

# ALL PERMANENT AND TEMPORARY CURB CUTS REQUIRE A DRIVEWAY PERMIT

## APPLICATION PROCEDURE FOR DRIVEWAY PERMIT - TOWN OF ACWORTH

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 # 7 below). The sequence of the application procedure includes ALL of the following:

1. Owner or agent (applicant) submits completed application form and required fee at Acworth Town offices, to Planning Board (PB) through the Administrative Assistant.
2. Applicant must mark or stake actual proposed driveway or driveway alteration site within clear view of the public highway involved.
3. For temporary (one year) driveways or temporary driveway alterations, 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, must be submitted with the application form.
4. PB evaluates application and approves with or without modifications, or denies.
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. Incomplete applications shall be deemed unsubmitted.
7. 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 on line [www.acworth.cc](http://www.acworth.cc) 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).

**Section 13**, pursuant to state law, requires notification of “Dig Safe” (Underground Utility Damage Prevention System) at 1-888-344-7233 or [digsafe.com](http://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 pre-existing.

