

Town of Newbury

P.O. Box 296 Route 103, Newbury, NH 03255
Phone (603) 763-4940 | Website www.newburynh.org

DRIVEWAY ACCESS PERMIT APPLICATION

To construct, alter or resurface a driveway on a town, state, or private road.

See page 3 for the required minimum driveway standards.

Check all that apply:

- ☐ New driveway
- ☐ Relocate existing driveway
- ☐ Modify existing driveway (shape, size, grade, etc)
- ☐ Temporary driveway for construction access**
- ☐ Temporary driveway for logging**

****If temporary**, what date do you expect to restore the area by? _____

LOCATION	Street Address: _____	Parcel ID (map and lot #): _____
	Name of business or subdivision (if applicable): _____	
	Acreage: _____ acres	Length of road frontage: _____ feet
OWNER	Name of Property Owner(s): _____	
	Mailing Address: _____	
	Phone / Email: _____	
APPLICANT	Name of Applicant (if different): _____	
	Mailing Address: _____	
	Phone / Email: _____	

Is the driveway staked and flagged? ☐ YES ☐ NO If no, date it will be: _____
The proposed driveway must be clearly staked and flagged by the applicant.

Was this driveway proposal approved by the Planning Board such as a Subdivision or Site Plan?
☐ YES ☐ NO

____ Attach a plan of property with proposed driveway.

Please include measurements with the following details:

- Culvert / Drainage
- Erosion Control Measures *temporary and permanent*
- Existing Driveways
- Grade *from road to the end of driveway*
- Site Distance *length of sight distances in both directions along the street & any visual obstructions*
- Waterbodies or Wetlands

NOTE: Additional information may be requested including engineered plans or professionally surveyed plans.

SIGNATURE – As the Landowner applicant, I hereby agree to the following:

1. To construct the driveway(s) only for the bona fide purpose of securing access to private property such that the public right-of-way is used for no purpose other than travel.
2. To construct the driveway(s) at permitted location(s) in accordance with these regulations and provisions of driveway permit specifications and standards for driveways issued by the Town of Newbury.
3. To hold harmless the Town of Newbury 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 street drainage and adequately handle increased runoff resulting from development.
5. That as a condition of the permit, the driveway(s) and culvert(s) required are the responsibility of the permittee and that the same will be kept in good repair at my expense and as ordered by the Town of Newbury as the need may arise.
6. Issuance of a **Driveway Permit** by the Highway Administrator does not relieve me, the property owner, WITH COMPLIANCE OF OTHER REGULATIONS including, but not limited to: the Zoning Ordinance; Shorelands; Setbacks; Wetlands and the Town Wetlands Buffer; Steep Slopes; Skyline/Hillside; Stormwater Management; Erosion Control; Subdivision and Site Plan Review Regulations; and any other regulations or ordinances of the Town of Newbury and/or the State of New Hampshire.

Signature: _____
Landowner Signature

Printed Name

Date _____

NEWBURY ACCESS DRIVEWAY STANDARDS

Per Newbury Driveway Regulations, Section III – Standards. Part A-N

- A. **NUMBER:** No more than two driveway entrances shall be constructed from any one street to any one property, unless frontage along that street exceeds 500 feet. When the frontage exceeds 500 feet, no more than three driveways shall be constructed.
- B. **LOCATION:** The location shall be selected to protect the most adequate degree the safety of the traveling public. The driveway shall be at least 50 feet from the nearest street intersection.
- C. **SITE DISTANCES:** AASHTO standards for site distances.
- D. **WIDTH:** The driveway shall have a minimum traveled surface width of twenty feet (20 ft.) at the driveway's intersection with the street serving the lot at a distance of twenty feet (20 ft.) back from the edge of the traveled surface of the street serving the lot.
- E. **GRADE:** The grade of the driveway shall be level to Town street for 20 ft. The grade of the entrances and exits shall be constructed to slope down and away from the Town street surface for a distance equivalent to the existing Town street ditch line. When the entrances and exits are concrete or paved with asphalt or tar, the minimum rate of slope shall be 3/8" per foot – for all other surfacing, the slope shall be a minimum of 1/2" per foot. Any future maintenance to the driveway access shall meet the minimum rate of slope described above.
- F. **PAVED APRON:** Driveways that abut paved streets shall be constructed with paved aprons that shall be as wide as the driveway and at least five feet in depth as measured perpendicularly from the edge of the street pavement (and deeper, if deemed necessary by the Highway Administrator) and the thickness of the paved apron shall be minimally 3 inches. The paved apron shall be constructed in such a way as to protect the edge of the street pavement from deterioration.
- G. **DRAINAGE:** The driveway shall not interfere with the street's drainage. Drainage from the driveway shall not interfere with the street providing access or with abutting properties. Where necessary, culverts, water bars, ditches, and other drainage structures shall be installed to ensure adequate drainage of the street and to prevent excessive drainage from the driveway onto the street providing access or onto abutting properties. Culverts shall be HP Storm-Dual Wall-PP Pipe and at least 15 inches in diameter, and larger if considered necessary by the Highway Administrator, or Acting Highway Administrator. A minimum of 12 inches of fill shall be placed over culverts.
- H. **STEEP SLOPES:** The driveway design and construction shall comply with the provisions of Article 9 Steep Slopes Conservation Overlay District in the Zoning Ordinance. Driveways shall not be located in areas of slopes 25% or greater with a minimum elevation change of 20 feet.
- I. **WETLANDS:** The driveway design and construction shall comply with the provisions of Article 8 Wetlands Conservation Overlay District in the Zoning Ordinance. Driveways shall not be located in Wetlands or Wetland buffers.
- J. **SHORELAND of LAKES, PONDS and STREAMS:** The driveway design and construction shall comply with the provisions of Article 7 Shoreland Overlay District in the Zoning Ordinance. Driveways shall not be located within the 50-foot waterfront buffer.
- K. **FLOOD PLAIN:** The driveway design and construction shall comply with the provisions of Article 10 Flood Plain Overlay District in the Zoning Ordinance.
- L. **DRIVEWAY SETBACK:** For purposes of snow removal, general maintenance, and protection of abutters, no driveway shall be constructed closer than 10 feet from abutting property lines.

- M. EROSION CONTROL: Erosion control measures to manage stormwater drainage shall be designed and constructed to protect the Town street or state highway providing access and as well as abutting properties. Stormwater drainage control systems shall be designed and constructed to ensure adequate drainage of stormwater away from and off the streets. Erosion control measures shall be designed and constructed to control sediment and retain it within the lot being developed for the driveway.
- N. DRIVEWAYS for NON-RESIDENTIAL or MULTI-FAMILY RESIDENTIAL PROJECTS: Driveways providing access for multi-family residential or non-residential projects shall be designed to conform with good engineering practice using the NHDOT Manual, Administrative Rules for the permitting of Driveways and Other Accesses to the state highway System as a guide. Driveways for non-residential or multi-family residential uses shall be reviewed as part of the Site Plan Review process for establishment of those uses.

The complete Driveway Regulation are available upon request or on the town website, and include information about purpose, authority, minimum application requirements, security, amending the regulations, appealing a denial, penalties, enforcement, etc.

THIS SECTION FOR TOWN STAFF ONLY:

Form revised 11/17/2020

REVIEWED BY:

Fire Chief _____ Date: _____

House Number _____ Street _____

Comment / Condition: _____

CONDITIONAL APPROVAL BY: APPROVED _____ DENIED _____

Highway Administrator _____ Date: _____

Culvert size needed: _____ Security required: ____ YES ____ NO Amount \$ _____

Comment / Condition: _____

FINAL APPROVAL: (when all work is complete) Highway Administrator _____