

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 at 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).

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 pre-existing.

TOWN OF ACWORTH DRIVEWAY APPLICATION AND PERMIT

Completed applications must be delivered to the Administrative Assistant by noon of the Friday prior to the noticed Site visit date in order to be considered at the next Planning Board meeting.

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.

APPLICANT NAME _____
MAILING ADDRESS _____ **TEL** _____

DRIVEWAY ADDRESS _____ **MAP AND LOT #** _____

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

An existing driveway does not prevent permitting of an additional driveway.

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.

DESCRIPTION: (Attach sketch showing driveway location on Town road and any streams or wetlands) Indicate the following:

- | | |
|----------------------------------|---|
| _____ New Driveway? | _____ Alteration of existing driveway? |
| _____ Permanent driveway? | _____ Temporary driveway? |
| _____ Width in feet? | _____ Surface material (paved, gravel)? |
| _____ Stone wall to be breeched? | _____ Residential? _____ Commercial? |

SITE MUST BE CLEARLY MARKED WITH FLAGGING

Note: Grade cannot exceed 1.5' rise within 15' of road shoulder; see attached diagram.

LANDOWNER SIGNATURE _____

Or letter of permission from landowner if other than applicant.

APPLICATION SUBMITTED (date) _____ FEE PAID (\$30) _____

APPROVED _____ DENIED _____ APPROVED WITH CONDITIONS _____

CONDITIONS:

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

APPROVED FOR USE:

ACWORTH PLANNING BOARD BY _____

DATE _____ Permit expires one year from date of issue.

