



Town of Hebron

P.O. Box 188

Hebron, NH 03241

(603) 744-2631

excassist@hebronnh.org

DRIVEWAY PERMIT APPLICATION

Important: Please read Appendix B to the Hebron Subdivision Regulations before completing this Application.

Name of Applicant: _____

Date of Application: _____

Mailing Address: _____

Telephone number(s): _____ Tax Map #: _____

Name of Agent: _____

Mailing Address: _____

Telephone number(s): _____

Please show and describe on an attached map or diagram:

- 1) location of the proposed driveway on the property and its distance (in feet) from nearby roads and intersections;
- 2) width (in feet) of the proposed driveway;
- 3) maximum grade (%) of the proposed driveway;
- 4) length(in feet) and grade (%) of the driveway platform at the road intersection;
- 5) "all season safe sight distance" (in feet) in both directions;
- 6) any culverts, drainage ditches or swales.

____ Will any part of the proposed driveway cross a wetland or body of water? (Y/N) ____

____ Will the proposed driveway be shared with another lot? (Y/N)

____ Have you reviewed the driveway requirements and regulations (Y/N)

Applicant Signature _____ Applicant Signature _____

Please send the completed Driveway Permit Application, along with your check for the \$30.00 Driveway Permit Fee made out to the Town of Hebron, to:

Hebron Selectmen's Office
P.O. Box 188
Hebron, NH 03241

The Road Agent and the Chair of the Planning Board (or their designees), will schedule a site visit at their earliest convenience (normally within ten days of receipt and review of the application).

Please mark your driveway with stakes in advance of the site visit.

All driveway permits require the signatures of both the Road Agent and the Chair of the Planning Board (or their designees). No construction can begin without these signatures.

DO NOT WRITE BELOW THIS LINE:

Payment: Fee Paid: _____ Check# _____ Cash _____ Other _____

Date Received: _____

Approved: _____ Denied: _____ Date: _____

Conditions: _____

Road Agent: _____

Date: _____

Planning Board Chair: _____

Date: _____

Note: Final written approval by the Road Agent will be granted up inspection and determination that all work has been satisfactorily completed.

APPENDIX B

DRIVEWAYS AND OTHER ACCESSES TO PUBLIC WAYS MAINTAINED BY THE TOWN¹ I.

General Guidelines:

- A. No driveway may be constructed or altered within the limits of the right-of-way of any public way without a Driveway Permit (NH RSA 236:13 as amended).
- B. All driveway permits shall require the signatures of the Highway Agent and the Chair of the Planning Board or their designees.
- C. An Application for a Driveway Permit shall:
 - (1) 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.
 - (2) Describe any drainage structures, traffic control devices, and channelization islands to be installed.
 - (3) Establish grades to direct drainage and to permit a safe and controlled approach to the highway in all seasons.
- D. Engineering drawings may be required for access to a commercial or industrial site.
- E. The Road Agent may require notice of up to five (5) business days before the start of construction.
- F. Final written approval by the Road Agent will be granted upon inspection and determination that all work has been satisfactorily completed.
- G. All driveway construction shall follow N.H. state guidelines for erosion control.
- H. A Driveway Permit shall expire one (1) year from the date of issue.

II. Driveway Design Standards

- A. No driveway shall be constructed within seventy-five (75) feet of the centerline intersection of two roads.
- B. The Planning Board may require that two (2) Lots share a driveway. All shared portions of such shared driveways shall be improved to facilitate two-way traffic flow beyond the town right-of-way to the point where the shared responsibility ends. Rites of passage over and across such shared driveways shall be established by a recorded easement for each of the lots so served.
- C. Unless shared as permitted by this section, no driveway shall be located within twenty-five (25) feet of any side or rear property line.

¹ For driveways and other accesses to public ways maintained by the State, consult the State of New Hampshire Department of Transportation (DOT) Regulations.

- D. No driveway, entrance, exit, or approach shall be constructed more than fifty (50) feet in width, except that a driveway, entrance, exit, or approach may be flared beyond a width of fifty (50) feet at its junction with the highway. In all cases, the driveway shall be wide enough to accommodate emergency vehicles over its full length.
- E. Any driveway section with a grade exceeding ten percent (10%) shall be fully engineered.
- F. The minimum platform at road intersections shall be twenty-five (25) feet at no greater than two percent (2%) grade.
- G. A minimum of one hundred fifty (150) feet “all season safe sight distance”² in each direction is required for all driveways. No more than two (2) accesses to a single parcel of land shall be allowed unless the frontage along that highway exceeds three hundred (300) feet.
- H. If a culvert is required for proper drainage, the culvert shall be a minimum of fifteen (15) inches in diameter, or HDPE equivalent. All culverts shall be of DOT-approved material. The culvert shall be long enough to maintain the driveway width, with at least a three-to-one (3:1) side slope. The culvert pitch shall be at least one-fourth (1/4) inch per foot (2.5%).
- I. A culvert shall have a concrete or stone header, or a catch basin with a cover (the Road Agent shall make this determination) at the inlet; and a stone header at the outlet. The culvert shall be installed under the supervision of the Road Agent.
- J. Driveways shall not interrupt the natural or ditch line flow of drainage water. Where shallow ditch lines or natural drainage courses exist, driveways may be swaled at a point beyond the shoulder to accommodate the flow of storm water.
- K. The drainage ditch shall be at least six (6) inches below the outlet of the culvert and be pitched at least one-fourth (1/4) inch per foot (2.5%) for a distance to be determined by the Road Agent.
- L. Any driveway crossing a wetland or body of water shall have all permits required by the State of New Hampshire or relevant authority.

² “All season safe sight distance” is defined as a line which encounters no visual obstruction between two (2) points, each at a height of three (3) feet, nine (9) inches above the pavement, and ten (10) feet back from the road pavement 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.

- M. All driveway bridges shall be approved by the Planning Board; constructed in accordance with New Hampshire state standards; and subject to inspections by the Town Engineer.
- N. No structures (including buildings), permanent or portable signs, lights, displays, fences, walls, etc., shall be permitted on, over, or under the town road right-of-way.
- O. Driveways providing access for multi-unit residential, commercial, or industrial uses shall be designed in accordance with the NH DOT manual, *Policy and Procedures for Driveways and Other Accesses to the State Highway System*³.³