

Driveway Permit Application
Town of Washington, NH - Planning Board
7 Halfmoon Pond Road, Washington, NH 03280
Revised - August 2020

Date _____ 911 Number _____

Applicant's Name _____

Mailing Address _____ Phone _____

Local Address _____ Phone _____

Contractor's Name _____ Phone _____

Name of Road from which access is needed _____ Land in Current Use _____

Tax Map and Lot Number _____ Nearest street number _____ Deeded Shared Drive _____

Type of Driveway or Access: Permanent _____ Temporary _____

Purpose of Access: Home _____ Business _____ Logging _____ Other _____ (Specify Use)

Proposed Start Date _____ Proposed Completion Date _____

SUBMIT WITH THIS APPLICATION - A DIAGRAM OF THE PROPOSED DRIVEWAY SHOWING DIMENSIONS, DISTANCES FROM LOT SIDE LINES, AND LOCATION OF EXISTING OR PROPOSED BUILDINGS.

NOTE: DRIVEWAY AND LOT SIDE LINES MUST BE STAKED AND FLAGGED, TAX MAP and LOT NUMBER POSTED CLEARLY FOR SITE INSPECTION, FAILURE TO DO SO WILL RESULT IN DENIAL OF PERMIT. A DENIAL FOR THIS REASON WILL REQUIRE REAPPLICATION AND REPAYMENT OF FEE. For new driveways - PLEASE PROVIDE THE NEAREST ESTABLISHED STREET NUMBER ABOVE, TO AID IN LOCATING YOUR SITE.

DRIVEWAY CONSTRUCTION AND FUTURE MAINTENANCE WILL COMPLY WITH N.H. RSA 236:13; with DIAGRAMS 12 AND 13 "DRIVEWAY APPROACH AND PROFILE" of APPENDIX G "DESIGN AND CONSTRUCTION CRITERIA" of TOWN OF WASHINGTON SUBDIVISION REGULATIONS; with the DIRECTOR of PUBLIC WORKS' RECOMMENDATIONS; and WITH DRIVEWAY REQUIREMENTS and CONSTRUCTION DETAIL REQUIREMENTS ON PAGE 2 and 3 OF THIS APPLICATION, UNLESS OTHERWISE NOTED. MAINTENANCE DONE ON DRIVEWAYS, CULVERTS OR PRIVATE ACCESS POINTS TO A PUBLIC RIGHT-OF-WAY REQUIRE THIS APPLICATION AND A "PERMISSION TO EXCAVATE" APPLICATION (SEE PG. 6 OF THIS DOCUMENT) TO BE FILED AND SIGNED BY THE DIRECTOR OF PUBLIC WORKS (NO FEE WILL BE CHARGED FOR THIS TYPE OF APPLICATION).

FAILURE TO OBTAIN A PROPER DRIVEWAY PERMIT, PERMISSION TO EXCAVATE PERMIT AND CONSTRUCTION OF DRIVEWAY ACCORDING TO APPROVED APPLICATION, MAY REQUIRE THAT THE DRIVEWAY BE REMOVED AT THE OWNER'S EXPENSE. LAND OWNERS WILL BE HELD RESPONSIBLE FOR ANY DAMAGE DONE TO TOWN ROADS DURING AND FOLLOWING CONSTRUCTION. CONSTRUCTION STARTED BEFORE WRITTEN APPROVAL WILL RESULT IN DOUBLING OF PERMIT FEES.

CONSTRUCTION MUST BE COMPLETED WITHIN ONE YEAR OF APPROVAL DATE.

911 NUMBER MUST BE DISPLAYED AT ENTRANCE OF DRIVEWAY.

As the landowner applicant, I hereby agree to indemnify and hold harmless the Town of Washington and its duly appointed and elected agents and employees against any action for personal injury and/or property damage sustained by reason of the exercise of this permit.

\$30.00 FEE ENCLOSED _____

Applicant's Signature

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Driveway Requirements

1. Driveway access shall be from a:
 - a. Class V road or better, shown on the official map, any approved street shown on a subdivision plat or an approved private road, and giving access to a dwelling, or a;
 - b. Class VI road or better to access property for purposes other than construction.
2. Location of the driveway shall take into consideration:
Safety of site lines, distances from corners or intersections, location on slopes, distance from side lot lines, distances from neighboring driveways, wellheads or water sources. The Director of Public Works and the Planning Board and shall make recommendations, as needed.
3. Driveway shall intersect the road as close to ninety (90) degrees as possible.
4. Any driveway crossing a wetland or body of water shall have all permits required by NH DES Wetland Bureau before construction commences.
5. Driveways with a slope of greater than twelve (12) percent shall not be permitted.
6. Only two (2) driveways, entrances, exits or approaches from any one highway to any one parcel of land will be permitted unless the frontage along that highway exceeds 500 feet.
7. Driveways shall be constructed and maintained in suitable condition for emergency vehicles. Driveways longer than 500 feet in length shall have a turnout to allow two (2) emergency vehicles to pass one another.
8. Permits for temporary driveways for logging, site work or excavation shall be valid for six (6) months from date of issue, the Director of Public Works may extended the permit for additional six (6) months if needed. Temporary driveways must be removed at the end of the permitted period.
9. Pursuant to NH RSA 472:6, no stonewall or boundary wall can be breached without prior permission of the town and/or landowners. If breached for a temporary driveway, the stonewall or boundary wall must be restored at the end of the permitted period.

Driveway Construction Details

1. This permit does not grant or imply any right to trespass, cross or perform any work on the land of others.
2. The driveway entrance must be flared at the point of contact with the Town road. The landing will be a minimum of _____ ft. wide between the Town road and the stonewall or edge of Town right-of-way.
3. The culvert is to be located in the ditch line as staked by the Highway Department. The culvert is to be _____ ft. long by _____ inches diameter constructed of steel or smooth wall plastic with an H-20 rating.

4. The driveway landing will be at the same level as the Town road to a point no less than the stonewall or edge of Town right-of-way.

5. All clay and stone must be removed and bank run gravel or crushed gravel will be used between the Town road and the stonewall or edge of Town right-of-way.

6. The inlet and outlet ends of culverts will be protected by means of a headwall, riprap, or end section. Driveway slopes and drainage ditch will be graded and seeded or rip-rapped as to prevent erosion and as to not obstruct the flow of storm water.

Director of Public Works' Recommendations

Date of Site Visit _____ E911 Address _____

Necessary Improvements for Visibility _____

Recommendations _____

Date _____

Director's Signature

Planning Board Action

Date of Site Visit _____ Approved _____ Denied _____

Conditions of Approval or Reasons for Disapproval _____

Date _____

Planning Board Chairperson

Processed Application Copies To:

Applicant
Assessor's Property Record File

Planning Board File
E911 Address Administrator

Road Agent
Selectmen

Town of Washington, NH

Private Access, Drainage, Maintenance & Installation Policy

Adopted August 2014

Section I Purpose:

The purpose for this policy is to provide the Town of Washington and it's landowners the necessary information needed to maintain, upgrade and or repair all driveway and private access points to a public right of way.

Section II Permit required:

Pursuant to RSA 236:9, It shall be unlawful to excavate or disturb the shoulders, ditches, embankments or the surface improved for travel of any highway without written permission from the selectmen or highway agent of the town, provided that in cases of emergency where the public health or safety is endangered such immediate action as may be necessary may be taken without such permission, but in such cases the person directing or taking such action shall at once notify the official empowered to give written permission. A Driveway Permit application must be filed with the Planning Board and approved and a signed Permission to Excavate document must be obtained from the Director of Public Works before any work is initiated.

Existing structure regardless of type, size or condition shall fall under the same statutory requirements of RSA 236:13.

Section III Jurisdiction:

The Planning Board shall enforce and update this policy as needed pursuant to RSA 236:13 and 236:9 and amendments as adopted.

Regulatory authority:

Pursuant to State Statute RSA 236:13;

I. It shall be unlawful to construct, or 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 class I or class III highway or the state-maintained portion of a class II highway that does not conform to the terms and specifications of a written permit issued by the commissioner of transportation.

II. Pursuant to this section, a written construction permit application must be obtained from and filed with the department of transportation by any abutter affected by the provisions of paragraph I. Before any construction or alteration work is commenced, said permit application shall have been reviewed, and a construction permit issued by said department. Said permit shall:

(a) Describe the location of the driveway, entrance, exit, or approach. The location shall be selected to most adequately protect the safety of the traveling public.

(b) Describe any drainage structures, traffic control devices, and channelization islands to be installed by the abutter.

(c) 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.

(d) Include any other terms and specifications necessary for the safety of the traveling public.

III. For access to a proposed commercial or industrial enterprise, or to a subdivision, all of which for the purposes of this section shall be considered a single parcel of land, even though acquired by more than one conveyance or held nominally by more than one owner:

(a) Said permit application shall be accompanied by engineering drawings showing information as set forth in paragraph II.

(b) Unless all season safe sight distance of 400 feet in both directions along the highway can be obtained, the commissioner shall not permit more than one access to a single parcel of land, and this access shall be at that location which the commissioner determines to be safest. The commissioner shall not give final approval for use of any additional access until it has been proven to him that the 400-foot all season safe sight distance has been provided.

(c) For the purposes of this section, all season safe sight distance is defined as a line which encounters no visual obstruction between 2 points, each at a height of 3 feet 9 inches above the pavement, and so located as to represent the critical line of sight between the operator of a vehicle using the access and the operator of a vehicle approaching from either direction.

IV. No construction permit shall allow:

(a) A driveway, entrance, exit, or approach to be constructed more than 50 feet in width, except that a driveway, entrance, exit, or approach may be flared beyond a width of 50 feet at its junction with the highway to accommodate the turning radius of vehicles expected to use the particular driveway, entrance, exit or approach.

(b) More than 2 driveways, entrances, exits or approaches from any one highway to any one parcel of land unless the frontage along that highway exceeds 500 feet.

V. The same powers concerning highways under their jurisdiction as are conferred upon the commissioner of transportation by paragraphs I, II, III and IV shall be conferred upon the planning board in cities and towns in which the planning board has been granted the power to regulate the subdivision of land as provided in RSA 674:35, and they shall adopt such regulations as are necessary to carry out the provisions of this section. Such regulations may delegate administrative duties, including actual issuance of permits, to a highway agent, board of selectmen, or other qualified official or body. Such regulations, or any permit issued under them, may contain provisions governing the breach, removal, and reconstruction of stone walls or fences within, or at the boundary of, the public right of way, and any landowner or landowner's agent altering a boundary in accordance with such provisions shall be deemed to be acting under a mutual agreement with the city or town pursuant to RSA 472:6, II(a).

VI. The commissioner of transportation or planning board shall retain continuing jurisdiction over the adequacy and safety of every existing driveway, entrance, exit, and approach to a highway, whether or not such access was constructed or installed pursuant to a permit under this section, and, unless the access is a public highway, 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. If any such access is or

becomes a potential threat to the integrity of the highway or its surface, ditches, embankments, bridges, or other structures, or a hazard to the safety of the traveling public, by reason of siltation, flooding, erosion, frost action, vegetative growth, improper grade, or the failure of any culvert, traffic control device, drainage structure, or any other feature, the commissioner of transportation or planning board or their designee may issue an order to the landowner or other party responsible for such access to repair or remove such hazardous condition and to obtain any and all permits required therefor. The order shall describe the hazard, prescribe what corrective action or alteration in the location or configuration of such access shall be required, and set a reasonable time within which the action shall be completed. Such an order shall be sent by certified mail, and shall be enforceable to the same extent as a permit issued under this section. If the order is not complied with within the time prescribed, the commissioner or planning board or their designee may cause to be taken whatever action is necessary to protect the highway and the traveling public, and the owner or other responsible party shall be civilly liable to the state or municipality for its costs in taking such action.

Source. 1939, 109:1. RL 107:4. 1945, 188:1, part 19:12. 1950, 5:1, part 9:1, par. 2. RSA 249:17. 1969, 254:1. 1971, 302:1. 1981, 87:1. 1985, 103:4; 402:6, I(a)(7), (b)(7). 1997, 52:1, 2, eff. July 18, 1997.

Section IV Management:

The Public Works Director or his designee shall assess requests for service and to see if they qualify for municipal maintenance on a case-by-case basis. The final decision shall be made by the Planning Board or their designee.

The Selectmen have regulatory authority over the Public Works Department and will enforce the decisions made by the Public Works Director and the Planning Board.

Section V Drainage Easements:

Drainage easements may be requested by the Planning Board at the time an access is installed or maintained and would be in effect in perpetuity.

Section VI Bonding:

Pursuant to RSA 236:10, A bond in the form of cash or letter of credit from a NH bank may be required by the town to cover costs associated with restoration or repair of a town road where the excavation will occur. The Town of Washington shall not arbitrarily withhold funds from any cash bond or letter of credit, but shall first make a good faith effort to resolve any differences with the contractor doing the excavation or restoration.

Section VII Appeals:

Any person who is aggrieved by this policy may within 10 days of a decision by the Public Works Director and not after that, may appeal a decision to the Planning Board. Upon receipt of such appeal, the planning board shall schedule a public meeting, at which all interested parties may present any relevant evidence in writing; and, at the conclusion

of the public meeting, affirm, modify or set aside the decision of the public works director.

Section VIII Severability:

If any section, subsection, sentence, clause, phrase or part of this policy should be held invalid for any reason whatsoever, such decision shall not affect the remaining portions, which shall remain in full force and effect; and, to this end, the provisions of this policy are severable.

Section IX Effective Date:

This policy shall become effective upon passage by the planning board after a legal public hearing.

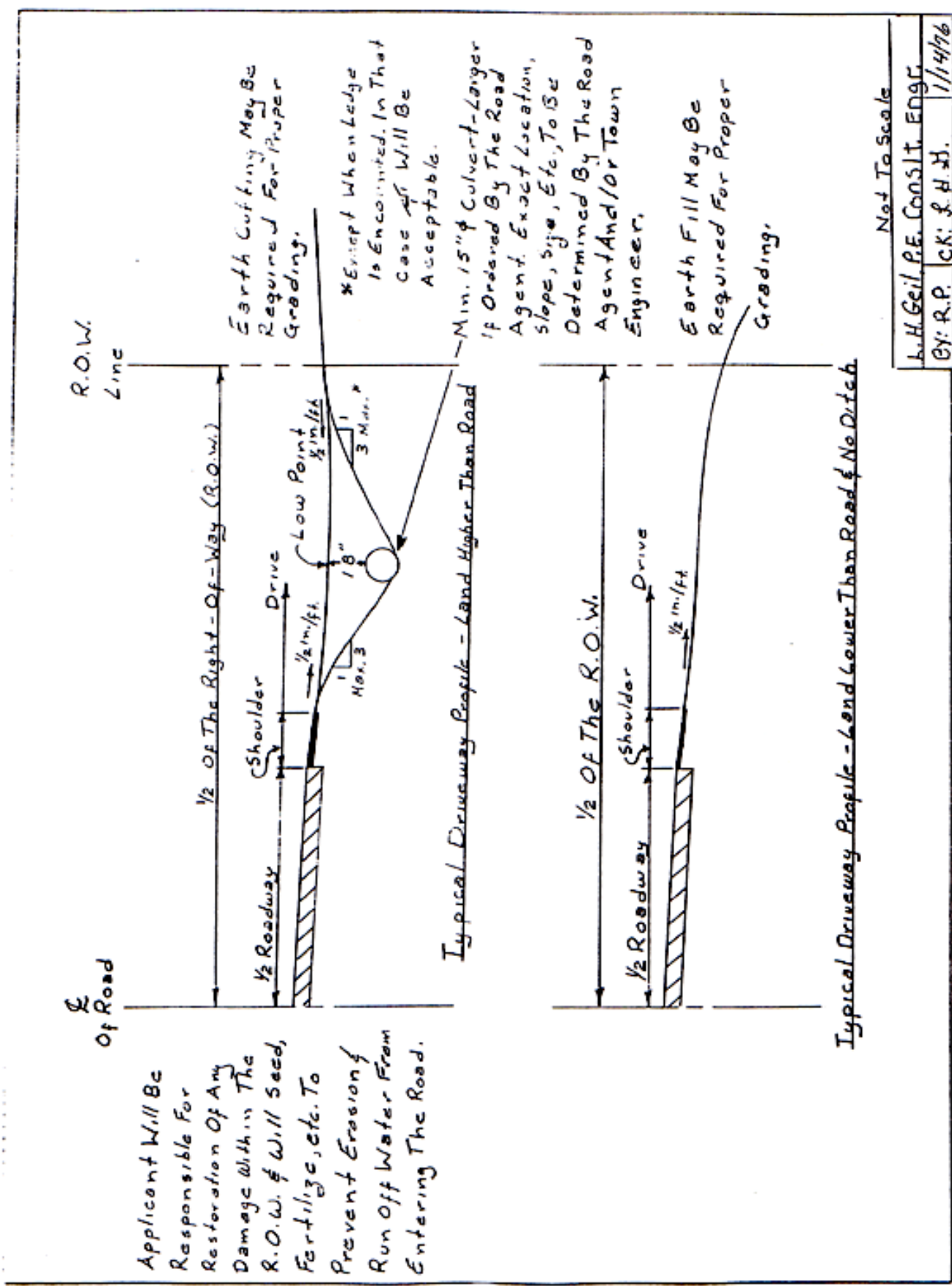
Public Hearing Date: August 5, 2014

Effective: August 5, 2014

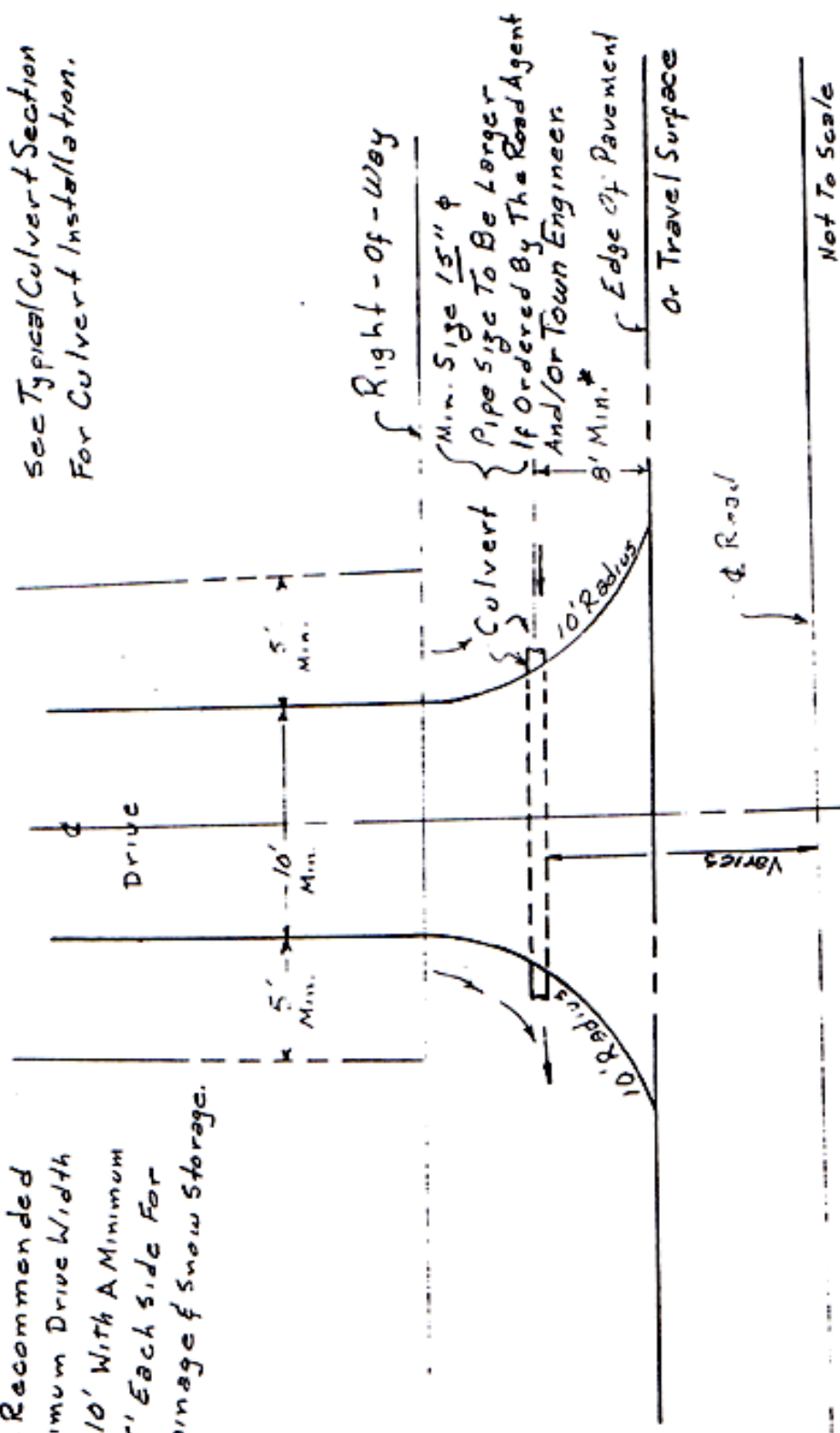
Town of Washington
Planning Board

A handwritten signature in cursive script, appearing to read "Jim Crandall".

Jim Crandall, Chairperson



The Recommended Minimum Drive Width Is 10' With A Minimum Of 5' Each Side For Drainage & Snow Storage.



See Typical Culvert Section For Culvert Installation.

Direction Of Flow
 * Unless Otherwise Approved By The Planning Board Or Their Agent.

Typical Driveway Approach

L.H. Geil, P.E., CONSULT. ENGINEER
 BY: R.P. CK: J.H.S. 1/16/76

Town of Washington
Permission to Excavate
Town Highways and Streets

Name of applicant: _____

Address including map and lot number: _____

Phone Number: _____

Name of Highway or Street excavation will take place: _____

Type of excavation, Water/Sewer or other (explain): _____

Bond Required and amount: _____

Conditions: Permittee shall provide a flagman and safety devices as required by the Town of Washington. The permittee shall notify the Road Agent 24 hours prior to beginning work and shall receive permission from the Road Agent to begin work. Work may be restricted by the Road Agent due to weather conditions or time of year and a time limit may be placed on the beginning and ending of work. Permittee agrees to return the disturbed portion of the road to its original condition and will compact backfilled earth in 8" maximum lifts. Pavement will be 3/8" hot bituminous and will be a minimum of 3" thick. Conduits and utility lines will be placed a minimum of 4' below grade wherever possible. Exceptions will be granted where this requirement cannot be met and with the prior consent of the Road Agent. Reflective quality marking tape must be installed in the trench 4" above the utility as to allow the Town to easily locate utilities in the future with a metal detector or other suitable device. Permittee agrees to promptly repair any surface defects to the Town Road upon notice from the Road Agent during the next 24 months, repair will be completed within a reasonable amount of time from notification. A drawn legible sketch will be furnished with the permit request showing all setbacks and relevant dimensions from buildings and rights of way so the Town may locate utilities in the future. The permittee agrees to release the Town of Washington from any and all claims, demands, and lawsuits, or property damage or personal or personnel injuries, heretofore sustained, or which hereafter arises, in consequence of the work being done at this location by the permittee or its agent as a result of this permit.

This permit does not waive the obligation of the permittee to apply for and receive any other applicable local, State, or Federal permits as may be required prior to beginning work.

_____ Date _____
Director of Public Works Department
Permitter

_____ Date _____
Owner or Agent of Owner
Permittee