

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 5% shall have the driveway plan designed and certified by a licensed surveyor or engineer.
6. One of our primary concerns is drainage of the roadway. If a culvert already exists, it was probably installed for a reason. If you have any questions, please don't hesitate to call.
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.

Thank you for your cooperation.
Meghan Theriault, Town Engineer
Alex Canaan, Assistant Engineer

NEW CONSTRUCTION - DRIVEWAY PERMIT APPLICATION

TO: GOFFSTOWN PUBLIC WORKS DEPT.
Alex Canaan, Assistant Engineer
404 Elm Street
Goffstown, NH 03045
497-3617

DATE: ____ / ____ / ____

** Application Fee \$100.00 (non-refundable)
** Re-inspection Fee (If Needed \$200.00)
(non-refundable)
Payable in advance

Dear Sirs:

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 my property on the R.O.W. or street name _____ in the Town of Goffstown, N.H. at the location which will meet the requirements for safety specified in said statutes.

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 Goffstown DPW.
3. To hold harmless the Town of Goffstown 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.

NOTE: Allow 7-10 working days for initial permit; and 3-5 working days for final inspection.

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

**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

PLEASE PRINT: *MAILING ADDRESS*

Yours truly,

Applicant/Land Owner

Name _____
Street address _____
City, State, Zip _____
Tel# () _____
Fax# () _____
Map ____ Lot _____
Dig Safe # _____