



# Application for Driveway Permit

City of Somersworth  
Department of Public Works and Utilities  
18 Lilac Lane, Somersworth, NH 03878

For City use only:

Date: \_\_\_\_\_

Map #: \_\_\_\_\_

Lot #: \_\_\_\_\_

Permit #: \_\_\_\_\_

## Driveway Permit Application Fee: \$50

Owner Name: \_\_\_\_\_ Phone (daytime): \_\_\_\_\_

Owner Address: \_\_\_\_\_ Phone (cell): \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Phone/Email: \_\_\_\_\_

Property Address: \_\_\_\_\_

Owner's Email Address: \_\_\_\_\_

Please check what applies:

1. ☐ Residential Driveway OR ☐ Commercial Driveway  
2. ☐ New Driveway OR ☐ Existing – Reconstruction OR ☐ Existing - Expansion/Alteration

Pursuant to the provisions of the City of Somersworth Ordinances, **Chapter 12.7 – Driveways**: "It shall be unlawful to construct, or alter in any way that substantially affects the side or grade of any driveway, entrance, exit, or approach within the limits of any street, sidewalk, or other City-owned property or right-of-way in the City of Somersworth without having first obtained a written permit to do so from the City Engineer, except where such licensing power is particularly vested in the City Council. Any person, persons, firm, or corporation violating any of the provisions of this section shall be fined not less than \$500 or more than \$1,000 for each violation and pay for any repairs the City deems necessary."

Requirements:

☐ This permit is completed and turned into the Department of Public Works and Utilities

☐ Fee of **\$50** is included

☐ Digsafe Ticket #: \_\_\_\_\_

☐ A site sketch (must be completed) is attached showing:

- a) Location of existing (if applicable) and proposed driveway entrance, including
  - a. distance from property boundaries
  - b. street frontage
- b) Width of existing (if applicable) and proposed driveway entrance
- c) Proposed grades if the driveway slope exceeds 5% within twenty feet of the City right-of-way
- d) Sidewalk, if applicable

Failure to complete these requirements will result in the incomplete application being returned to the Applicant.

**Activities that do not interact with or affect the City right-of-way, such as sealcoating a driveway or paving exclusively within private property, do not require a driveway permit.**

As the Applicant/Owner, I hereby agree to the following:

1. To hold the City of Somersworth and its duly appointed agents and employees harmless against any action for personal injury and/or property damage sustained by reason of the exercise of this permit.
2. To construct driveway entrance(s) in accordance with the provisions set forth by the City of Somersworth.
3. To furnish, install, and maintain drainage structures to maintain drainage across driveway entrance(s).
4. To notify the Department of Public Works and Utilities upon completion of construction activities.
5. Pay the Driveway Permit fee in the amount of \$50 payable to the City of Somersworth.

Applicant/Owner Printed Name: \_\_\_\_\_

Applicant/Owner Signature: \_\_\_\_\_

**Site Sketch (include all requirements on page 1)**

The site sketch area is a large rectangle defined by dashed lines. On the left and right sides, the text "Property Boundary" is written vertically. At the bottom, a dashed line is labeled "Edge of right-of-way". Below this, a solid line is labeled "Edge of pavement".

Permission to construct a driveway at the above-requested location, in accordance with Section 7 of the City's Chapter 12 Ordinance, the Somersworth Construction Standard - Driveway, and the Driveway Permit Conditions (attached hereto) has been granted. Applicant must complete work within the same calendar year as the approval, unless otherwise approved by the Department of Public Works and Utilities.

\_\_\_\_\_  
**Director of Public Works and Utilities, or Designee**

\_\_\_\_\_  
**Date**

**Fee Paid:** Check #: \_\_\_\_\_

Cash: \_\_\_\_\_

## City of Somersworth - Driveway Construction Standards

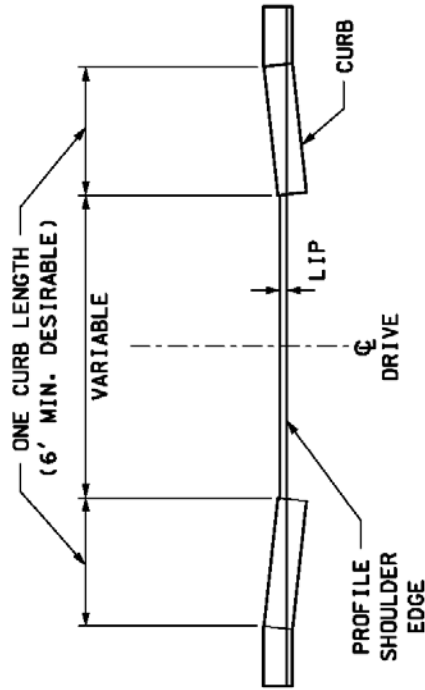
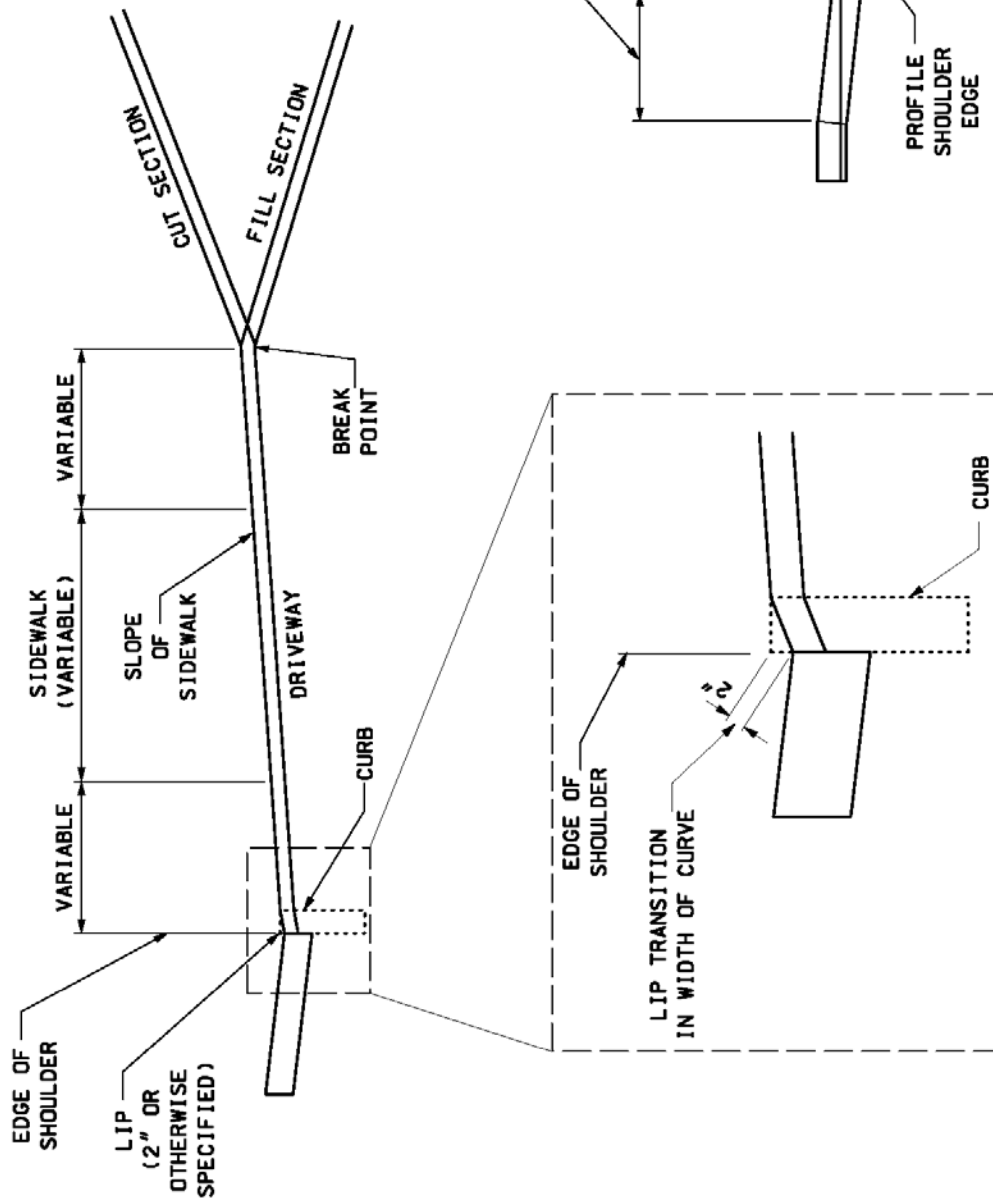
Purpose: The purpose of the City of Somersworth's driveway construction standards is to ensure, within the City right-of-way, proper drainage, a safe line-of-sight for pedestrians and motorists, ensure proper setbacks from intersections and property lines, and protecting the integrity of City streets and sidewalks. All construction standards, unless otherwise stated, only apply to the area within the City right-of-way.

1. The City Engineer shall not permit more than one (1) egress to a single residential parcel of land. The single access shall demonstrate and maintain an all-season safe sight distance of four hundred (400) feet in both directions along the street.
  - a. A second egress to a single residential parcel of land may be permitted upon special request by the Applicant and shall receive approval from the City Engineer, Director of Public Works & Utilities, and Director of Planning & Community Development.
2. The City Engineer shall not permit more than two (2) egress points to a single commercial parcel of land. The both egress points shall demonstrate and maintain an all-season safe sight distance of four hundred (400) feet in both directions along the street.
3. The width of a residential driveway shall be no greater than twenty-two (22) feet.
4. The width of a commercial driveway shall be as follows:
  - a. Where one (1) entrance/exit is designed to service a parcel, the width shall not exceed thirty-six (36) feet.
  - b. Where two (2) entrances/exits are designed to service a parcel, the width shall not exceed twenty-four (24) feet.
5. The angle of a two-directional driveway with respect to the right-of-way edge-of-pavement is preferred to be ninety (90) degrees, but shall not be less than sixty (60) degrees. The angle of a one-way directional driveway, along a divided street, with respect to the right-of-way edge-of-pavement may be less than sixty (60) degrees.
6. The slope of the driveway shall not exceed eight percent (8%) within twenty (20) feet of the point where the driveway intersects the right-of-way edge-of-pavement; see attached "Typical Urban Drive in Cut/Fill" detail, dated 11/27/2006. If the driveway slope is five percent (5%) or greater, then a grading a plan will be required as part of the driveway application.
7. The location of driveway(s), including any egress flare, shall not be within five (5) feet of a side property line. Shared driveways shall also not be located within five (5) feet of the non-shared side property line. The Director of Public Works will consider alterations to this condition on a case-by-case basis following best management practices.
8. The minimum offset of a driveway from a rural intersection shall be seventy-five (75) feet. The minimum offset of a driveway from an urban intersection shall be fifty (50) feet.
  - a. The minimum offset distance shall be measured along the right-of-way edge-of-pavement, commencing at the nearest edge of the driveway tangent (not egress flare) and the cross-road edge-of-pavement tangent (not egress flare).
  - b. Driveways to be located on the opposite side of T-intersections shall generally conform to the urban-intersection standard.
  - c. The City Engineer shall have the authority to increase these distances if, in the City Engineer's opinion, such action is necessary for the protection of traffic.
  - d. The City Engineer may also modify these requirements, if justifiable on the basis of specific site conditions, including lot size.
9. The material section of a driveway within the right-of-way shall consist of a minimum of nine (9) inches of 1.5"-minus or ¾"-minus crushed stone or crushed gravel base material, overlain by a minimum of two (2) inches of 1/2-inch hot-mix asphalt (HMA) and a minimum of one (1) inch of 3/8-inch HMA.

- a. NHDOT 304.3 (crushed gravel) or NHDOT 304.4 (crushed stone – fine) will also be accepted as suitable base material.
10. The tie-in of the driveway to the right-of-way shall be constructed by saw-cutting the existing edge-of-pavement driveway/travel-lane joint, excavating existing material the right-of-way, placing/compacting new gravel material as required by this Standard, applying tack coat of emulsified asphalt to the vertical surface of the right-of-way pavement, and placing/compacting new HMA material as required by this Standard.
11. Proper drainage across or under the driveway is the responsibility of the Applicant/Owner through the use of a properly-graded paved apron or driveway culvert. Driveway culvert construction/replacement and maintenance shall be the responsibility of the Applicant/Owner.
  - a. Culverts shall be either reinforced concrete pipe (RCP) or smooth-interior, corrugated-exterior high-density polyethylene (HDPE) pipe.
  - b. Culvert sizes shall be no less than twelve (12) inches in diameter and be sloped appropriately.
  - c. Culverts with less than twelve (12) inches of cover over the top-of-pipe must be constructed of reinforced concrete.
  - d. The department may require flared headwalls on either end of the culvert if deemed necessary by the Department of Public Works and Utilities.
  - e. Culverts shall be kept clear and free-flowing by the Applicant/Owner.
12. The management of stormwater runoff as a result of the driveway shall be the responsibility of the Applicant/Owner to mitigate runoff from standing/ponding within the right-of-way.
13. Erosion and Sedimentation Control shall be the responsibility of the Applicant/Owner in accordance with New Hampshire Stormwater Manual, Volume 3, Erosion and Sediment Controls During Construction (dated December 2008 or latest edition). No sediment shall be allowed to enter environmentally sensitive areas, discharge from the site or enter drainage systems.
14. The construction of the driveway shall be completed in a manner to maintain and/or improve existing right-of-way conditions subject to the approval of the Director of Public Works and Utilities. This shall include, but not be limited to, proper installation of street curbing, roadway side slopes, driveway culverts, drainage swales, areas of erosion, etc.
15. Dig-Safe requirements shall be the responsibility of the Applicant/Owner, as specified by New Hampshire state law, RSA 374:51 and 374:55.
16. Traffic control shall be the responsibility of the Applicant/Owner.
  - a. Traffic control shall consist of furnishing, erecting and maintaining temporary construction signs, barricades, channeling devices, flagmen, lights or other warning devices to provide safe travel of the public.
  - b. Traffic control plans shall be submitted to the City Engineer and the Director of Public Works & Utilities for all work on main artery streets. Traffic control plans shall be approved prior to the beginning of work.
  - c. Traffic control shall be performed in accordance with the provisions of the Manual On Uniform Traffic Control Devices (2009 edition or later) and Sections 615 and 618 of the New Hampshire Department of Transportation (NHDOT) Standard Specifications for Road and Bridge Construction (2016 edition or later).
  - d. Traffic control shall be accomplished by the use of cones, barricades, flashing lights, signs, flaggers and traffic officers as necessary. Flaggers or uniformed police officers shall be used wherever construction severely restricts the flow of traffic in frequently traveled roads, or as required to direct traffic through or around the work or as ordered. If acceptable traffic control is not maintained, as determined by the Engineer, the Contractor may be required to suspend work that interferes with traffic.

- e. Traffic control shall also include the implementation of protected barriers, appropriate warning, devices/signs to provide safe passage of pedestrians when work encroaches upon sidewalk, walkway or crosswalk area(s)
- 17. No person, firm or corporation or any agent or servant thereof, shall excavate, obstruct, or in any way encumber any street, sidewalk, or other City-owned property of right-of-way in the City of Somersworth between the 15th of November and the 15th of April, unless determined to be an emergency deemed essential by the Department of Public Works and Utilities. The City Engineer must approve the schedule of work. Scheduling will be such as to not unreasonably interfere with traffic.
- 18. Inspection(s) of work completed within the right-of-way shall be performed by the Department of Public Works and Utilities at their discretion. Applicant/Owner shall be responsible for notifying the Department upon completion of construction activities as requested within their specific permit. Construction activities may include, but are not limited to, excavation, installation of culverts, placement/compaction of gravel material and placement/compaction of HMA. At a minimum, the Applicant shall notify the Department of Public Works and Utilities upon completion of construction to conduct a final inspection of the finished product.
- 19. The Department of Public Works and Utilities may request an inspection at any stage of construction and can mandate a "stop work" order if they believe that City standards are not being met.
- 20. Applicant/Owner shall contact the Department of Public Works & Utilities for all construction activities at (603) 692-4266, Monday through Friday between the hours of 7:00am to 3:30pm.

Attachments: "Typical Urban Drive in Cut/Fill" detail, dated 11/27/2006.



END VIEW OF DRIVEWAY  
AT EDGE OF SHOULDER

# TYPICAL URBAN DRIVE IN CUT/FILL SECTION

DATE  
11/27/2006

DGN  
FigureX