

# Town of Epping, NH

Incorporated 1741

HIGHWAY DEPARTMENT  
TOWN HALL  
157 MAIN STREET  
EPPING NH 03042

VOICE 603.679.5441  
FAX 603.679.3002  
www.ci.epping.nh.us

## 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: \_\_\_\_\_ Parcel Number: \_\_\_\_\_ Location: \_\_\_\_\_

The driveway requested is for access to:

Residence  Industry  Business  Subdivision  Other \_\_\_\_\_

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

1. To construct driveway entrance only for bona fide 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. To hold harmless the Town of Epping 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.

**LOCATION DESCRIPTION:** Provide a description of your driveway location. If available list a nearby house number.

**NOTE:** Allow 7-10 working days for initial permit; and 3-5 working days for final inspection.  
\*\*Please note, any lot that disturbs greater than one acre requires an EPA Construction General Permit, which can be obtained at the following web site: [cfpub.epa.gov/npdes/stormwater/cgp.cfm](http://cfpub.epa.gov/npdes/stormwater/cgp.cfm)

### 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: \_\_\_\_\_

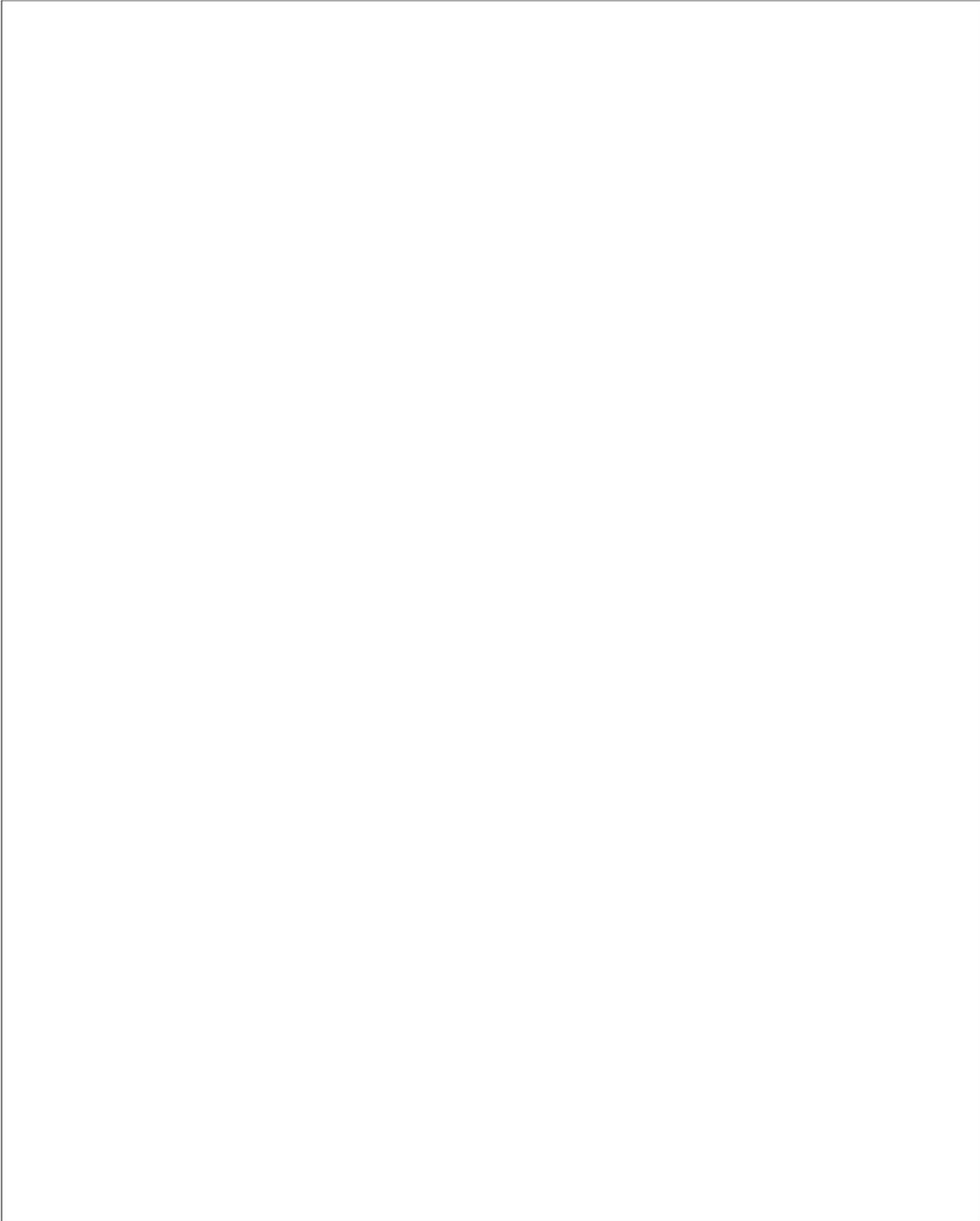
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## SITE PLAN



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## INSTRUCTIONS FOR A NEW CONSTRUCTION – DRIVEWAY PERMIT APPLICATION

In an effort to make your application for a new Driveway Permit as efficient as possible, please complete the following requests:

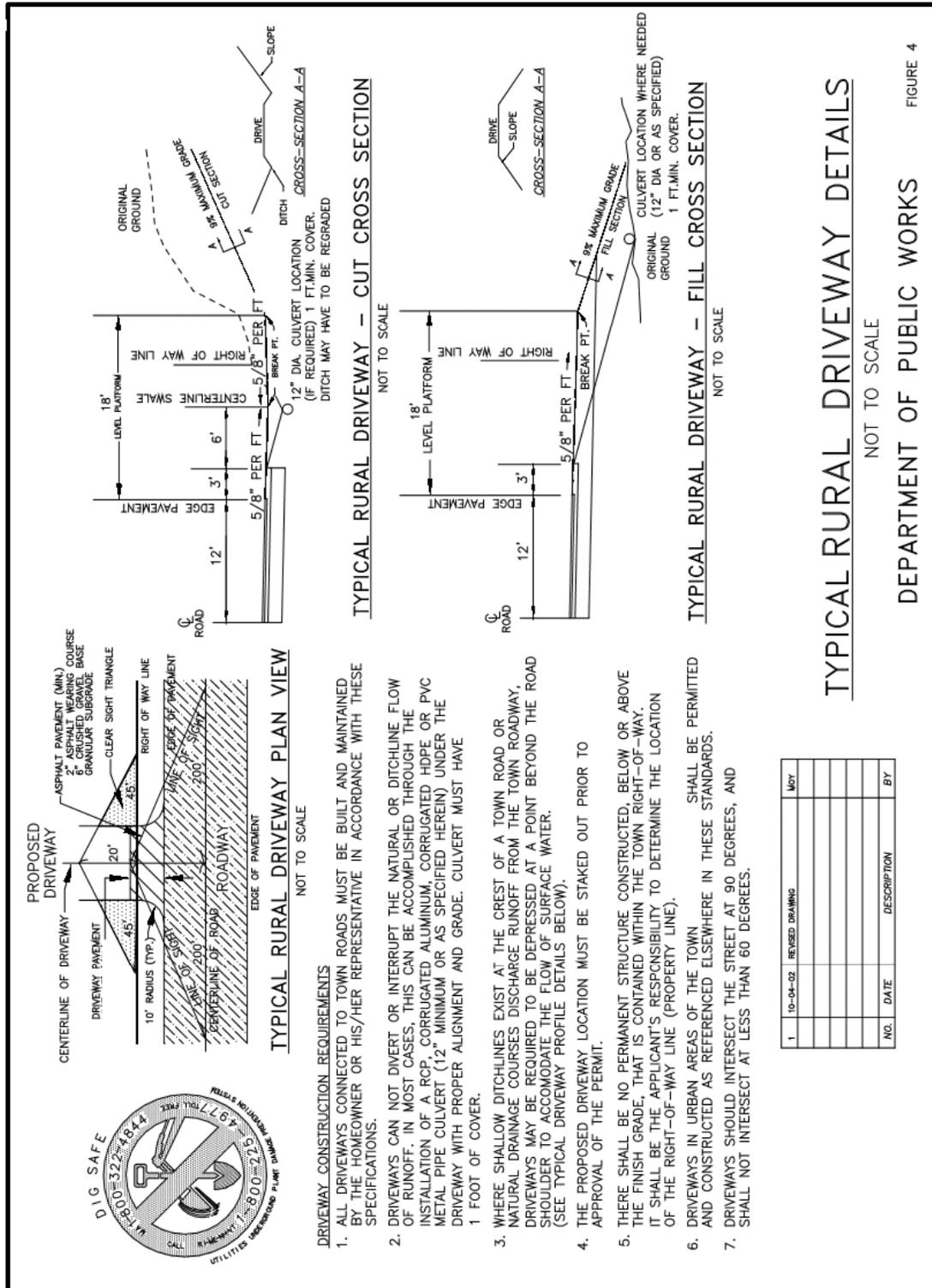
1. Mark your lot with Map and Lot number in a manner that will survive both weather and ‘subs’. If the location is not easily identified it will likely result in delays in obtaining your permits or Final Inspection.
2. Mark your driveway location with some stakes and ribbon. Write the word ‘driveway’ in magic marker on the stake.
3. Provide a description of your driveway location. If available, show a nearby house number.
4. Submit a plot plan showing the following:
  - driveway location
  - driveway profile with elevations starting from edge of road to finish grade at the proposed house foundation
  - wetlands and setbacks
  - building envelope
  - foundation location including garage
5. Driveways over 300 feet in length shall meet all applicable NFPA requirements. Driveways longer than 300 feet in length and or driveways having a slope greater than 8% shall have the driveway plan designed and certified by a licensed surveyor or engineer.
6. One of Epping’s primary concerns is drainage of the roadway. 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.
7. Permits are filed by Map and Lot number. Please provide both when making inquiries or requesting an inspection.
8. Call Dig Safe at 1-888-344-7233 and provide your Dig Safe # on your application.
9. For further information on proper driveway construction, please see attached detail and Development Regulations section.

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## **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. General Requirements: These requirements apply to all new, upgraded or relocated driveways.
1. A plan showing the location, proposed grading and drainage of the driveway, including sight distance requirements must be provided with the application. The proposed location shall be clearly staked in the field.
  2. 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.
  3. Driveways, as measured from the nearest edge, shall not intersect a public road within 50 feet of the nearest sideline of another public road.
  4. 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

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maintenance responsibility for the common driveway. The applicant shall also execute the Town's waiver of liability agreement.

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. A Dig Safe number must be provided on the application.
7. The maximum width of any residential driveway, at the Town right-of-way line, shall not exceed 20 feet. Flares of 10-foot radius may be constructed. The width of the rest of the driveway must be between 10-12 feet. Industrial and commercial driveways shall be designed for their proposed use.
8. Driveways should intersect the street at 90 degrees, and shall not intersect at less than 60 degrees.
9. There shall be no permanent structure, e.g. fences, walls, lampposts or irrigation systems, constructed above or below the finish grade, within the right-of-way. There shall be no filling, or changing, of the town's drainage ditches, system or structures within the right-of-way.
10. The grade of the driveway shall slope no less than  $\frac{1}{4}$ " per foot, and no more than  $\frac{1}{2}$ " 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  $\frac{1}{2}$ ' each, for when weather conditions prohibit use of the driveway.
11. Any driveway over 300 feet in length must be built to NFPA standards and meet the approval of the Epping Fire Department.
12. 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.

Material covering 12" culverts must have a minimum depth of 12"

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13. The minimum all-season sight distance for a driveway in both directions from each entrance can be obtained, the Road Agent shall not permit more than one (1) access to a single parcel of land.
14. A 20' paved entrance; from the edge of Town pavement, shall be constructed for final approval of this permit. Entrance shall be no greater than 20' wide where the driveway meets the Town road. This is not required if the Town road is not paved.
15. Waivers may only be granted by the Board of Selectmen, who authorized and designated in accordance with RSA 236:13 to act on behalf of the Planning Board in accordance with this provision.
16. 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.
17. 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.

**These Regulations were adopted by the Planning Board - August 26, 2010 by majority vote.**