

APPLICATION PROCEDURE FOR DRIVEWAY PERMIT - TOWN OF ACWORTH

ALL PERMANENT AND TEMPORARY CURB CUTS REQUIRE A DRIVEWAY PERMIT

Application must be submitted and approved PRIOR to any driveway construction or alteration accessing any public highway except the State highway system (State highway access, see below). The sequence of the application procedure includes ALL the following:

1. Review application and driveway zoning requirements.
2. Applicants must mark or stake the actual proposed driveway or driveway alteration site within clear view of the public highway involved. Stakes should be landscaping grade and appropriately flagged with bright colored surveyors' tape.
3. All Driveway Permit applications must include a clear daytime photograph in the form of a 5x7 inch or larger print, showing the actual, entire proposed driveway site with marks or stakes, as well as directly adjacent public right-of-way.
4. Application must include a map or sketch for the planned driveway with North-South designations, and with at least one reference point clearly marked. Reference points may be an intersecting road or utility pole.
5. If wetlands or other special concerns on site involve applicable State of NH statutes and local regulations, state and local permits must be in place and submitted by applicant.
6. Owner or agent (applicant) submits completed application form and required fee at Acworth Town offices; to Planning Board (PB) through the Admin. Assistant by NOON two (2) weeks prior to next regularly scheduled PB meeting.
7. Incomplete applications shall be deemed unsubmitted.
8. All Driveway Permits are subject to review by the Acworth Highway Department's Road Agent and will comply with any stipulations required.
9. PB evaluates application and approves with or without modifications or denies.
10. Driveway access to the NH state highway system must be obtained by application to the NH Dept. Of Transportation, District #4 (603-352-2302), not to the Town of Acworth.

PLEASE NOTE: the following summaries from Driveway Regulations-Town of Acworth are meant to aid applicants as they consider driveway location and construction. These extracts are not a substitute for the entire regulation which is available online <https://www.acworthnh.net> or from the Town office.

Section 3 requires a permit for new driveways AND changes to existing driveways. Section 7 requires a specific permit to breach a stone wall (State requirement). Pursuant to NH RSA 472:6, no stonewall or boundary wall can be breached without prior permission of the town and/or landowners. If breached for a temporary driveway, the stonewall or boundary wall must be restored at the end of the permitted period.

Section 13, pursuant to state law, requires notification of "Dig Safe" (Underground Utility Damage Prevention System) at 1-888-344-7233 or digsafe.com

Section 16 requires an 'all season safe sight distance' of 400 feet in both directions along the highway.

Section 23 requires restoration of damage caused by a temporary driveway to any junction with a public road within one year of approval, paid for by the landowner.

Section 30, "Alteration", requires a permit to change the use of any driveway, even if preexisting.

Revised 4-27-05, 11-30-12

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Completed applications must be delivered to the Admin. Assistant by NOON 2 weeks prior to the next regularly scheduled Planning Board meeting to allow for site visit prior to consideration.

Although the Town of Acworth has not adopted the State Building Code, owners and contractors must still comply with the code's minimum requirements. Failure to do so could impact property insurance, financing, and establish negligence should personal injury arise. Owners are responsible for state wetlands permitting as required.

Maintenance of Driveway culverts are the responsibility of the owner. Under NH RSA 236:13, the owners of the property connected to the roadway have a continuing responsibility for the adequacy of the access and any associated culverts, grades, or drainage structures.

Regular maintenance includes:

- Clearing debris like leaves and branches.
- Checking for blockages after heavy rains.
- Inspecting for cracks or signs of erosion around the ends

911 number must be displayed at driveway entrance when the driveway is completed.

APPLICANT NAME _____ TEL: _____

MAILING ADDRESS _____

DRIVEWAY ADDRESS _____ MAP AND LOT # _____

Is there an existing driveway on the lot? Yes ___ No ___

LOCATION (complete both): Driveway site and width must be clearly marked. Site must be 10' from any property boundary.

_____ Feet (Circle one: North, South, East or West) of Utility Pole# _____

_____ Feet/Miles (Circle one: North, South, East or West) from junction with Road _____

ATTACHMENTS:

_____ Sketch showing driveway location on Town road and any streams or wetlands.

_____ Photograph of the proposed driveway location site clearly marked by stakes and flagging.

Indicate the following:

New Driveway _____ or Alteration of existing driveway _____

Permanent driveway _____ or Temporary driveway _____

Residential _____ or Commercial _____

Width in feet _____ Surface material (paved, gravel) _____

Stone wall to be breached Yes _____ No _____ Shoreland Permit Yes _____ No _____

SITE MUST BE CLEARLY MARKED WITH FLAGGING

Note: Grade cannot exceed 1.5' rise within 15' of road shoulder.

I hereby agree to indemnify and hold harmless the Town of Acworth and its duly appointed and elected agents and employees against any action for personal injury and/or property damage sustained by reason of the exercise of this permit.

I have read the Town's Driveway Policy and agree to abide by the terms.

LANDOWNER SIGNATURE _____

Or letter of permission from landowner if other than applicant.

----- Town Use -----

_____ Road Agent's Notes attached.

INSPECTION DATE (Within 14 days of notification by owner) _____

ROAD AGENT SIGNATURE _____

APPLICATION SUBMITTED (date) _____ FEE PAID (\$60) _____

APPROVED _____ APPROVED WITH CONDITIONS _____ DENIED _____

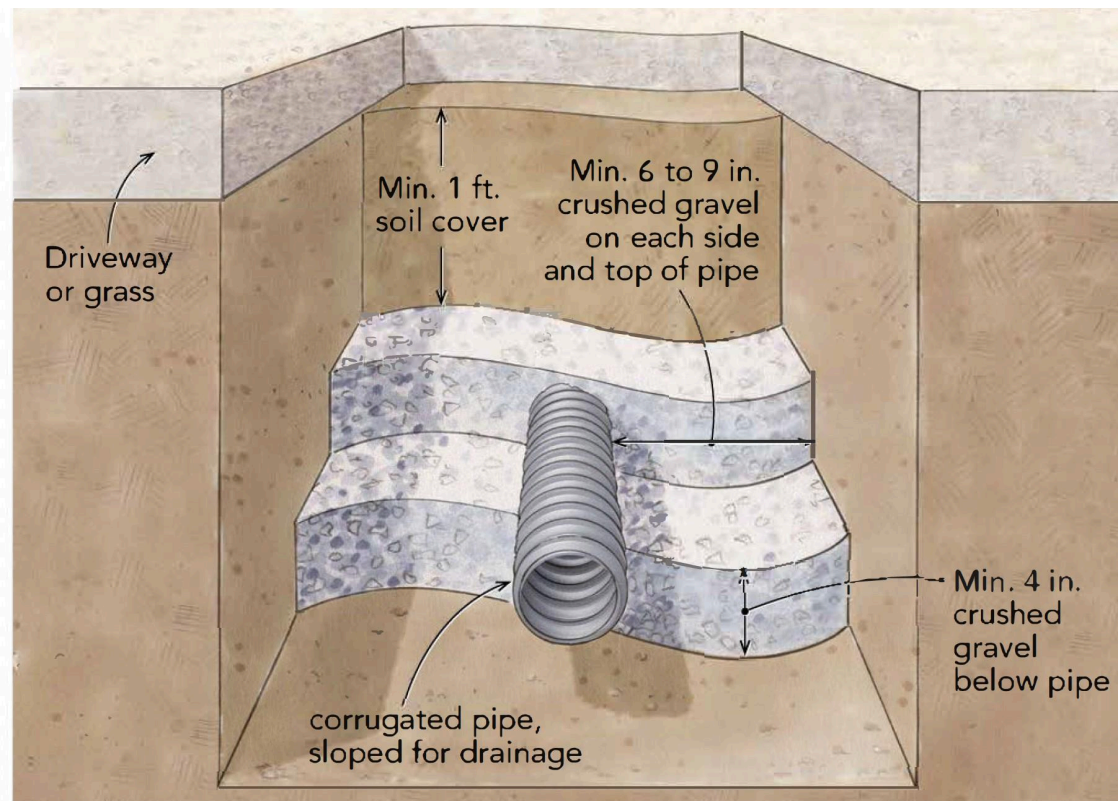
Planning Board Use CONDITIONS: (Planning Board to Complete)

APPROVED FOR USE: ACWORTH PLANNING BOARD BY _____

DATE _____

Permit expires one year from date of issue. The Road Agent may extend the permit for additional six (6) months if needed.

Planning Board 6/24/09, rev. 2/23/2011, 4/27/2011, 6/29/2011, 11/30/2011, 11/30/2012, 5/27/2025, 9/29/2026



Driveway Culverts: Proper Trench Digging and Installation

A culvert should be buried deep enough to provide proper coverage while allowing water to flow effectively.

Depth: The culvert should be placed at least 6 inches below the road surface for small pipes (up to 18 inches) and deeper for larger ones.

Ensure a minimum cover of 12 inches of compacted material over the top.

Grade/Slope: The pipe should have a consistent slope of about 1-2% (1-2 feet drop per 100 feet length) to allow proper drainage.

Use a laser level or string line to maintain an even grade.

Installing the Culvert:

Prepare the Base:

Line the trench with a layer of gravel (4-6 inches thick) to provide a stable base.

Compact the gravel to prevent settling over time.

Place the Pipe:

Lay the culvert pipe in the trench with the correct slope.

Make sure the pipe extends slightly beyond the edges of the driveway or road.

Backfill Carefully:

Add sand, gravel or crushed stone around the pipe in layers, compacting each layer as you go.

Add a 6" layer of $\frac{3}{4}$ - 1" gravel on either side of the pipe and compact it. Repeat this process until you've reached the top of the pipe.

Avoid using large rocks or debris that could damage the pipe.

Lay a top layer of $\frac{3}{4}$ - 2" gravel mix over the pipe and compact it.

Cover with at least 12 inches of compacted fill material.

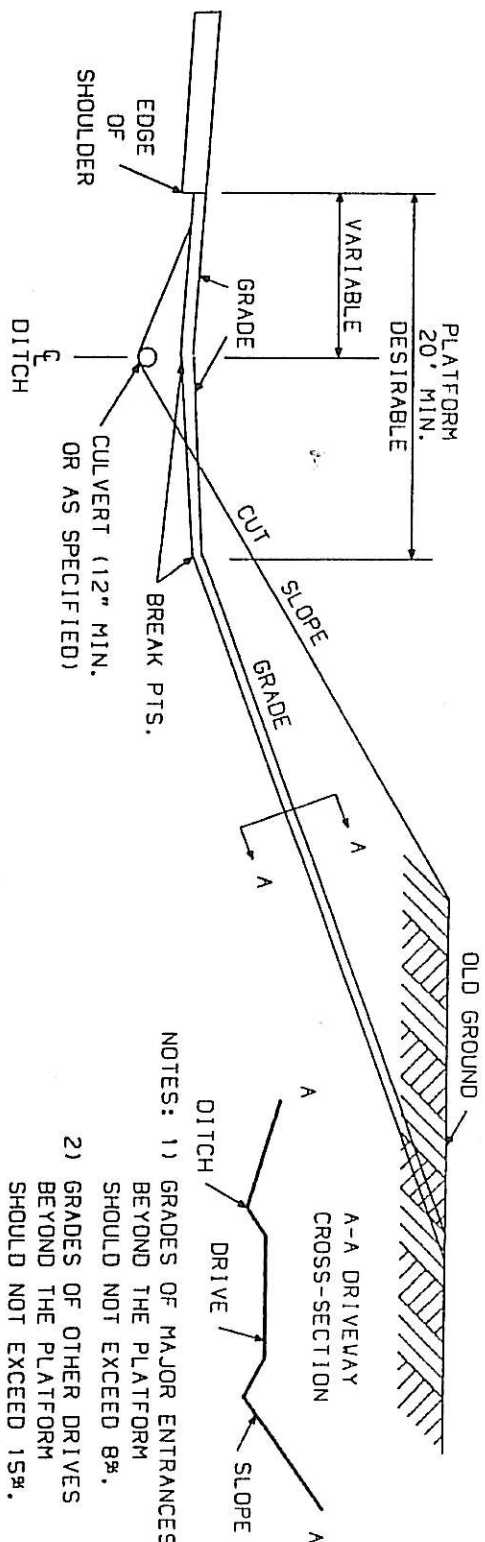
Finishing Touches:

End Treatments: Consider adding flared end sections or headwalls to protect against erosion and keep the ends from washing out.

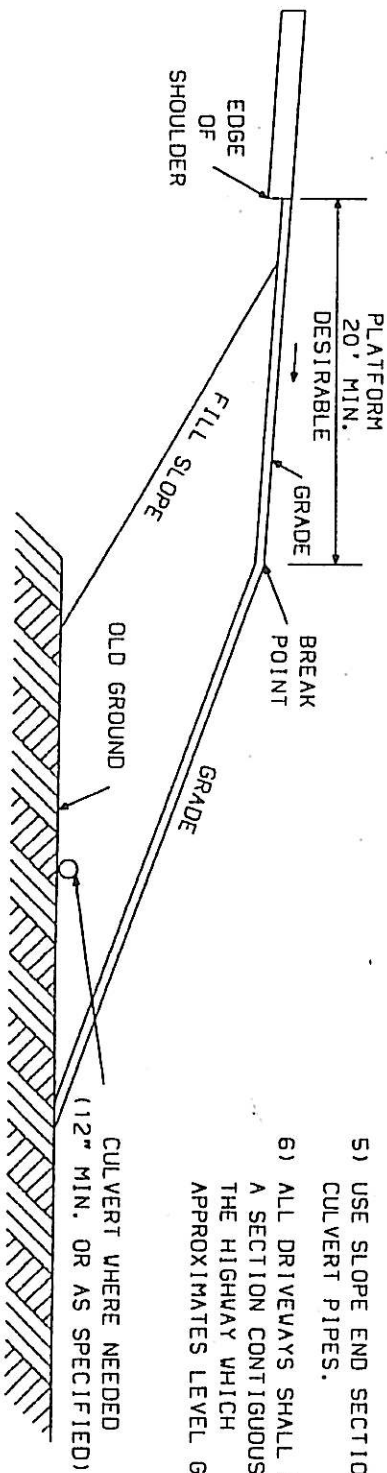
Erosion Control: Add riprap (large stones) around the inlet and outlet to slow water flow and prevent erosion.

Seed and mulch disturbed areas to prevent silt buildup in the pipe.

Check for Settlement: Over time, inspect the area for any signs of sinking or erosion and add fill as needed.



TYPICAL RURAL DRIVE IN CUT SECTION



- NOTES: 1) GRADES OF MAJOR ENTRANCES BEYOND THE PLATFORM SHOULD NOT EXCEED 8%.
- 2) GRADES OF OTHER DRIVES BEYOND THE PLATFORM SHOULD NOT EXCEED 15%.
- 3) THE ALGEBRAIC DIFFERENCE BETWEEN TWO ADJACENT GRADES SHOULD NOT EXCEED 10%.
- 4) DITCHES ARE RECOMMENDED FOR UNCURBED DRIVEWAYS IN CUT SLOPES.
- 5) USE SLOPE END SECTIONS ON CULVERT PIPES.
- 6) ALL DRIVEWAYS SHALL HAVE A SECTION CONTIGUOUS TO THE HIGHWAY WHICH APPROXIMATES LEVEL GROUND.

N.H. D.O.T.
MARCH 1, 2000

TYPICAL RURAL DRIVE IN FILL SECTION