TOWN OF RICHMOND, NH
APPLICATION FOR DRIVEWAY PERMIT

Permit No. _____ **Fee: $50.00**

Date Issued _____ **Paid: Check___ Cash ___**

TO BE COMPLETED BY APPLICANT

Name of Applicant _____

Address of Applicant _____

(If owner and applicant are different, consent of owner must be attached.)

Name of Property Owner _____

Address of Property Owner _____

MAP _____, LOT _____ LOCATION _____

DRIVEWAY ENTRANCE ON _____**ROAD**

Has this lot been subdivided since August 6, 1971? _____ yes _____ no

If so, did approval include location of a driveway? _____ yes _____ no

Registry reference of Subdivision approval: Vol. _____ Page _____ Date _____

_____ Map attached showing proposed driveway in relation to property lines.

TO BE COMPLETED BY ROAD AGENT: RECOMMENDATIONS

Will a culvert be required? _____ Size recommended _____

Maximum grade or pitch where driveway meets the road _____

Other Recommendations _____

TO BE COMPLETED BY SELECTMEN_____Granted _____Denied

_____ Permit granted subject to the following restrictions: _____

_____.

_____, _____, _____

RSA 236:13 Driveways and Other Accesses to the Public Way

This RSA says in part that "The commissioner of transportation or planning board shall retain continuing jurisdiction over the adequacy and safety of every existing driveway, entrance, exit, and approach to a highway, whether or not such access was constructed or installed pursuant to a permit under this section, and, unless the access is a public highway, the owners of property to which the access is appurtenant shall have continuing responsibility for the adequacy of the access and any grades, culverts, or other structures pertaining to such access, whether or not located within the public right of way. If any such access is or becomes a potential threat to the integrity of the highway or its surface, ditches, embankments, bridges, or other structures, or a hazard to the safety of the traveling public, by reason of siltation, flooding, erosion, frost action, vegetative growth, improper grade, or the failure of any culvert, traffic control device, drainage structure, or any other feature, the commissioner of transportation or planning board or their designee may issue an order to the landowner or other party responsible for such access to repair or remove such hazardous condition and to obtain any and all permits required therefor.

RICHMOND DRIVEWAY REGULATIONS

Richmond Planning Board

1. Purpose. These regulations are designed to accomplish the purpose of protecting the health, safety, convenience and welfare of the citizens of Richmond. Since driveways are in effect intersections, they require certain controls to ensure safe and efficient access and egress, and proper and suitable discharge, and control of surface drainage. These regulations establish policies and procedures for permitting driveways within the Town of Richmond.

2. Authority. Pursuant to subdivision authority vested in the Richmond Planning Board by the legislative body of Richmond, in accordance with the provisions of Chapters 674:35 and 236:13 of the New Hampshire Revised Statues Annotated, the Richmond Planning Board adopts the following regulations governing all driveway construction and access to private, Class V and Class VI roads. State regulations apply to driveway access onto state roads.

3. Permits. An application to construct, add, alter, repair, or relocate a driveway entrance to a Town road will be made and approved by the Richmond Board of Selectman, or their designated agent, prior to construction of said driveway.

4. Procedures.

A. All driveway entrances require a permit. Where a building permit will be required, the application to construct a driveway entrance will accompany the building permit application.

B. A driveway permit will be issued only after an on-site inspection of the area by the Richmond Road Agent, accompanied by the Landowner or the landowner's designated agent.

C. During the course of the on-site inspection the following items will be addressed and determinations made by the Road Agent regarding location of proposed driveway, type of construction, culvert placement, and drainage grades.

a.) The driveway entrance will be constructed so that there will be a safe sight distance of two hundred (200) feet (100 feet in each direction from the centerline of the driveway at 3 3/4 feet above the road surface).

b.) Grade of entrance will slope away from the road at one-eighth (1/8) inch / foot for the first twenty (20) feet or as necessary, as determined by the Road Agent and approved by the Planning Board to facilitate a safe exit to the road.

c.) Culverts, where required, will be a minimum of fifteen (15) inches in diameter and thirty (30) feet in length of suitable material; with a gravel cover of six (6) inches or more; with headers of concrete or stone drop inlets if required, or as necessary as determined by Road Agent. If conditions allow, a swale would be acceptable.

d.) Entrance surfacing will consist of the same or better material as that of the Town road surfaces, as determined by the Road Agent.

e.) Wherever practical, to retain the rural character of the town, existing stone walls within or at the boundary of the public right of way must be preserved. If stone wall must be moved during the driveway construction, they must be reconstructed leaving a two (4) foot wide buffer on either side of the driveway entrance opening.

f.) To provide adequate access for emergency vehicles, driveway entrances shall be a minimum of twenty (28) feet wide at the entrance and continue at that width for twenty (10) feet and may taper after that.

g.) Any bridges shall be constructed in accordance with sound engineering practices to carry emergency vehicles or file and record a signed release holding the town harmless in case of emergency.

D. After construction approval has been granted and a permit issued, construction may proceed. During construction, no logs, stumps, rocks, or other refuse will be buried or left in the Town right of way.

E. Failure to complete a driveway entrance to the agreed upon Town specifications, after one (1) year from date of issue may disqualify the applicant from any further permits of any sort to be issued by the Town until the terms of this permit are met by the applicant. Additionally,

construction in violation of the above conditions shall be corrected immediately upon notification by the Town Official or the cost of removing the facility will be fully borne by the Landowner.

F. The Richmond Road Agent will make final inspection to determine that all work has been satisfactorily completed in conformance with these regulations prior to the issuance of a certificate of occupancy.

5. Any application for a driveway permit that is attached to or may be subject to a site plan review process by its nature or use shall be reviewed by the Planning Board prior to the issuance of any permit.

6. The standards of these regulations may be waived when, in the opinion of the Road Agent, specific circumstances surrounding the proposal, or a condition of the land, indicate that strict adherence to the standards would not be possible or create an unnecessary burden for the landowner, and such waiver will not be in conflict with the purpose and intent of these regulations. Such waiver from the standards will be subject to review and final approval by the Planning Board in conjunction with the recommendations of the Road Agent.

7. Severability. The invalidity of any section or provision of this chapter shall not invalidate any other section or provision thereof.

8. Appeals. Any person aggrieved by an official action of the Town may appeal to the Board of Adjustment.

9. Fees. Application fee for Permit - $50.00

10. Penalties. Any person who violated any of the provisions of these regulations shall be subject to fines and penalties as spelled out in RSA 676:17.

11. These regulations may be amended by the Richmond Panning Board after a public hearing.

Accepted Nov. 1, 2011 (Rev. May 2013)