



BELMONT LAND USE OFFICE

DRIVEWAY PERMIT

APPLICATION INSTRUCTIONS

For Driveways accessing onto a State Highway contact
NH DOT, District 3, 2 Sawmill Road, Gilford, NH 03249, 524-667, District3@dot.state.nh.us

For Driveways accessing a Town Road or other Town-regulated road, please refer to the [Belmont Driveway Regulations](#) when completing this application and submit the application, along with all necessary supporting documents/information/\$25 fee to the [Land Use Office](#).

The application will be reviewed by the Public Works Director/designee and the Planning Board/designee. A Driveway Construction/Alteration Permit shall be issued when all applicable Regulation criteria have been met. Permits shall list all of the conditions to be met during construction.

Proposals that do not meet all applicable Regulation criteria shall be denied in writing and include options for reapplication and/or appeal.

Waiver/Appeal Process: A request to waive any part of the Regulations or to appeal an application denial must be made in writing and attached to this Application. For a waiver state the exact regulation the Planning Board is being requested to waive and the reasons for same. For an appeal state the basis on which the denial was in error.

“Road” versus “Right-of-Way”. Often there is a misconception that the paved or graveled constructed road is the property line for your lot or that you can measure from the center of the constructed road to find your property line. Those assumptions are most often not correct. A road right-of-way (ROW) is usually wider than just the width of the actual road and the road is seldom centered inside that ROW. The ROW is the total area that the Town owns or within which the town has the right to build and maintain a road with related drainage and to regulate proposed uses. Therefore, when you construct a driveway to access a road, there is usually a portion of that driveway (from the edge of the road to your property line) that is still within the road ROW and therefore subject to these Town Driveway Regulations. In addition, the State of NH has given towns the authority to regulate not only driveways but the authority to manage and limit stormwater runoff from private lots into the town road ROW.

Therefore, any work done on that portion of the driveway that is within the ROW of a Town Road or Town-regulated road (some additional subdivisions) requires a Driveway Permit *before* the work commences. This includes paving, re-paving or otherwise resurfacing or adjusting. Although we have asked paving contractors to make you aware of this, some homeowners have had their driveways 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 and the newly constructed/paved driveway may have to be adjusted or reconstructed if it does not comply with the required standards. **Obtaining the permit is the landowner’s responsibility and failing to obtain a permit or other 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 Land Use Office at 267-8300x119 for **an inspection**. An acknowledgement of conforming work will be issued to you. Please direct any questions on the process to be followed in applying for a driveway permit to the Land Use Office.

TOWN OF BELMONT

PROJECT CONTACT INFORMATION

www.belmontnh.org

Medical, Fire or Police Emergencies - 911

Town of Belmont - Land Use

Planning, Zoning, Building, Health, Conservation, Code Enforcement, Site/Bldg/Aquifer Inspections
143 Main Street, P.O. Box 310, Belmont, NH 03220, 603-267-8300 x 119(V), 603-267-8307(F)

Candace L. Daigle, Town Planner/Zoning Admin
Tele Ext #113, Planner@belmontnh.org

Steven Paquin, Building/Health/Code Enforcement
Tele Ext #111, BuildingOfficial@belmontnh.org

Richard Ball, Land Use Technician
Tele Ext #125, LUTech@belmontnh.org

Elaine Murphy, Land Use Administrative Asst.
Tele Ext #119, LandUse@belmontnh.org

Colleen Akerman, Land Use/Building Clerk
Tele Ext #132, BuildingClerk@belmontnh.org

Town of Belmont - Public Works

149 Hurricane Road, P.O. Box 310, Belmont, NH 03220
603-528-2677(V), 603-528-2682(F)

Craig Clairmont, Public Works Director
PublicWorks@belmontnh.org

Don Hurd/Water Department
Water@belmontnh.org

Joe Link/Sewer Department

Town of Belmont – Fire - Fire Protection, NFPA Life Safety, Mechanical/Heating Appliances

14 Gilmanton Road, P.O. Box 867, Belmont, NH 03220, 603-267-8333(V), 603-267-8337(F)

Fire Chief Kenneth Erickson
BFDCchief@belmontnh.org

Deputy Chief Michael Newhall
BFDDeputy@belmontnh.org

Town of Belmont – Police - Special Duty, Traffic Control

16 Fuller Street, P.O. Box 320, Belmont, NH 03220, 603-267-8351(V), 603-267-8359(F)

Police Chief Mark Lewandoski
PoliceChief@belmontnh.org



**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.

1. Land Owner's Name: _____ e-mail: _____

Mailing Address: _____ Tele: _____

2. Contractor's Name: _____ e-mail: _____

Mailing Address: _____ Tele: _____

3. Contact Person: _____ e-mail: _____ Tele: _____

4. Location: Street # & Name: _____ Tax Map/Lot #: _____

5. List all uses on Property: _____
(Residence, Business, Industry, Etc.)

6. If Business – Type & Name: _____

7. Total lot frontage on Town Road (Class 5) or other Town-regulated property: _____ ft
(For properties accessing a State Highway contact NH DOT, District 3, 2 Sawmill Road, Gilford, NH, 03249, 524-6667)

8. Briefly Describe request: _____

9. Is this work: Proposed? or Already started/completed?

10. NUMBER OF PERMITTED DRIVEWAYS FOR THIS LOT:
 Currently Existing Additional Requested Below

11. PROPOSED DRIVEWAY USE IS:
 Residential Commercial/Industrial (check all that apply)
 Permanent or Temporary
(For temporary use (e.g. construction, logging, etc.) state purpose _____ and duration _____)

12. PURPOSE OF REQUEST IS:
 Existing driveway; or
 New driveway; or
 Just change the use of a property the driveway accesses without any work
(e.g. add a commercial use to a residential property or expand a commercial use)

13. TYPE OF WORK: (Check all that apply)
 Install temporary entrance for temporary use such as logging or construction activity
 Excavate, dig-out, alter or otherwise disturb an existing or new driveway location
 Install, repair or replace drainage (e.g. culvert, ditch, swale)
 Pave/Re-Pave, Gravel/Re-Gravel (includes any aggregate type), or otherwise surface/resurface
 Install paved driveway apron
(ALL driveways accessing a paved road MUST have a paved apron)

As the Landowner, I hereby agree to the following:

1. Construct driveway entrances only for the purpose of securing access to private property such that the public right of way is used for no purpose other than travel.
2. Construct driveway entrance 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 (<http://belmontnh.org/docs/ords&apps/drivewayregs.PDF>).
3. 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. Furnish and install drainage structures that are necessary to maintain existing street drainage and adequately handle increased runoff resulting from development.
5. As a condition of the permit, the driveway(s) and culvert(s) required are the responsibility of the Landowner 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. If a USPS mail box is/will be installed adjacent to this driveway, it MUST comply with the location/setbacks, including minimum height requirements, shown required by the US Postal Service. Mailboxes that are not erected in compliance with such Regulations are subject to damage by road maintenance activities. See placement requirements at <https://www.usps.com/manage/mailboxes.htm> and contact Belmont Postmaster at 267-6571.
7. 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.
8. **Contact the Land Use Office for an inspection as soon as the work is completed. A certificate of satisfactory completion will be issued.**
9. **The location of the proposed driveway/work shall be marked at the site with easily seen painted stakes or flagging, at least two per side, at a minimum located at the road edge and at the property line. These stakes shall remain marking the driveway until the Certificate of Use has been issued.**

NO PERMIT WILL BE ISSUED FOR SITES THAT ARE NOT CLEARLY MARKED

Driveway work area is currently marked as required above: ___ Yes ___ No

Date

Signature of Landowner

See Required Sketch Items Below

Provide sketch with following information:



- a. ___ Show name of owner and street address of properties across the road from your driveway and on each side of your property.
- b. ___ Show location of all existing driveways serving your property.
- c. ___ Show distance to the nearest road intersection, if within 100 feet.
- d. ___ Location and pole number of the closest utility pole.
- e. ___ Location and widths of the driveway for which the permit is requested. Widths should include the driveway width at the property line and at the flare of the driveway where it meets the road.
- f. ___ Dimensions and specifications of the driveway's paved apron (width and depth from the road).
- g. ___ Lengths of the sight distances in both directions along the road. Location/description of any visual obstructions to the required sight lines.
- h. ___ Description (including dimensions) of any culverts, other drainage structures, traffic control devices, and channelization islands to be constructed, also the depth of fill over any culverts.
- i. ___ Grade (slope) of the driveway.

A request to waive any part of the Regulations must be made in writing and attached to this Application. State the exact regulation the Planning Board is being requested to waive and the reasons for same.

NOTE: The location of the proposed driveway/work shall be marked at the site with easily seen painted stakes or flagging, at least two per side, at a minimum located at the road edge and at the property line. No permit will be issued for sites that are not marked. These stakes shall remain marking the driveway until the Certificate of Use has been issued.