



BELMONT LAND USE OFFICE

TO: Applicants
FROM: Land Use Office
RE: Driveway Applications

Please refer to the Belmont Driveway Regulations when completing the Application related to a Town road and submit it, along with all necessary supporting documents/information to the Land Use Office.

The application will be reviewed by the Public Works Department and Land Use Staff. Applicants whose proposal meets all of the necessary criteria shall be issued a Driveway Construction/Alteration Permit. Said permit shall list all of the conditions to be met during construction.

Applicants whose proposal does not meet all of the necessary criteria shall be issued a Denial of Permit which shall include the process for reapplication and/or appeal.

Applications including a request for waiver from any of the necessary criteria or a request for appeal shall be forwarded to the Planning Board Chairman for signature. The applicant shall bear the expense of noticing required for the public hearing on the request for waiver.

Just a reminder that any work done on that portion of the driveway that meets the Town or State road right-of-way requires a Driveway Permit before the work commences. This includes just paving or re-paving. Several homeowners have had their driveways accessing town roads re-paved or reconstructed only to learn after the contractor has left that it required a permit. Fees are doubled for any permits where the work has already been started. In addition, violations of the Regulations can result in a Violation or Misdemeanor charge.

Once a permit has been issued and the work completed, you must call the Public Works Department at 528-2677 for an inspection.

Any questions on the process to be followed in applying for a driveway permit shall be directed to the Land Use Office.

For Driveways accessing onto a State Highway, please contact NH DOT, District 3, 2 Sawmill Road, Gilford, NH 03249, 524-6667, District3@dot.state.nh.us.



TOWN OF BELMONT
DRIVEWAY CONSTRUCTION/ALTERATION PERMIT APPLICATION

Pursuant to the Provisions of New Hampshire RSA, Chapter 236, Sections 13 and 14, as amended, and in accordance with the Town of Belmont Driveway Regulations, permission is requested to construct or alter the below driveway(s). The proposed location, alteration and/or construction meets all requirements of the stated regulations unless a written request for waiver is attached.

NAME OF PROPERTY OWNER: _____

MAILING ADDRESS: _____

CONTACT IF OTHER THAN OWNER: _____

TELEPHONE NO.: _____ TAX MAP & LOT NUMBER: _____ E-MAIL ADDRESS: _____

PHYSICAL ADDRESS (STREET #/NAME): _____

REQUEST IS TO:

- _____ CONSTRUCT NEW DRIVEWAY
- _____ RELOCATE EXISTING DRIVEWAY
- _____ PAVE EXISTING DRIVEWAY
- _____ RECONSTRUCT EXISTING DRIVEWAY

NUMBER OF DRIVEWAY ACCESSES:

EXISTING: _____ REQUESTED: _____

ROAD NAME DRIVEWAY(S) ACCESS: _____

SIDE OF ROAD (WEST, ETC.) DRIVEWAY(S) WILL ACCESS: _____

PROPERTY USE: _____

(Residence, Business, Industry, Subdivision, Etc.)

NATURE/NAME OF BUSINESS (if any), etc.: _____

LENGTH OF ROAD FRONTAGE OF LOT TO BE ACCESSED: _____

PROPOSED DRIVEWAY(S) SURFACING: _____

(Asphalt, Crushed Gravel, etc.)

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 public right of way is used for no purpose other than travel.
2. To construct driveway entrances at permitted location in accordance with statutes, all provisions of driveway permit specifications and standard drawings for driveway entrances issued and the Driveway Regulations of the Town of Belmont.
3. To hold harmless the Town of Belmont 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 street drainage and adequately handle increased runoff resulting from development.
5. That as a condition of the permit, the driveway(s) and culvert(s) required are the responsibility of the permittee and that the same will be kept in good repair at my expense and as ordered by the Town of Belmont as need may arise.
6. To contact the Public Works Department for an inspection as soon as the work is completed.
7. I understand that permits must be in-hand before the work begins. Fees are doubled for any permits where the work has already been started and that violations of the Regulations can result in a Violation or Misdemeanor charge.

Signature of Landowner

- Attach complete sketch including all details required in the Driveway Regulations.
- Attach a list of the names of owners of all properties within 100' of the proposed driveway(s) on both sides of the road.
- Any request for waiver from the Regulations must be made in writing and attached to this Application. Request to state fully exactly what regulation the Planning Board is being requested to waive and the reasons for same.