

**TOWN OF NEWPORT, NH
APPLICATION FOR DRIVEWAY PERMIT**

**TO: Newport Highway Superintendent
15 Sunapee Street
Newport, NH 03773**

Driveway Permit No: _____
Date: _____
Permit Fee (\$25.00): _____
Tax Map: _____ Lot No: _____
Utility Pole No: _____

Pursuant to the provisions of Newport Excavation, Driveway and Access Regulations for the Town of Newport, NH, adopted December, 10, 1974, and amendments thereto, permission is requested to construct _____ driveway entrance(s) to my property on the _____ side of _____ Road in the Town of Newport, NH at a location which will meet the requirements for safety specified in said statutes.

The driveway requested is for access to _____
(Residence, Industry, Business, Sub-division)

Describe nature of industry, business and/or sub-division: _____

Date of Sub-division: _____

As the landowner applicant, I hereby agree to the following:

- 1) To construct driveway entrances only for the bona fide purpose of securing access to private property such that the street right-of-way is used for no purpose other than travel.
- 2) To construct driveway entrances at permitted location in accordance with statutes and all provisions of Driveway Permit specifications and standard drawings for driveway entrances issued by the Newport Highway Department.
- 3) To hold harmless the Town of Newport and the Newport Highway Department and its duly appointed agents and employees against any action for personal injury and/or property damage sustained by reason of the exercise of this permit.
- 4) To furnish and install drainage structures that are necessary to maintain existing highway drainage and adequately handle increased runoff resulting from development.
- 5) To bear all cost of construction and materials (including required drainage structures) necessary to complete the driveway to the Town of Newport's satisfaction.

LOCATION SKETCH

Diagram shall include the distance from the property lines to the proposed driveway and the width of the proposed driveway. The location of the proposed driveway shall be staked for inspection.

Signature of Applicant _____ Mailing Address _____

Applicant Name/ Phone Number _____ EMAIL ADDRESS _____

Name, Phone number, mailing address, Email required to process

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

Building Permit No: _____
Driveway Permit No: _____
Location: _____
Map No: _____ Lot No: _____
Date: _____

Permission to construct a driveway, entrance, exit or approach adjoining _____ Road pursuant to the location and specifications as described below, is hereby _____ **(Granted/Granted with Changes)**. Failure to adhere to the standards and engineering drawings previously submitted and failure to complete construction of said facility within one calendar year of the date of this permit shall render this instrument null and void. Facilities constructed in violation of these conditions shall be corrected immediately upon notification by a Department representative or the costs of removing said facility shall be fully borne by the owner.

LOCATION:

DRIVEWAY CONSTRUCTION SPECIFICATIONS:

1. This permit requires that the area adjacent to the street be graded such that the surface will slope from the edge of pavement to a line _____ feet distant from and parallel to the pavement and _____ inches below the edge of pavement (for the entire frontage of the property), which line will serve as a drainage gutter.
2. _____ driveway entrance(s) is (are) permissible, each not to exceed _____ feet in width. The driveway entrance(s) may be flared as they approach the pavement.
3. Other access to the street from the premises is to be prevented by construction of a barrier or barriers, such as a grass plot, low hedge, curbed island, etc. The front of this barrier island shall be _____ feet from the edge of pavement and the rear edge at the right-of-way line. No part of the right-of-way may be used for any purpose other than travel.
4. No structures, including buildings, permanent or portable signs, light displays, fences, walls, etc. shall be permitted on, over or under the street right-of-way.
5. The street right-of-way line is located _____ feet from and parallel to the center line of highway pavement.
6. No parking, catering or servicing shall be conducted within the street right-of-way.
7. A culvert is to be located in the ditch line. The culvert is to be _____ feet long and _____ inches in diameter. Both ends of the culvert shall be protected by a headwall of: a) stone (12" minimum diameter), b) concrete or c) an end section. Culverts and ditch lines shall be constructed to prevent erosion and to not obstruct the flow of stormwater.

Newport Highway Superintendent- Craig Sartwell
Csartwell@newportnh.gov Phone: (603) 863-3650

Date

Applicant will receive signed application with changes (if applicable) and all construction details via Email
Call Highway Department for Inspection once complete – (603)863-3650