

ALEXANDRIA PLANNING BOARD
Procedures for Town Road Access Permit and 911 Number
(Driveway Access)

1. Applicant obtains copy of form from Town Office or Planning Board Clerk. The applicant must be the legal owner of record.
2. Applicant completely fills out form including sketch/drawings (see last page for example), and receives a copy of appropriate tax map from Town Office (a copy fee may be charged). The applicant must be the legal land owner of record. Agents retained by the owner must have a separate notarized letter of agent assignation which includes agent name, address, phone number and extent of authority to act on behalf of the legal land owner of record.
3. Applicant submits completed form to Planning Board Clerk with check for Seventy-Five Dollars (\$75.00). Incomplete applications will be returned to the applicant without any Planning Board action.
4. Planning Board Clerk retains a copy of top sheet with the date received. Planning Board Clerk forwards original permit application to the Highway Safety Committee and notes date it was forwarded.
5. Highway Safety Committee assigns number to application, meets/contacts owner/agent to review site and sketch.
6. Highway Safety Committee inspects proposed site with Town Road Agent. Notes, instructions, approval signatures are made on the original permit application. Highway Safety Committee makes a full copy of the permit application at this time. Copies to Road Agent & office Driveway Access binder. Original application is forwarded to the Planning Board Clerk for safekeeping until final approval is granted. Road Agent obtains 911 data at this time.
7. If permit application is approved, green card and a copy of the application are left in the office bin for owner/agent. Calls to owner may be made. If the permit application is not approved, a letter will be sent to the land owner of record with details. In some cases the entire application and check will be returned to owner.
8. When the driveway has been installed it is the land owner's responsibility to contact the Planning Board for final inspection. Reapplication for driveway access permits including fees are required if the driveway access has not been completed within one (1) year of original application.
9. When the driveway access is ready for approval, the Planning Board Clerk is notified to forward the original application to the Highway Safety Committee. Final inspection is made. 911 number is assigned. **Owner will receive 911 number when construction for primary structure has been started.** Two copies are made; one is placed in the Driveway Access binder and the other is forward to the Planning Board Clerk. Original application is forwarded to Town Administrative Assistant for Cartographic 911 notification. Original application with final approval signatures is placed in property file folder.

OX: For: 1. Driveway (); 2. Camping (); 3. Commercial (); 4. Logging (); 5. New Road
5 Personal Access ()

TOWN OF ALEXANDRIA

Office of the Planning Board
45 Washburn Road
Alexandria, NH 03222

Phone 603-744-8986
Fax 603-744-9461

Fee \$75.00 (Make checks payable to Town of Alexandria)

APPLICATION FOR PERMIT TO CONSTRUCT ACCESS TO TOWN OR STATE ROAD and 911:
(Incomplete applications will be returned to applicant without any Planning Board action)

Type of road to be accessed:

- Class IV: _____
- Class V: _____
- Class VI: _____
- Private: _____
- Other: _____

Date application received: _____

Access Permit Application # _____

(#1, 2, 3, and 6 require 911#)

Date of application: _____

State Highway also requires a "State Permit" (please attach a copy)

Owner of the property for which an access permit (as defined in Section 7.3 of the Subdivision Regulations for the Town Alexandria) is being applied:

NAME: _____ TELEPHONE: _____

MAILING ADDRESS: _____ ZIP: _____

Highway on which the lot to be served by the driveway or intersection has frontage: Map and Lot # _____

Length of Frontage: _____

Name of person, if any, authorized to act on the owner's behalf, and to whom all correspondence should be sent (Must submit separate notarized letter of agent assignment which includes agent name, address, phone number and extent of authority on behalf of the legal land owner of record):

Name: _____

Address: _____ Zip: _____

Names and addresses of the owners of the property directly across the street from the proposed driveway, and of any other property within 200 feet of the driveway:

<u>Name</u>	<u>Address</u>	<u>Zip</u>
		1. _____
		2. _____
		3. _____
		4. _____

Please use other side of this sheet to list any additional names.

Please describe the location of the driveway. Reference tax map and sketch of planned construction, with dimensions, and location.

A permit to Construct an Access to a Town or State Road is hereby issued per accompanying data and drawing:
To:

Name

Mailing Address

for property located on:

Describe any drainage structures, traffic control devices, or channelization islands to be installed by the applicant. See all reference map and sketch. Note: Water and ice build up must not enter the main highway at any season of the year. Property owner will be held responsible.

If this access is to a proposed commercial or industrial enterprise, or a subdivision, engineering drawings (required by Sec VII-7.3 of the Alexandria Subdivision Regulations) must be submitted with this application.

Is there an all season, safe sight distance of 200 feet in both directions along the highway from the location of the proposed driveway? _____ Must be checked by Alexandria Planning Board representatives _____ OK

Facilities constructed in violation of the permit specifications or the rules, shall be corrected immediately upon notification Alexandria Planning Board representative or the costs of removal/correcting said facility shall be fully borne by the owner.

I understand no deviations from this permit may be made without prior written approval by the Alexandria Planning Board. Failure to comply may result in revocation of the permit and of any Town building permit plus possible fines.

To the best of my knowledge and belief, the data and information accompanying this request for a driveway permit is true and correct. I understand that any approval based on incorrect data may be reviewed and withdrawn.

Date: _____ Signed: _____

Property Owner or Authorized Person

Date: _____ Reviewed and comment: _____

Road Agent

Date: _____ Approved For Construction: _____

HACC for the Committee

Town of Alexandria Plan

TOWN OF ALEXANDRIA
Office of the Planning Board
45 Washburn Road
Alexandria, NH 03222

Phone 603-744-8986
Fax 603-744-9461

**FINAL ACCEPTANCE OF ACCESS TO TOWN OR STATE ROAD:
FINAL APPROVAL IS REQUIRED WITHIN ONE YEAR OF DATE OF ISSUE.**

It appears to us the undersigned:
That this access is in reasonable compliance with town regulations and is accepted, so long as maintained in present cond

Planning Board Representatives:

Date: _____

Road Agent Comments:

Date: _____
-

911# From the Town Office

ALEXANDRIA PLANNING BOARD

45 Washburn Road
Alexandria, NH 03222

Phone 603-744-8986
Fax 603-744-9461

September 12, 2005

DRIVEWAY ACCESS PERMITS

Below is a section of the subdivision regulations (Section 7.2, page 22-23) which pertains to driveways and other access to the public way. All driveway accesses must comply with this regulation.

Also, please note that only the legal land owner of record is authorized to sign permit applications. Should the legal land owner of record wish to engage an agent, a notarized letter from the legal land owner of record, designating the agent and limits of the agent's authority must be received by the Planning Board prior to signing the application.

Driveway access permits expire one (1) year from date of original application. Reapplication including fees will be required past that date.

7.3 (RSA 236:13) DRIVEWAYS AND OTHER ACCESS TO THE PUBLIC WAY

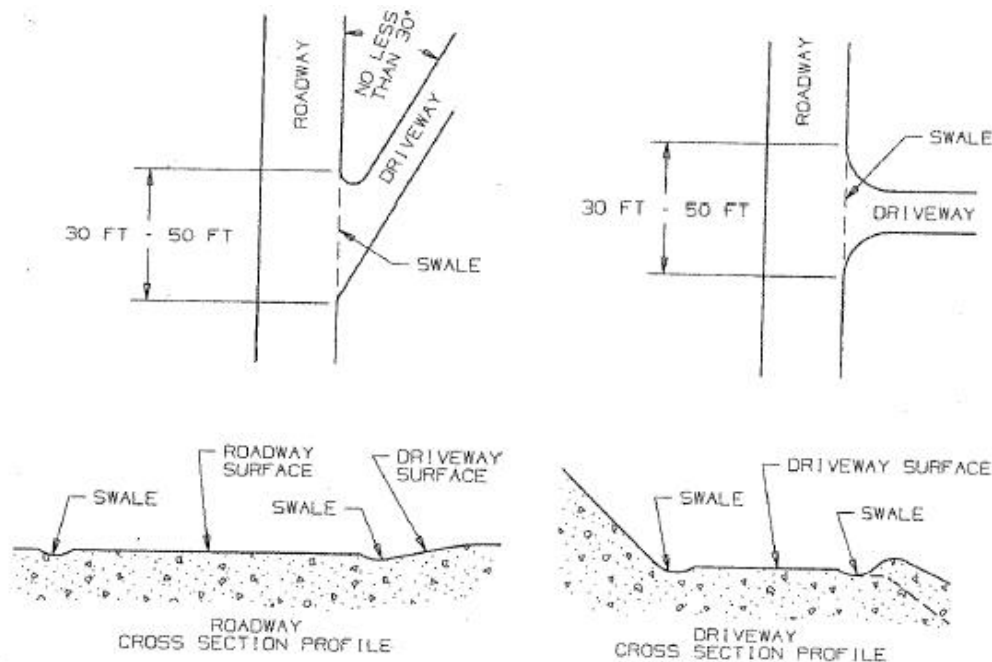
- A. It shall be unlawful to construct, or alter in any way that substantially affects the size or grade of the driveway, entrance, exit, or approach within the limits of the right-of-way of any town highway that does not conform to the terms and specifications of a written permit issued by the Planning Board for the Town of Alexandria.
- B. Pursuant to this section, a written construction permit application must be obtained from and filed with the Planning Board of the Town of Alexandria by any abutter affected by the provisions of Paragraph A. Before any construction or alteration work is commenced, said permit application shall have been reviewed, and a construction permit issued by said Planning Board. Said 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 by the abutter.
 3. Establish grades that adequately protect and promote highway drainage and permit a safe and controlled approach to the highway in all seasons of the year.
 4. Include any other terms and specifications necessary for the safety of the traveling public.
 5. **Driveway access permits expire one (1) year from date of issuance. After that date all applicants will be subject to new permits.**
- C. For access to a proposed commercial or industrial enterprise or to a subdivision, all of which for the purposes of this section shall be considered a single parcel of land, even though acquired by more than one conveyance or held nominally by more than one owner:
1. Said permit application shall be accompanied by engineering drawings showing information as set forth in Paragraph B.
 2. Unless all-season safe-sight distance of 200 feet in both directions along the highway can be obtained, the Planning Board shall not permit more than one access to a single parcel of land, and this access shall be at

that location which the Planning Board determines to be safest. The Planning Board shall not give final approval for use of any additional access until it has been proven to them that the 200-foot all-season safe sight distance has been provided.

3. For the purpose of this section, all-season safe-sight distance is defined as a line which encounters no visual obstruction between two (2) points, each at a height of 3 feet 9 inches above the pavement, and so located as 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.

D. No construction permit shall allow:

1. A driveway, entrance, exit, or approach to be constructed more than 50 feet in width, except that a driveway, entrance, exit, or approach may be flared beyond a width of 50 feet at its junction with the highway to accommodate the turning radius of vehicles expected to use the particular driveway, entrance, exit or approach.
2. Private Way: A deeded right-of-way shall not serve as access to more than two (2) lots and shall be fifty (50) feet in width. The roadway shall be constructed to provide adequate access for fire and other emergency vehicles. **Should a third access be required on a deeded right-of-way, the roadway then must comply with requirements in Section 7.2 New Roads.**



Alexandria Street Numbering Ordinance adopted Sept. 12, 1996

AN ORDINANCE FOR THE ESTABLISHMENT
of a
STREET NUMBERING SYSTEM
for the
TOWN OF ALEXANDRIA, NEW HAMPSHIRE

Section I. PURPOSE

- A. To identify the locations and names of all streets and roads.
- B. To establish a uniform method of numbering primary buildings on previously unnumbered streets and roads.
- C. To promote efficiency in locating primary buildings.
- D. To provide more expedient emergency response.
- E. To provide a consistent system for mailing addresses.

Section II. PARTIES EFFECTED

All primary buildings within the boundaries of the Town of Alexandria shall hereafter be identified according to the uniform street numbering system as herein contained as adopted or amended by the Board of Selectmen pursuant to their authority as outlined in RSA 231:133-a.

Section III. NUMBERING SYSTEM

A uniform street numbering system has been developed for all primary buildings based upon the following process.

- A. For the purpose of establishing street numbers, a street shall be considered any way, whether public or private, which serves more than two primary buildings.
- B. The starting point for each street is generally determined by its relationship to the Town Hall (center of town) and outward from this point. Exceptions may occur.
- C. Street numbering shall be done in twenty (20) foot increments with two numbers assigned at each twenty foot increment (odd/even) with measurements beginning at the starting point of the street.
- D. Street numbering for common roadways shared with another community shall be addressed by agreement between the effected communities. (Some communities use 50 foot increments)
- E. Primary buildings located on the left side of the street beginning at its starting point shall have odd numbers.
- F. Primary buildings located on the right side of the street beginning at its starting point shall have even numbers.

- G. One odd and one even number shall be assigned to each twenty foot increment of frontage on the street as measured from the starting point of each street.
- H. Numbers will be assigned by determining the point at which main vehicular access (or main pedestrian access if no vehicular access is provided) to the primary structure intersects with the twenty foot increment on the street.
- I. Unused numbers will be held for future use to ensure against the need for renumbering.
- J. Condominium complexes, shopping centers, malls, properties with multiple primary buildings shall be assigned one street number corresponding to the primary entrance location. Units shall be internally numbered according to a logical pattern and manner as approved by the Board of Selectmen or their designee.
- K. Primary apartment buildings, buildings with apartments or buildings with a distinct separate entity that could be construed as an apartment shall be assigned one street number corresponding to the primary entrance location. Units shall be internally numbered in accordance with a logical pattern and approved by the Selectmen or designee.
- L. Street numbers shall be assigned by the Board of Selectmen or their designee.
- M. Primary buildings on existing numbered streets will retain their established street numbers and new numbers will only be assigned to unnumbered primary buildings in accordance with the existing established numbering pattern.
- N. No fraction of a street number or prefix or suffix to a street number shall be used. Internal numbers as stated in paragraphs J & K above shall be clearly marked or addressed separately. Internal numbers are to be addressed as Apt. (apartment), Unit, Suite or Building Number after the street address. Example:

The address might show as "955 West Shore Road Unit 76." Internal numbers shall be clearly displayed at the entrance to each unit.

Section IV. PROCEDURE

- A. All owners, tenants, occupants or persons in possession of primary buildings within the boundaries of the Town of Alexandria shall affix, or cause to have affixed, the assigned street number(s) (or established numbers) in accordance with this section.
- B. All properties with primary buildings shall display the assigned street number (or established number) so as to be readily visible from the street.
 - 1. For primary buildings readily visible from the street, the street number shall be conspicuously displayed on that side of the building which faces the street.

- 2. For primary buildings not readily visible from the street, the assigned street number(s) shall be conspicuously displayed at the main vehicular (or pedestrian if no vehicular access exists) access to the property, so as to be visible on a year-round basis. The preferred method of display at the main vehicular or pedestrian access shall be on both sides of a mailbox (see postal guidelines). However, if a mailbox is not located at the main access, or if there is no mailbox, then the assigned street number (s) shall be displayed on a sign post or similar means at the main access.

- C. All displayed street numbers shall be of a contrasting color to the means of support such as the primary building, mailbox, post, etc.
- D. All displayed street numbers shall be at least two inches in height at street side. The size of numbers placed on mailboxes shall be in accordance with U.S. Postal Service Requirements.

Section V. NEW BUILDINGS AND SUBDIVISIONS

- A. Whenever a primary building is erected or located in the Town of Alexandria, the assigned street number shall be affixed in the appropriate location as proved for by this ordinance.
- B. Every subdivision or site plan submitted to the Planning Board shall have all streets named in accordance with road naming guidelines as administered by the board of Selectmen. Every vehicular access (driveways or entrance ways) shall require a Planning Board Access Permit whether for public ways (Town or State maintained) and private way for subdivisions or site plans at the occurrence of building permit request(s) or if no building permit is required when access construction is proposed and work has started on the structure. Access ways requiring State of New Hampshire permits shall conform to this ordinance.
- C. A driveway does not constitute a street and shall not be provided separate street name and number.
- D. Construction for a primary structure must have been started before a street number is assigned.

Section VII. PENALTY

- A. Any property owner who fails to comply with any relevant provision of this ordinance within one year after the start of any primary structure shall be guilty of a violation with a penalty not to exceed \$250.
- B. Any property owner who shall affix to or display upon a structure (or sign post) any number other than that assigned to it pursuant to this ordinance shall be guilty of a violation with a penalty not to exceed \$250.

Alexandria Street Numbering Ordinance

Page 4

- C. This section does not apply to the display of "date of origin" numbers for historic buildings provided that they are displayed so as not to be confused with the display of the assigned street numbers.

Section VIII. ADMINISTRATION

- A. This ordinance shall be administrated by the Board of Selectmen or their designee.
- B. The Selectmen shall impose an application fee to the applicant for costs incurred for road naming and street numbering.

Section IX. APPEALS

- A. Any property owner aggrieved by the implementation or administration of the provisions of this ordinance may appeal to the Board of Selectmen who shall have the final administrative authority over the implementation of the provisions of this ordinance.
- B. All appeals shall be in written form setting forth the basis for the appeal.

C. All appeals shall be acted upon in a timely manner.

Section X. EFFECTIVE DATE

The Street Addressing System Ordinance shall take effect immediately upon adoption by the Board of Selectmen.

This Street Addressing System Ordinance may be changed by the Board of Selectmen after a public hearing.

Adopted on September 12, 1996