APPLICATION PROCEDURE FOR DRIVEWAY PERMIT - TOWN OF ACWORTH, NH

Application must be submitted and approved PRIOR to any driveway construction or alteration accessing any public highway except the State highway system (State highway access, see #7 below). The sequence of the application procedure includes ALL of the following:

1. Owner or agent (applicant) submits completed application form and required fee at Acworth Town Hall, to Planning Board (PB) through town clerk or secretary of Board of Selectmen.

2. Applicant must mark or stake actual proposed driveway or driveway alteration site within clear view of the public highway involved.

3. For temporary (one year) driveways or temporary driveway alterations, a clear daytime photograph in the form of a 5x7 inch or larger print, showing the actual, entire proposed driveway site with marks or stakes, as well as directly adjacent public right-of-way, must be submitted with the application form.

4. PB evaluates application and approves with or without modifications, or denies.

5. If wetlands or other special concerns on site involve applicable State of NH statutes and local regulations, state and local permits must be in place and submitted by applicant.

6. Incomplete applications shall be deemed unsubmitted.

7. Driveway access to the NH state highway system must be obtained by application to the NH Dept. Of Transportation, District #4 (603-352-2302), not to the Town of Acworth.

PLEASE NOTE: the following summaries from Driveway Regulations-Town of Acworth, are meant to aid applicants as they consider driveway location and construction. These extracts are not a substitute for the entire ordinance.

- Section 3 requires a permit for new driveways AND changes to existing driveways.
- Section 7 requires a specific permit to breach a stone wall (State requirement).
- Section 13, pursuant to state law, requires notification of “Dig Safe” (Underground Utility Damage Prevention System) at 1-888-344-7233 or digsafe.com
- Section 16 REQUIRES AN “ALL-SEASON SAFE SIGHT DISTANCE” OF 400 FEET IN BOTH DIRECTIONS ALONG THE HIGHWAY.
- Section 23 requires restoration of damage caused by a temporary driveway to any junction with a public road within one year of approval, paid for by the landowner.
- Section 30, “Alteration”, requires a permit to change the use of any driveway, even if pre-existing.

Revised 4-27-05
TOWN OF ACWORTH DRIVEWAY APPLICATION AND PERMIT

APPLICANT NAME______________________________________________
MAILING ADDRESS_____________________________________TEL______________

DRIVEWAY ADDRESS______________________________________________

MAP AND LOT #_________________________________________________

LOCATION:

_____ (North, South, East or West) Pole#________________________________

_____ Feet (North, South, East or West) Nearest road junction_______________

_____ Scenic Road

DESCRIPTION: (Attach sketch showing driveway location on Town road and any streams or wetlands)

_____ New Driveway

_____ Alteration of existing driveway

_____ Permanent driveway

_____ Temporary driveway

_____ Width

_____ Surface material

Grade of driveway at road cut (approximate angle)_______ Note: Grade cannot exceed 10% (1.5’ rise) within 15’ of road shoulder, see over for diagram)

SITE COMMITTEE NOTES:

APPLICATION SUBMITTED (date)_________________ FEE PAID ($30)___________

CONSTRUCTION_____ APPROVED  ____ DENIED  ____ APPROVED WITH MODIFICATIONS

INSPECTION DATE (Within 14 days of notification by owner)___________________

APPROVED FOR USE:
ACWORTH PLANNING BOARD BY________________________________________

DATE

This form approved for use: Acworth Planning Board 12/19/2007

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