



APPLICATION FOR DRIVEWAY PERMIT

Pursuant to the provisions of RSA 249:17, RSA 236:13 and the Subdivision Regulations of the Town of Pelham, New Hampshire, permission is requested to install a driveway entrance to my property at a location which will meet the requirements for safety specified in said statutes and regulations.

Attention: The Planning Department, Highway Department, and Fire Department **must** be provided an approved septic plan showing the proposed location and profile of the driveway prior to inspections or construction, see below for details.

Proposed Location:

Tax Map Number of Property: _____

Street Name: _____

House # _____

Side of Street: _____

(North, East, South, West)

Driveway to Serve

Single Family Dwelling..... ☐
Business..... ☐
Duplex..... ☐
Senior Complex ☐

Industry ☐
Apartment House ☐
Subdivision ☐
Other ☐

As the landowner / applicant, I hereby agree:

1. To construct the driveway entrance only for the bona fide purpose of securing access to private property such that the roadway right-of-way is used for no purpose other than travel.
2. To construct the driveway entrance at the location determined by the Pelham Planning Board or its duly authorized agent to be the safest and according to the conditions imposed by the aforesaid statutes and regulations.
3. To furnish and install, at the applicant's expense, drainage structures that are necessary to maintain existing roadway drainage and adequately handle increased runoff resulting from present and future development.
4. To hold harmless the Pelham Planning Board and its duly authorized agents and employees against any action for personal injury and/or property damaged sustained by reason of the exercise of any driveway permit issued by the Pelham Planning Board or its duly authorized agents and employees.

Conditions:

1. This permit requires the lot frontage area adjacent to the street be graded so that the elevation of the frontage, including driveway, will slope away from the edge of the street no less than 6 feet in width and not less than 6 inches in depth below the elevation of the edge of the street.
2. A copy of the plan **with the proposed driveway location and profile is to be submitted to the Fire Department** for their review and approval. Once approved, plans shall be submitted to both the Planning Department and the Highway Department with the Driveway Permit Application.
3. **Each driveway is to have a rough inspection performed by the Highway Department prior to Building Permit issuance meaning, it must be roughed in and graded accordingly.** In addition, the Highway Department requires a final inspection of the finished paved driveway. The Fire Department will also inspect the final driveway prior to issuance of a Certificate of Occupancy.
4. Driveways must have at minimum, 250-feet of all-season safe sight distance when intersecting a Local-1 or Local-2 Street; and 325-feet if intersecting a Collector Street.

5. All residential driveways are to intersect the roadway at a ninety-degree angle with an apron no smaller than 14-feet wide and no larger than twenty-feet wide with a negative slope of at-least 2% and at most 3% which is to be maintained for no-less than ten-feet from the edge of roadway. At that point the slope can change, but with an algebraic difference of no more than 10%.
6. A culvert, if required, not less than 6 inches in diameter shall be installed under the driveway no less than 18 inches below the surface and in line with the drainage gutter referred to in Condition #1. The soil at each end of the culvert shall be stabilized by a header of adequate design.
7. The driveway entrance may be flared as it approaches the roadway.
8. Other access to the roadway from the premises is to be prevented by construction of a barrier or barriers, such as a grass plot, low hedge, curbed island, etc. The front face of this barrier shall be no-less-than 25 feet from the centerline of the pavement.
9. In most cases the roadway right-of-way line is 25-feet from the parallel to the centerline but should be verified.
10. No structures, including buildings, permanent or portable signs, lights, displays, fences, walls, sports equipment, sprinkler systems, etc. shall be permitted on, over, under or in the right-of-way.
11. No parking, catering or servicing shall be conducted within the right-of-way.
12. No curbing shall be cut. Where there is curbing, the driveway shall be butted up against the curbing.
13. Failure (a) to adhere to the standards and engineering drawings, if any, previously submitted; (b) to adhere to the terms and conditions of the Driveway Permit Application; (c) to adhere to the terms of this permit; (d) to adhere to RSA 249:17 and the Driveway Permit Regulations of the Town of Pelham; and (e) to complete the driveway facility within one year, shall render this permit null and void.

The Highway Safety Committee recommendation & Fire Chief approval must be granted prior to issuance of Certificate of Occupancy.

Printed Name of Landowner

Signature of Landowner

Owners Phone Number _____

Mailing Address _____

ALL REQUESTS FOR DRIVEWAY INSPECTIONS SHOULD BE CALLED IN TO 603-635-7811. PLEASE ALLOW UP TO ONE WEEK FOR EACH INSPECTION.

****DO NOT WRITE BELOW THIS LINE. FOR OFFICE USE ONLY****

☐ DRIVEWAY PERMIT APPROVED

☐ DRIVEWAY PERMIT DENIED

If Driveway denied, why? _____

Rough Driveway Inspection

Highway Dept. Road Agent: _____

Final Driveway Inspection

Highway Dept. Road Agent: _____

The following driveway specifications are excerpted from the Town of Pelham Subdivision Regulations and are provided for your reference, Appendix 1 – Roadway Design, Section L, as follows:

L. Driveways and Other Accesses for Single Family and Duplex lots

Driveways and other accesses to the local street network or proposed streets shall be constructed in accordance with the relevant provisions of the Pelham Subdivision Regulations, and the most recent version of the document entitled “State of New Hampshire Department of Transportation Policy and Procedure for Driveways and Other Accesses to the State Highway System”. Driveways shall be defined in accordance with the definitions given in the most recent version of the Institute of Transportation Engineers Guidelines for Driveway Design and Location. Both of these documents are hereby incorporated into these regulations by reference. The more stringent requirements of the Pelham Subdivision regulations shall apply where different. The Planning Board shall retain approval authority for all wetland or WCD crossings or other lot access where steep slopes or other special features are present.

All driveways and other lot accesses shall be constructed as permitted then approved by the Fire Chief as the Authority Having Jurisdiction (AHJ) in accordance with NFPA I and in conjunction with Highway Safety Committee review and guidance prior to issuance of a building permit. The Fire Chief or his agent shall have jurisdiction for the design and location of all dry hydrants, fire cisterns or other water access.

A Special Permit will be required by the Planning Board before a driveway approved under these regulations is relocated with review and comment by the Highway Safety Committee and approval by the Fire Chief or his agent prior to the issuance of a building permit.

Driveway Specifications:

1. Driveways shall meet the roadway at a perpendicular angle and shall be flared 2 feet on each side where it meets the roadway. The driveway shall have a maximum slope of +/- 5% for the first 20 feet and any curves in the driveway shall have a minimum radius of 25' at the inside of the curve and 50' at the outside curb line.
2. Driveways of 150' or less in length shall be a minimum of 12' in width with a maximum slope of +/- 10% after the first 20' and the alignment shall permit a WB-50 Vehicle to pass (standard fire truck).
3. All driveways between 150' and 300' shall be a minimum of 14' in width with a maximum slope of +/- 10% after the first 20'.
4. All driveways exceeding 300' in length shall be a minimum of 14' in width after the first 20' with a maximum slope of +/- 10% and must be terminated with a paved turn-around area adequate for a WB/50 vehicle with a maximum slope of +/- 5% within the turn-around area.
5. All driveways 500' or more in length shall be a minimum of 14' in width, with a maximum slope of +/- 10% after the first 20' and shall include a pull over at the midpoint to accommodate a WB/50 vehicle allowing another WB/50 vehicle to safely pass. Driveways of this length shall be terminated with a paved turn-around area adequate for a WB/50 vehicle with a maximum slope of +/- 5% within the turn-around area.
6. All New subdivisions shall submit plans showing proposed driveways conforming to these minimum standards of this section in order to be approved.
7. Whenever a building permit is pulled the applicant shall submit a driveway application with a certified driveway plan that either conforms to the subdivision plan approved under these standards, or they must seek a special permit from the Planning Board and prove a new location of their choosing meets these minimum standards. Verification that the driveway complies with this section shall be made in writing by the Planning Board's review engineering firm.
8. All private driveways serving Senior and Elderly Housing projects shall be constructed to Town Road Specifications as defined within this document in addition to meeting all the requirements of the Fire Chief under NFPA I as described in this section.