

“FREQUENTLY ASKED QUESTIONS” DRIVEWAYS

GENERAL PERMIT QUESTIONS:

1. Why do I need a driveway permit?
2. Where can I get an application form?
3. How much does a permit cost?
4. What is the Driveway Permit process?
5. How long does it take to obtain a driveway permit? How far ahead of my project should I apply for the permit?
6. Can I start the project before having the permit in hand?
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9. Are Inspections required and how are they scheduled?

WHEN A PERMIT IS REQUIRED

10. Do I need a permit for a new or renovated driveway? Do I need a permit to (re)pave my driveway?
11. What type of project doesn't require a permit?
12. Is a permit necessary to Change the Use of a structure or property?

GENERAL CONSTRUCTION QUESTIONS:

13. Will I need to install a culvert?
14. Will I need to pave the driveway?

GENERAL PERMIT QUESTIONS:

1. Why do I need a driveway permit?

Both NH State Law and Town of Belmont Ordinances require that a driveway permit be obtained. The purposes for permits include:

- a. provide safety for both current and future occupants of the site and the motoring public;
- b. prevent damage to Town Roads and Public Works equipment;
- c. prevent damage to driveways from road maintenance activities;
- d. assure that construction complies with all applicable minimum Zoning and driveway standards.

2. Where can I get an application form?

Application forms can be obtained at the Belmont Land Use Office or on line at <http://www.belmontnh.org/docs/ords&apps/drivewayappl.pdf>.

3. How much does a permit cost?

Current Fee Schedule can be obtained at the Belmont Land Use Office or on line at <http://belmontnh.org/docs/ords&apps/BldgFeeSchedule.pdf>.

4. What is the Driveway Permit process?

- a. Review standards that are applicable to the project
- b. Submit a completed application to the Land Use Office
- c. Zoning Administrator will review application for compliance to zoning/other local Ordinances
- d. Public Works Director will review the site and set minimum standards for project
- e. Planning Board Chairman reviews for approval/signs complying application
- f. Owner responsible for scheduling required inspection when project is complete

5. How long does it take to obtain a driveway permit? How far ahead of my project should I apply for the permit?

Permits are usually available within 7 to 10 business days from application submission. State law provides up to 30 days for review. Incomplete applications are not processed.

6. Can I start the project before having the permit in hand?

No. You are not required to “post” the permit, but it must be on site prior to the start of the project.

7. Do driveway permits expire?

Permits expire if not substantially acted upon with 6 months of the issue date or if substantial construction activity ceases for any 6-month period once begun. If a permit expires you may apply in writing for one 6-month extension on the original application/permit. No additional fee is required. Additional extensions require reapplication and fee.

8. What happens if my driveway permit application is denied?

- a. Denials are issued in writing with the basis of the denial provided.
- b. Fees are returned if the application is denied.
- c. You can provide additional or amended information to address the problem areas and the application will be re-reviewed.

9. Are Inspections required and how are they scheduled?

When the project is complete, contact the Land Use office and the required inspection will be scheduled.

WHEN A PERMIT IS REQUIRED

10. Do I need a permit for a new or renovated driveway? Do I need a permit to (re)pave my driveway?

Permits are required for work on that portion of the driveway located within the right-of-way of a State or Town Road. This includes opening a new driveway, regrading or (re)paving an existing driveway, and installing or replacing a culvert. If your driveway accesses onto a Town Road you can obtain an application at the Belmont Land Use Office or online at <http://www.belmontnh.org/docs/ords&apps/drivewayappl.pdf>. If your driveway accesses onto State Highway you can obtain an application from NH DOT, District 3 Office, 3 Sawmill Road, Gilford, NH.

11. What type of project doesn't require a permit?

Project that are "cosmetic" and not "structural" in nature - projects such as seal coating existing pavement.

12. Is a permit necessary to Change the Use of a structure or property?

Yes. A revised permit is required to change the use of a structure or property.

GENERAL CONSTRUCTION QUESTIONS:

13. Will I need to install a culvert?

The Public Works Director will review the drainage situation and determine whether a culvert will be required, and if so the size, length and location.

14. Will I need to pave the driveway?

If your driveway will access onto a paved Town road, you will be required to pave at least the driveway apron to protect the edge of the Town road pavement.