



Town Of Alton  
Driveway Construction Permit

Driveway Road Location: \_\_\_\_\_

Tax Map \_\_\_\_\_ Lot \_\_\_\_\_ Subdivision \_\_\_\_\_

Permission is hereby GRANTED to construct one **DRIVEWAY ENTRANCE** pursuant to the locations and specifications as described below. Failure to adhere to the standards and engineering drawings previously approved shall render this instrument null and void. Failure to start or complete construction of said facility within one calendar year from the date of this permit shall require application for a permit extension or renewal. Facilities that are constructed in violation of the permit specifications or rules shall be corrected immediately upon notification by a Town of Alton representative, and the costs of removing / correcting said facility shall be fully borne by the owner. The landowner shall indemnify and hold harmless the town of Alton and it's duly appointed representatives, agents and employees against any action for personal injury and / or property damage sustained by reason of the exercise of this permit.

Applicant: \_\_\_\_\_

Mailing address \_\_\_\_\_ Phone \_\_\_\_\_

**Specifications**

- 1 This driveway permit requires that the entrance be graded such that the surface will slope from the edge of the pavement to a line **10** feet distant from and parallel to the pavement and **6 inches** below the edge of the pavement line, which line will serve as a drainage gutter.
- 2 **One** driveway is permissible, not to exceed **16** feet in width. The driveway may be flared as it approaches the pavement.
- 3 NO Structures, including buildings, permanent or portable signs, lights, displays, fences, walls, etc., shall be permitted on over or under the road right of way.
- 4 **One 15" HDPE** culverts will be required at the location as staked during the on-site review, located in the existing ditch line.
- 5 No Parking catering or servicing shall be conducted within the highway right of way.
- 6 The applicant shall comply with all applicable ordinances and regulations of the municipality and other state Agencies. (Copy of Town of Alton Highway Access Ordinance attached)
- 7 Driveway Entrance Control Type Control B (See Diagram)
- 8 The entire drive and parking area shall be graded to drain away from the highway
- 9 See Information / Construction Procedure Sheet attached. Notify us before start of construction
- 10 This permit authorizes **one access for a single family residence.** Any change in use or increase in use requires reapplication
- 11 Driveway must be 10' from a Property Line
- 12 Driveway Location must be staked out on site with grade stakes



Town of Alton  
Driveway Sight Distance Waiver

Attachment to driveway permit for Tax Map lot on \_\_\_\_\_ Road in Alton NH

1 **REQUIREMENT FOR APPROVAL:**

The driveway entrance for this lot does not meet the minimum site distance standards and requirements, and the requirements cannot be met due to the lot location. This driveway permit is granted only on the condition that the owner's \_\_\_\_\_ having been advised of this sight distance situation agrees to hold the Town of Alton harmless from any liability due to the sight distance problems or for any other liability issues associated with this driveway.

2 **REQUIREMENT FOR APPROVAL:**

Any and all lower brush, weeds and trees, as well as snow banks in the winter season, must be removed and maintained to keep the maximum sight distance possible through all four seasons.

SPECIFIC REQUIREMENT ( if any):

\_\_\_\_\_  
\_\_\_\_\_

I have read and agree to the above requirements as condition of approval for the driveway permit at our property at:

\_\_\_\_\_ Tax Map \_\_\_\_\_ located on \_\_\_\_\_ NH \_\_\_\_\_

OWNER:

\_\_\_\_\_

DATE: \_\_\_\_\_

AGENT FOR OWNER

\_\_\_\_\_

DATE: \_\_\_\_\_

TOWN OF ALTON:

\_\_\_\_\_

DATE: \_\_\_\_\_

KENNETH ROBERTS  
HIGHWAY AGENT



TOWN OF ALTON  
HIGHWAY ACCESS ORDINANCES AND REGULATIONS

Attachment to Driveway Permit

**Driveways and Other Accesses to Public Way:**

- 1 it shall be unlawful to construct or alter in any way that substantially affects the size or grade of any driveway, entrance, exit or approach within the limits of the right of way of any class highway that does not conform to the terms and specifications of the written permit issued by the Highway Agent or his foreman /agent.
- 2 Pursuant to this section, a written construction permit application must be obtained from and filed with the Town Code Enforcement Officer, by any property owner affected by the provisions of Paragraph 1, above, before any construction or alternation work is commenced, said permit application shall have been reviewed and construction permit issued by said department:
  - A 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.
  - B Describe any drainage structures, traffic control devices and canalization or islands to be installed by the property owner.
  - C Establish grades that adequately protect and promote highway drainage permit a safe and controlled approach to the highway in all seasons of the year.
  - D Include any other terms and specifications necessary for the safety of the traveling public.
- 3 For access to a proposed commercial or industrial enterprise, or 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.
  - A Said permit application shall be accompanied by engineering drawings showing information as set forth in Paragraph 2.
- 4 Unless all season's safe sight distance of two hundred fifty feet (250) in both directions along the highway can be obtained, the Highway Agent shall not permit more than one access to a single parcel of land, and this access shall be at that location that the Highway Agent determines to be the safest. The Highway Agent Shall not give final approval for use of any additional access until it has been proven to him that the Two Hundred fifty feet ( 250) all season safe sight distance has been provided.
  - A for the purposes of this section, all season safe sight distance is defined as a line that encounters no visual obstruction between two points, each at a height of three feet and nine inches above the pavement and so located as to represent the critical line of sight between the operator of a vehicle approaching from either direction.
- 5 No construction permit shall allow:
  - A a driveway entrance, exit or approach to be constructed more than thirty feet in width, except that driveway entrance, exit, or approach may be flared beyond a width of thirty feet at its junction with the highway to accommodate the turning radius of vehicles expected to use the particular driveway entrance, exit or approach.
  - B More than two driveway entrances, exits, or approaches from any one highway to any one parcel land unless the frontage along the highway exceeds five hundred feet.

- 6 There shall be conferred upon:
- A the planning Board in the Town has been granted the power to regulate the subdivision of Land as provided in RSA 675:35
  - B the Selectmen and the Town-the same powers concerning highways under their jurisdiction as are conferred upon the Commissioner of the New Hampshire Department of Public Works and Highways and they shall promulgate such rules and regulations as are necessary to carry out the provisions of this ordinances.
- 7 C Property owners to purchase and install culverts. The policy recommended by the Town Engineer concerning driveway culverts is that the property owner involved will purchase and installed the culvert; the Town will maintain normal ditching and the owner will repair and replace.
- 8 D Culverts required when flow of water obstructed. All new driveways entering a town road Such that natural flowage of water is obstructed shall require a culvert having a minimum diameter of Fifteen (15) inches placed in the roadway drainage ditch. The cost of said culvert and installation shall be borne by the property owner. No driveway drainage shall enter upon the traveled way. The installation of culverts and adequate drainage shall be approved by the Highway Agent.
- 9 E It is the owner's or his agent's responsibility to arrange for and meet with the Alton Highway Department or his designate to review the location of the driveway and necessary culverts, ditching, etc. prior to the issuance of a driveway permit.

**DRIVEWAY STANDARDS:**

The Town of Alton has established the following standards for driveways. The specifications are set depending on the length of the driveway, cut and fill requirements and the slope (grade). These standards will apply to all new driveways as follows:

1. Driveway of 1-500 feet will require a 12-foot travel way (gravel or asphalt).
2. Driveway of 501 feet or more will require a 14-foot travel way (gravel or asphalt) with two foot gravel shoulders
3. Slope issues -No driveway will have a slope /grade of more than 15%
4. Cut and fill requirements- All driveways shall be constructed according to the attached layout. Any driveway over 500 feet that will require more than 48" of cut and fill will require a 3 to 1 slope
5. Curves /Comers -All curves and corners of driveways over 500 feet will have a Radius of no less than 45 fee (flatten corners with grade no greater than 10%)
6. Cul de sac / hammerhead any driveway over 500 feet will require a Cul de sac / hammerhead to allow for fire truck turnaround. (Turn around to handle a 40 foot vehicle.)
7. Residents of driveways over 500 feet will be required to maintain their driveways to allow for emergency vehicle access
8. A property owner may apply for waivers through the fire department. A fire suppression system could be required based on any approved waivers as authorized under NFPA I chapter 18
9. Upon request and after review by the Fire department, the Board of Selectman may grant a property owner a reduction in requirements due to undue hardships. If such a reduction is granted the property owner will be required to sign an indemnification releasing the Town of Alton from Liability in recognition, that the Fire department apparatus and other safety service vehicles may not be able to access the property in an emergency. The indemnification and release of liability will be recorded in the Belknap County Registry of Deeds.

Approved September 6, 2005

**PENALTY: WHOSEVER SHALL VIOLATE ANY PROVISION OF THIS ORDINANCE OR THE RULES AND REGULATIONS MADE UNDER AUTHORITY THEREOF SHALL BE FINED NOT MORE THAN ONE HUNDRED DOLLARS PER DAY (100.00), AND IN ADDITION SHALL BE LIABLE FOR THE COST OF RESTORATION OF THE HIGHWAY TO A CONDITION SATISFACTORY TO THE HIGHWAY AGENT**



Town of Alton  
Driveway Construction Permit  
Attachment

Information and Construction Procedure

**Dear Landowner:**

You have been issued a Driveway Permit to construct a driveway entrance with access to a town road. However, before your access can be constructed and used you must do the following:

- 1 Notify the Highway Department at Least **48 hours** prior to the beginning of the construction of your driveway entrance.
- 2 Notify the Highway Department of the name of your contractor, along with his business and home telephone numbers. (The Town reserves the right to disapprove of any contractor that has failed to perform in a satisfactory manner in the past.)
- 3 Use of your driveway can begin only after its construction has been inspected and approved by the Alton Highway Department. Final inspection and approval of your driveway construction is required before you can obtain a Certificate of Occupancy from the Town of Alton Code Enforcement Officer.
- 4 Unless specifically requested in writing, completion of all construction within the Town ROW must be completed within **60 Days** from the notice of the start of work.
- 5 Any paving of the driveway or roadway authorized by this Permit is at the owner's risk, unless the sub grade has been inspected and approved by the Alton Highway Department.
- 6 Should it become apparent during construction that the requirements of this permit are in conflict with existing field conditions, the Highway must be notified at once? Any work performed, not specified by this permit and / or without prior approval from the Highway is subject to removal and reconstruction at the owner's expense.
- 7 Stake out location of driveway with grade stakes showing all sides.
- 8 This permit and all plans referenced must be at the construction site at all times.

**To give notice of start of construction as instructed above, please contact:**

**Alton Highway Department**

**80 Letter S Road, Alton, NH 03809**

**603-875-6808 Fax 875-6809**

[highway@alton.nh.gov](mailto:highway@alton.nh.gov).....[www.alton.nh.gov](http://www.alton.nh.gov)

**Between the Hours of 7:00 am and 3:30 pm Monday through Friday**

Kenneth Roberts,

Highway Agent

Fran Bonfanti

Highway Secretary

**Town of Alton Driveway Construction Permit**

The following are applicable only if checked:

**Reference to plans:**

- Due to snow cover at the time of the field inspection, revisions to the culvert and / or drainage swale requirements of this permit may be necessary prior to construction. Contact the Highway Dept. in the spring before beginning construction.
- Any offsite utility improvements within the right of way related to this development shall comply with the requirements of the Town And shall be authorized by means of a separate Excavation / Road Opening Permit, (Right of Way Permit Application) which will require a performance bond
- This permit requires that a paved apron shall be constructed from the edge of the Highway / road pavement 10 feet into the site.
- Other access to the road from the premises is to be prevented by a construction of a barrier or barriers, such as a grass plot, low hedge, curbed island, etc. the front face of this barrier island shall be \_\_\_\_\_ Feet from the edge of the pavement. No part of the right of way may be used for any purpose other than road travel.
- Notify the Highway Dept. prior to start of construction and at end of construction for approval / inspection
- This permit requires that in order to improve the all season safe sight distance, any obstruction of trees, brush, earth, snow or other incidentals along the road way shall be removed in accordance with attached Safe Sight Distance Requirement Waiver, prior to an during the use of the entrance
- Other: This will be the access granted to this site.

Driveway Construction Permit \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved \_\_\_\_\_  
If not approved, see explanation, notice of correction or stipulation attached

DATE \_\_\_\_\_

\_\_\_\_\_  
Kenneth Roberts, Highway Agent  
For the Town of Alton NH

<b>CODE ENFORCEMENT OFFICE APPROVAL :</b> _____ <b>NOT APPROVED</b> _____ <b>DATE:</b> _____
_____ <b>SUBDIVISION</b> _____ <b>WETLANDS</b> _____ <b>OTHER:</b> _____

**LANDOWNER / APPLICANT**

**I hereby agree to the above stipulations and to the following:**

- 1 To construct a driveway entrance only for the bonafide use of securing access to private property such that the road / highway right way is used for no purpose other than travel.
- 2 To construct a driveway entrance at the permitted location in compliance with all ordinances, specifications, Attachments, and all provisions of this Driveway Construction Permit as issued by the Town of Alton Highway Dept. and Code Enforcement Office and in accordance with Information / Construction Procedure sheet furnished by the Town of Alton.
- 3 To hold Harmless the Town of Alton, NH and its duly appointed agents and / or employees against any and all action for personal injury and / or property damage sustained by reason of the exercise of this permit.
- 4 To furnish, install and to maintain any drainage structures that are required / necessary to maintain existing highway / road drainage and to adequately handle the increase runoff from development.

DATE: \_\_\_\_\_ LANDOWNER (S) \_\_\_\_\_

DATE: \_\_\_\_\_ AUTHORIZED AGENT / CONTRACTOR FOR LANDOWNER \_\_\_\_\_

PRINT NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

**I HAVE READ:**

- Highway /Road Ordinances
- Safe Site Distance Waiver
- Information / construction Procedure Sheet
- Drive way permit / profile Sheet
- Other \_\_\_\_\_

Signed /Approved Permits Copy /Distribution  
Highway Dept. (signed Original)  
CE /Planning & Zoning Dept. (copy)  
Owner-Applicant (copy)





