used for no purpose other than travel.
2. To construct driveway entrance at permitted location in accordance with statutes, all provisions of Driveway Permit specifications and standard drawings for driveway entrance issued by the Town of Epping Board of Selectmen and/or Highway Department.
3. For further information on proper driveway construction, please read the Driveway Regulations.

NOTE: Allow 7-10 working days for initial permit; and 3-5 working days for final inspection.

PLEASE PRINT: MAILING ADDRESS

Name: _____ Signature: _____
Street address _____ City, State, Zip _____
Tel# (____) _____ Fax# (____) _____
Dig Safe # 1.888.344.7233

Date of Inspection: _____ Road Agent Signature: _____

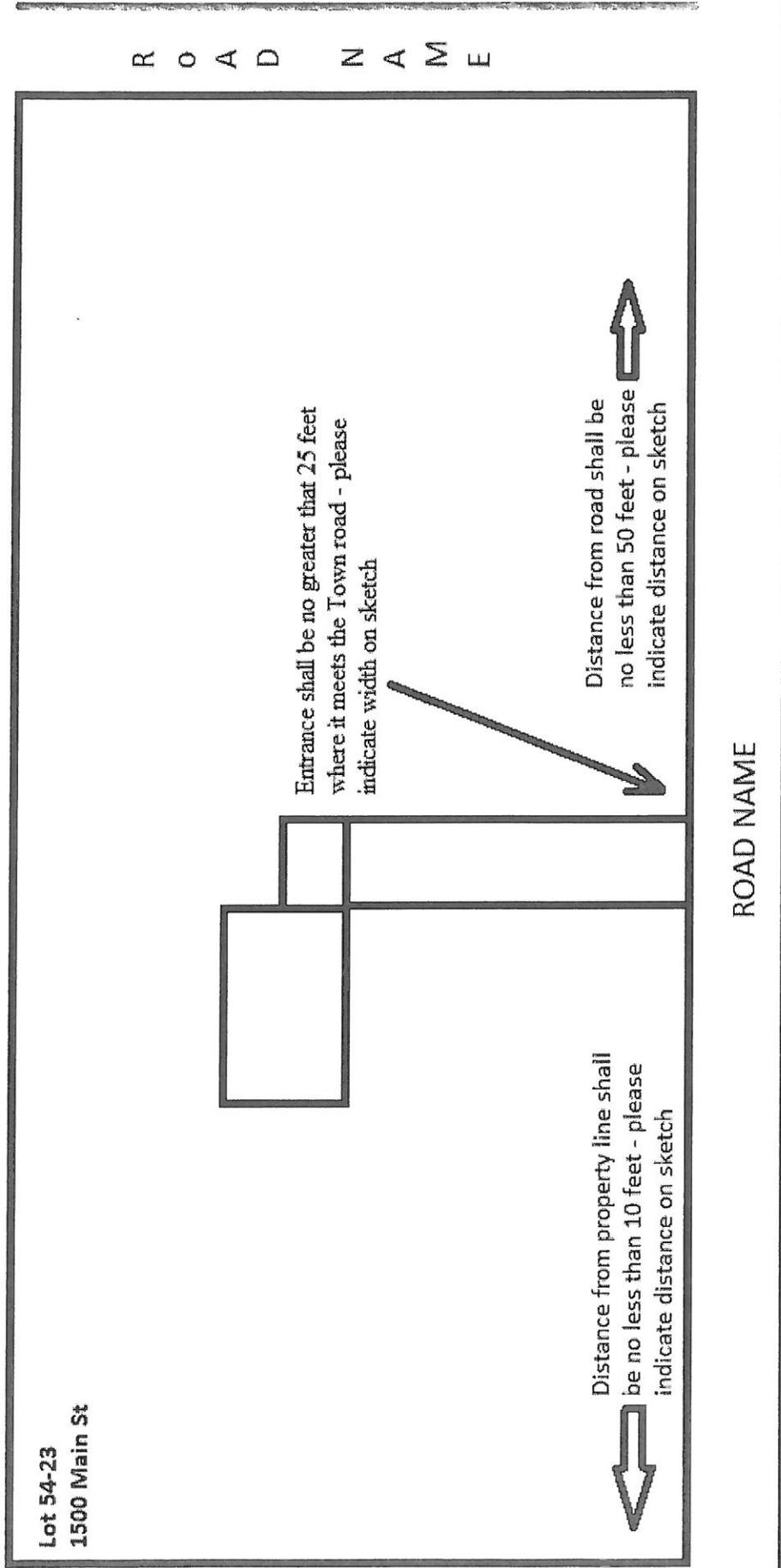
Final Inspection: _____ Approved _____ Not Approved

Comments: _____

SITE PLAN

- Driveways shall have at least a 20 foot paved apron inward from the edge of road
- No driveway shall be within 10 feet of a property line, with the exception of shared driveways
- Driveways shall be at least 50 feet from the nearest street intersection
- The Driveway entrance shall be no greater than 25 feet where it meets the Town road
- Culverts shall be covered by at least 12 inches of gravel
- Driveways shall be constructed to ensure water coming from the property will be diverted into the proper drainage structure (swale, culvert, etc)

Example Site Plan



Driveway Regulations

- A. **Purpose:** Driveways are intersections that require certain controls in order to provide safe and efficient access to and exits from property, as well as to provide for proper and suitable discharge and control of surface drainage in and around the entrance (within the Town right of way) to said driveway. The intent of these regulations is to protect the safety and health of the public and the general welfare of the community. (These regulations are adopted pursuant to RSA 236:13)
- B. **Permits:** Anyone desiring to construct, repave, pave, or relocate a driveway within the Town right-of-way shall first apply for a permit from the Town of Epping Road Agent under supervision of the Board of Selectmen, who are hereby delegated the authority to administer these regulations on the part of the Planning Board. The Road Agent shall prescribe the application form for such a permit and shall have the authority, in appropriate cases, to require the applicant to provide satisfactory surety to guarantee the performance of permit conditions. Security, if required, shall be provided prior to a permit being issued. In addition to the foregoing, the Road Agent, under the supervision of the Board of Selectmen is empowered to act on behalf of the Planning Board with regard to any and all of the duties and prerogatives set forth in RSA 236:13, (V) and (VI), in order to implement these regulations and the foregoing statutes.
- C. **Requirements:** These requirements apply to all new, upgraded or relocated driveways.
1. Occupancy Permits will not be issued until the Road Agent has approved the driveway.
 2. Do not install, remove, or modify any drainage structure in the Town right-of-way without prior approval. Failure to receive approval will void this permit.
 3. Clearly mark your driveway location with some stakes and ribbon. Write the word 'driveway' in magic marker on the stake.
 4. Submit a plot plan showing the following:
 - driveway location & property lot lines
 - wetlands and setbacks, if applicable
 - building foundation location including garage
 5. With the exception of shared driveways, no driveway, including any of its flare, shall be within 10 feet of a side property line.
 6. Whenever a common driveway is either proposed or required, the applicant shall provide documents, subject to the approval of the Board of Selectmen, which adequately establishes the perpetual joint easements and maintenance responsibility for the common driveway. The applicant shall also execute the Town's waiver of liability agreement.
 7. Driveways should intersect the street at 90 degrees, and shall not intersect at less than 60 degrees.
 8. Flares may be constructed, however the driveway entrance shall be no greater than 25' wide where the driveway meets the Town road.
 9. Driveways shall have at least a 20 foot paved apron inward from the edge of road. This is not required if the Town road is not paved.

10. Driveways, as measured from the nearest edge, shall be at least 50 feet from the nearest street intersection.
11. If the Highway Department determines that a culvert is required, the minimum shall be a 12-inch diameter corrugated, smooth-walled HDPE, reinforced concrete or polypropylene. The culvert shall be a minimum of 20 feet long and extend a minimum of 5 feet from the edge of the driveway pavement. Headers or flared-end sections to be built to Highway Department specifications.

Culverts shall be covered by at least 12 inches of gravel.

12. The grade of the driveway shall slope no less than ¼" per foot, and no more than ½" per foot, downward away from the edge of the traveled surface of the Town roadway, to the center of the roadway ditch line. The maximum allowable grade for a driveway is 10%. A driveway grade greater than 4 % shall include a platform or parking area on the applicant's land, outside of the right-of-way, large enough to park 2 cars, i.e. 9'x 18 ½' each, for when weather conditions prohibit use of the driveway.
13. Driveways longer than 300 feet in length and/or driveways having a slope greater than 8% shall have a driveway plan designed and certified by a licensed surveyor or engineer. It shall also meet all applicable NFPA standards and meet the approval of the Epping Fire Department.
14. Driveways shall in no way impede the natural flow of water along or away from the ROW. It is the property owner's responsibility to properly construct and maintain the apron and drainage structures, e.g. culvert and swale, between the roadway and the property line.
15. There shall be no permanent structure, e.g. fences, walls, lampposts, etc., constructed above or below the finish grade, within the right-of-way.
16. If Construction of the driveway is taking place when the asphalt plants are closed, a bond of \$2,500 will be required. The Road Agent will give the applicant a future pave-by-date, after the asphalt plants are open, that the driveway must be paved. If the applicant meets this deadline, the bond will be returned. Failure to meet this deadline, the bond money will be used to pave the driveway.
17. In order to have more than one driveway, the minimum all-season sight distance (200 feet) from each entrance shall be obtained, the parcel shall have at least 200 feet of frontage, and the driveways shall be 50 feet from each other.
18. Waivers may only be granted by the Board of Selectmen, who are authorized and designated in accordance with RSA 236:13 to act on behalf of the Planning Board in accordance with this provision.
19. Requirements for commercial driveways and residential driveways that are specifically approved in terms of location or other requirements as part of site plan or subdivision approval must be constructed in accordance with the requirements of the Planning Board and cannot be waived or modified by the Road Agent or Board of Selectmen.