City of Concord, NH

Engineering Services Division
City Hall, 41 Green Street
Concord, NH 03301
Tel: (603) 225-8520
Fax: (603) 230-3630

engineering@concordnh.gov

Driveway Permit Application

Minimum of **Three (3)** Working Days Required for Approval

Applicant: Fill out sections 1 – 4 only

1.

Applicant's Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Contractor: _____ Phone: _____

Address: _____

City/State/Zip: _____

Email: _____

2.

Scheduled Start Date: _____ Complete : _____

☐ New Driveway

☐ Existing Driveway: Overlay Only

☐ Existing Driveway: Remove and Replace

☐ Existing Driveway with alterations to City right-of-way

☐ Existing Driveway with alterations on private property

☐ Driveway culvert : Size_____ Type _____

3.

Location of Driveway _____
(Street Address)

Give a brief description of any alterations on private property.

_____

_____

_____

Give a brief description of any alterations to city right-of-way.

_____

_____

_____

City Use

Permit #: _____

Approved By: _____

Approval Date: _____

Expiration Date: 1 YEAR FROM APPROVAL

Yes	No	
☐	☐	Traffic Control Plan required
☐	☐	Insurance and Bond required

Other Conditions: _____

_____

_____

_____

_____

Fees:

☐ New Permit ☐ Renewal

Administration and Application Fee: $ 75.00
(Non-Refundable)

Sub-total $ _____

Previous Payments $ _____

Total Due: $ _____

Date Paid: _____

Form of Payment _____

Receipt # : _____

Final Approval: _____

Date: _____

4.

By undersigning this application, the Applicant acknowledges that he/she has read and hereby agrees to abide by the City of Concord's of Code of Ordinances, Title 1, General Code, Chapter 5, Public Works, Article 5-1, Highway and Sidewalks – Ordinance No. 2577 Section 5-1-8 and to any other ordinances, special conditions, restrictions, and regulations that may be imposed by the Engineering Services Division.

Applicant's Signature: _____ Date: _____

Revised 4/2012

The Engineering Services Division shall be notified 48 hours in advance of all driveway construction adjacent to the City right-of-way (225-8520). Approval of this application allows only that work specifically described in the application, any changes will require the review and approval of the City Engineer prior to implementing the changes. Applicant must comply with, and the permit will be subject to, the conditions attached. Driveway Permit is not valid without authorized signature by Community Development Department Representative and assigned a permit number.

The driveway shall be built in accordance with the City of Concord Construction Standards, the City of Concord Rural or Urban Driveway Details, the City of Concord Zoning Ordinance, the City of Concord Code of Ordinances, the attached sketch, and any plans approved by the City Planning Board or Community Development Department. The construction will not extend beyond the roadway gutter line so as to interfere with highway drainage. The construction will not result in any sudden drops or grading which may be hazardous to pedestrians. Driveway culverts will be installed when specifically required. All future maintenance and replacement of culverts and driveways will be the responsibility of the private property owner to which the driveway serves.

A detailed and dimensioned scale drawing depicting the work shall be attached to this permit in the space provided below. The sketch shall include the distance along the right-of-way frontage to all property lines (5 ft min. for residential drives), to all adjacent driveways (40 ft min. for residential drives), and to any street intersections (30 ft min. for residential drives). It shall also include the driveway width (28 ft max. curb cut for residential driveways), the grading as it relates to the City street and the size, location, and type of material of any proposed culverts. Proposed driveway centerline location shall be staked in the field prior to permit approval.

An analysis of driveway site distance shall be required at City Engineer's discretion. The analysis shall be as set forth in the NH Department of Transportation (NHDOT) Rules for the Permitting of Drives and Entrances to Highways and the AASHTO Policy for the Geometric Design of Highways and Streets. A minimum sight distance of 200 feet shall be provided for all driveways.

Furthermore, this permit is subject to the following conditions:

1. The Engineering Services Division may revoke the permit at any time.
2. The Engineering Services Division may include additional conditions and requirements to this permit as listed below.
3. Should proposed construction work affect existing sidewalks, roadways, and parking spaces an Encumbrance Permit issued by the Engineering Services Division may also be required. Encumbrances or obstructions shall at all times be properly guarded, barricaded, or fenced during the time the highway is encumbered or obstructed. Safety equipment and lighting shall be maintained, as necessary, throughout the night so that all encumbrances or obstructions may be readily seen.
4. All curbing removed from the public right-of-way shall be salvaged for use by the City of Concord General Services Department (228-2737).
5. The applicant hereby agrees to indemnify and hold harmless the City of Concord, NH from all claims for damage or injury whatsoever that may arise from the encumbrance, obstruction, occupation, or use of said highway. The applicant shall be accountable for all damages that may occur on account of said encumbrance, obstruction, occupation, or use of the aforesaid highway. The City of Concord in no case assumes any responsibility or liability by reason of this permit.
6. All highway components and roadside features, including shade trees (disturbance of tree roots shall be allowed), shall be left in as good a condition of repair and cleanliness at the expiration of the permit as existed when said permit was granted. Further, the City Engineer reserves the right to restore the highway or cause the same to be restored under his/her direction, and the Permitee to whom this permit is granted shall reimburse the City for any and all liability and expense suffered by reason of such work.
7. This permit shall expire upon completion of the work in a manner satisfactory to the City Engineer or at the end of one year, whichever occurs first.
8. A financial guarantee shall be provided to the City of Concord, should work required by this permit not be constructed prior to issuance of a Certificate of Occupancy for new structures. Financial guarantee shall be released once work is performed to the City's satisfaction.

Sketch Plan

(Provide location and dimension details of driveway)