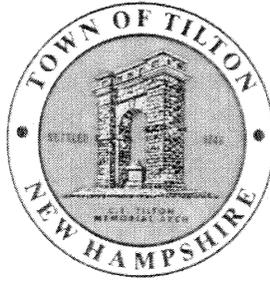


Town of Tilton
257 Main Street
Tilton, NH 03276
603.286.4521 Town Hall
603.286.3519 Fax
www.tiltonnh.org



Board of Selectmen
Patricia Consentino
Katherine Dawson
Joseph Jesseman
Albert LaPlante
Sandra Plessner

**TOWN OF TILTON PUBLIC WORKS DEPARTMENT
DRIVEWAY PERMIT**

Date: _____

Applicant: _____ Phone # _____

Address: _____ Map: _____ Lot: _____

Contact/Agent if not Land Owner: _____

Address: _____

Driveway Type: **Residential:** _____ **Commercial:** _____ **Industrial:** _____ **Other:** _____

As the landowner I hereby agree to the following conditions:

1. To construct the driveway entrance only for the purpose of securing ingress and egress to the identified private property, such that the driveway is used for no purpose other than that approved for by the town of Tilton, and identified above.
2. The location shall be selected to most adequately protect the safety of the traveling public.
3. To construct the driveway entrance at the permitted location in accordance with state statutes, town ordinances, rules and regulations, and the conditions for construction attached.
4. To hold harmless the town of Tilton, NH and its' duly appointed agents, elected officials and employees against any action for personal injury and/or property damage sustained by reason of the exercise of this driveway permit.
5. To furnish and install drainage structures and improvements deemed necessary to maintain the existing road drainage and adequately handle any increased runoff resulting from the site, so that no additional drainage runs into or onto the town of Tilton's roadway or sidewalk.
6. To leave the road right of way free from all debris such as stones, rocks, earth, and brush resulting from the construction of said driveway.
7. To maintain the driveway culvert in good operational condition, regardless of the culverts location.
8. That driveway permits are non-transferable and are valid for one year only, from the date of issuance.
9. That the property owner's agent must submit written proof that he or she is an authorized agent representing the property owner.
10. That the owner/applicant will not obstruct the natural flow of water run-off in any way and will provide ditches and/or culvert(s) as necessary. If a culvert is to be used, both the size (minimum 15") and type must be approved by the Public Works Director.
11. It is understood that maintenance of this driveway approach swale and/or culvert is the permanent responsibility of the owner.
12. That a field visit by the Public Works Director or his designee is required before any work/construction takes place.

Fees:

Driveway: \$75.00 Temporary: \$35.00 Updated: \$35.00 Additional Site Visit: \$35.00

Signature: _____ Date _____
Public Works Director or Designee

Comments: _____

Pursuant to RSA 236:13-V and regulations adopted hereunder, I apply for permission to construct a driveway entrance as described in this permit application. I understand the construction conditions as printed on the attached pages of this application.

Dated _____

Land Owners Signature (required)

Printed Name of Land Owner

Directions:

- Fill out the application form, stake out or paint the limits of the proposed driveway on your property, attach a sketch or plan showing existing and submit the entire form with a check in the amount of \$35.00 or \$75.00 payable to the Town of Tilton and mail to The Town of Tilton, 257 Main Street, Tilton, NH 03276.
- Attach a sketch or plan showing existing and proposed driveway, adjacent road name, the map and lot number, distance to property lines and intersecting street or other readily identifiable feature or landmark and also to the nearest utility pole, including pole number.
- Any curbing or other materials of value excavated within the town right-of-way are the property of the town of Tilton and will be salvaged or disposed of at the Town's discretion.
- Any changes to the property that would increase vehicular use of the driveway or impacts to the Town's right-of-way or road, such as changing the surface of the driveway, would require an updated driveway permit. The Public Works Director and/or the Tilton Planning Board will have final determination of what changes would increase vehicular use and/or impacts.

It shall be unlawful to construct or maintain any driveway, entrance, or approach within the limits of the Town's right-of-way on any street, road or highway without a written driveway permit from the Town of Tilton. The Public Works Director is authorized to make such rules and regulations as to the grade and location of driveways, entrances, and approaches on said highways as will adequately protect and promote the safety of the traveling public, but he/she shall in no case deny access to property abutting the Town's highways. No permit shall be required for any existing private driveway entrance or approach unless the grade, surface, or location is changed.

Penalty:

Whoever violates any provision of Section 7.6 – F or the rules and regulations made under the authority thereof shall be charged with a violation and upon conviction thereof shall be punishable by a fine of not more than the State of New Hampshire maximum penalty for each day of the violation. In addition, shall be liable for the cost of the restoration of the highway to a condition satisfactory to the Town of Tilton.

Final Approval Date: _____ Signature: _____
Public Works Director or Designee

**TOWN OF TILTON, NEW HAMPSHIRE
PUBLIC WORKS DEPARTMENT
CONDITIONS FOR CONSTRUCTION**

Non-compliance with any of the following conditions shall result in rejection of the application. Waiver of any of the conditions can be made by the Public Works director or by the Planning Board. All driveways shall be constructed to conform to typical driveway conditions for the Town of Tilton, NH.

Upon approval of the location of the driveway entrance(s), it is agreed that:

1. Only one driveway entrance per commercial lot is permissible without Planning Board approval.
2. It is the responsibility of the property owner to determine whether wetland permits and/or dredge and fill permits are required and to obtain if so. Any driveway construction which disturbs a wetland or body of water shall have received a permit from the State of New Hampshire, Department of Environmental Service and from the Town of Tilton prior to beginning construction.
3. All driveways within the Town's right of way shall be constructed of a hard surface such as concrete, asphalt, or paving stones,
4. No driveway shall be constructed within 100 feet of an intersecting road, said distance measured from the nearest road side line to the nearest driveway sideline.
5. No driveway shall be constructed within the set back of an abutting property line unless a variance has first been obtained from the Tilton Zoning Board of Adjustment.
6. Corner lot driveways access shall be determined by the Public Works Director.
7. Access to a lot must be over its own frontage unless a right-of-way is obtained from the owner of the property it will cross.
8. A minimum 250 foot all season safe sight distance in each direction must be provided and maintained for all residential driveways . For all other driveways (common, commercial, industrial, multi-family, etc.) the minimum all season sight distance shall be 365' in all directions.
9. The driveway shall have a maximum finished width of 16 feet at the property line or right of way and flare to a maximum finished width of 20 feet at the road surface.
10. The grade of all driveways shall be such as will permit a safe and controlled entrance to the Town highway at all seasons and so designed that any water from the driveway will discharge into the highway ditch and/or drainage.
11. Any driveways which require a driveway culvert to maintain proper road drainage shall have a minimum inside diameter of 15 inches, and be a minimum of twenty feet long. All driveway culverts shall be constructed of HDPE plastic with water tight joints. In addition all culverts shall begin and end with head walls or flares.
12. Driveways shall be constructed to anticipate and address any and all storm water or drainage flow along the road, without directing the flow into or onto the travel way. No storm or site drainage shall be directed into or onto the road surface.

13. Driveways shall not interrupt the natural flow of storm water or drainage. Where such interruption is likely the driveway shall be adequately swaled or culvert installed.
14. Driveways shall intersect roadways at an angle as close as practicable to 90 degrees, but in no case shall the intersecting angle be less than 75 degrees.
15. Driveways greater than 150 feet measured from the edge of the paved roadway to the residence shall be equipped with a suitable turnaround area for emergency apparatus and require written approval from the Tilton-Northfield Fire Chief.
16. Temporary access points across Town property or right of ways for the purpose of logging, gravel removal, or other temporary uses shall require the issuance of a temporary driveway permit.
17. All driveways shall have a finished surface of either, concrete, bituminous asphalt, or modular paving units within the Town right of way.
18. All driveways shall be constructed in such a manner as to not create any potential for any damage to road maintenance equipment, or the public. Any driveway with the potential to do so will be required to be reconstructed or removed at the owner's expense.
19. The Public Works Director may require submission of a detailed drainage and grading plan, at his sole discretion, whenever there is a question regarding compliance with these regulations. Said plan shall be prepared by a licensed professional engineer at the expense of the property owner.
20. Driveways in excess of 200 feet in length shall be designed to conform to the road standards of the Tilton Subdivision Regulations.
21. It shall be unlawful to construct or maintain any driveway, entrance, or approach within the limits of the Town of Tilton right-of-way without a written Tilton Driveway Permit.
22. Driveways located on state highways also require a Driveway Permit from NH DOT District 3.

Driveway Definitions

- “All-season safe sight distance” means a line that encounters no visual obstructions between 2 points, each at a height of 1.14 meters or 3 feet 9 inches above the pavement, allowing for a snow windrow and/or seasonal changes. The line represents the line of sight between the operator of a vehicle using the driveway and the operator of a vehicle approaching from either direction.
- “Alteration” means any work on a driveway including, but not limited to:
 - Paving and repaving
 - Regrading
 - Widening
 - Changing its use
 - Changes in existing drainage affecting the highway
 - Reconstruction
- “Applicant” means the owner, or authorized representative of the owner, of the property for which a driveway permit is sought
- “Driveway” means any point of vehicular access, including public or private roads, to or from a town highway, regardless of how the driveway is configured within the property of the applicant.
- “Frontage” means, as it pertains to driveways, the distance that a parcel of land has in common with a town highway. If the property fronts on two town highways, the amount of frontage shall not be added, but separately calculated for each highway.
- “Frontage” means, as it pertains to waterfront, the average of the total straight line distance between the points of intersection of the waterfront property with the shoreline and the measured distance along the shoreline.
- “Grade” means the inclination of a driveway, which is determined as the change in the vertical distance of the driveway to a corresponding horizontal distance. The grade is measured in % (percent) units. For example, a 2 foot rise in the driveway, referenced from the point of intersection with the town maintained highway, over a horizontal distance of 50 feet, would result in a driveway grade of +4%.
- “Right – of – way” means town -owned property, easements or other interests therein, dedicated to town highway purposes.
- “Swale” means a shallow depression in the surface of the land of specified depth and distance from the travel lane, designed and constructed to drain surface waters.