

Town of Hooksett

DEPARTMENT OF PUBLIC WORKS

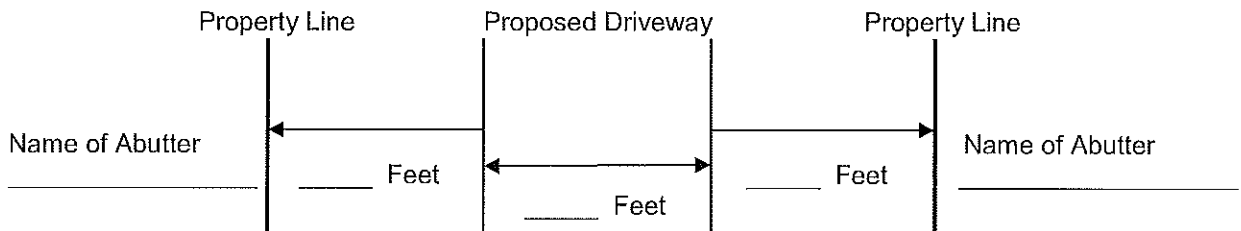
DRIVEWAY PERMIT

Issued To _____ Date _____
(Applicant)

(Owner) Permit # _____

(Address) Fee _____

(Map) (Lot)



Street Name & Number _____

Proposed driveway must be staked for Public Works' inspection and approval of driveway permit. Refer to Development Regulations Section 11.08 for details. Applicant agrees to abide by Section 6.12 of Town Development Regulations pertaining to the Protection of Stone Walls and shall provide a property plot plan indicating property boundary markers & location of all stone walls.

I _____, being the owner of the subject property, or as the legal representative for the property, or as agent acting in the property owner's behalf, do herein state that all information provided herein is true and that all proposed improvements to the subject property are compliant with all local, state and federal code requirements.

Owner Signature: _____ Date _____

Approved By: _____ Date _____
Public Works Department

Information for Applicants Regarding Driveways & Roadway Excavation Permits in the Town of Hooksett

For your general guidance, the Town of Hooksett, Department of Public Works asks that you please note the following:

- 1.) **Driveway Requirementst :** *Zoning Ordinance Article 3 item H.: All streets, driveways or other connection to an existing right-of-way, shall be made only after obtaining approval for such connection from the Planning Board or its agents. Such connection shall provide for adequate drainage, both for the new connection and the existing right-of-way. The Hooksett Public Works Department Director or agent must approve all new connections. In the case of the State or federal right-of-ways, the appropriate official of said agency. In no case shall a driveway or other connection be constructed so as to be a hazard to the Public or the owner of the property. No driveway or connection may be constructed to a grade of more than 10 %, positive or negative slope (one foot of vertical change for each ten foot horizontal run of the driveway). No driveway or connection may be constructed in any manner that would hinder access by emergency vehicles.*
- 2.) **Driveways off of State Highway/Roads:** For construction of driveways and utilities off of or on State highways, contact the New Hampshire Department of Transportation (NHDOT). District 5, Hooksett at (603) 485-9526.
- 3.) Where the driveway connects to the street platform, generally 20 ft. long and not to exceed of 2% grade is required to allow a vehicle to safely stop and resume motion prior to entering the traffic flow. A suitable transition is required between the platform and any steeper grade to avoid scraping of vehicle undercarriage on the driveway surface.
- 4.) **Driveway Surface:** The surface of the driveway within the right-of-way should be paved to maintain its shape and to keep gravel off of pavement. Driveways shall be constructed of well draining granular materials resulting in firm and wearable drive surfaces for all season passage. Paving is not required by regulation. However, it is strongly encouraged within the right-of-way to minimize maintenance by the Owner. All driveways must be paved from the town road to the right-of-way of the lot.
- 5.) **Driveway Sight Distances:** Adequate sight distance must be provided so that a vehicle in the driveway, on the platform, can see the street in each direction prior to entering the traffic flow. This sight distance must be present throughout the year, thus consideration must be given to seasonal vegetation and potential snow banks along the roadside and the driveway edge, as well as to roadway curves, embankments and other permanent features which limit sight distance. Required minimum sight distance is dependent on the speed on the street.

In general the residential driveway should be located at the safest position on the frontage and in no case should provide less than 200 feet of year round intersection sight distance, per AASHTO Guidelines. If the speed limit requires longer sight distance, the recommended AASHTO "stopping sight distance" must be met. The posted speed limit, plus 5 mph shall be used for this calculation.

In general the commercial driveway must have an all season safe sight distance for the posted speed limit, plus 5 mph, in accordance with the AASHTO Intersection Sight Distance Guidelines.
- 6.) **Number of Driveways per Lot:** Generally only one driveway per lot is permissible. If a second driveway is justified, it will only be approved if the full sight distance can be met on each driveway.
- 7.) **Driveway Angle:** Driveways should generally be at 90 degrees to the street, but in no case shall the intersecting angle be less than 60 degrees.

- 8.) **Driveway Width – Residential:** Minimum residential driveway widths shall be 12 feet with a maximum width of 20 feet at the street, not including the radii. The driveway radii, where the driveway edge-of-pavement meets the roadway edge-of-pavement shall not be less than 5 feet.
- 9.) **Driveway Width – Commercial:** Minimum commercial driveway widths shall be not be less than 24 feet for two way traffic and not less than 18 feet for one way traffic. The driveway radii, where the driveway edge-of-pavement meets the roadway edge-of-pavement shall not be less than 20 feet and not more than 25 feet if accessing a class IV, III, II or I roadway.
- 10.) **Driveway Location:** No driveway shall be constructed within 50 feet of another driveway, nor within 100 feet of an intersecting road. The separation distance shall be measured edge to edge. Variations to these distances will require prior Planning Board approval. A greater distance may be required on collector and arterial streets or for driveways with high volumes of vehicles or heavy trucks.

11.) **Driveway Culverts:** In general, driveways must not contribute to any additional runoff water to the street or to the sidewalk. No driveway will be permitted to block runoff in the roadside ditches, swells or in the gutters along the face of curbing. Driveway culverts are required to address this concern where the street is not curbed and may be required in certain instances on curbed streets. Requirements for culverts are:

- a. Materials may be new smooth bore corrugated polyethylene pipe (preferred), new galvanized corrugated steel pipe, new reinforced concrete pipe or ductile iron pipe meeting NHDOT specifications.
- b. Installation shall conform to the manufacturers recommended practice and NHDOT specifications.
- c. Culverts shall be installed with adequate cover for highway loading (a minimum of 12 inches from the top of the pipe to the closest point on the driveway surface, except for ductile iron pipe where a min. of 4 inches is permissible.
- d. Minimum size for driveway culverts is 12 inches; a greater size may be required for larger watersheds and flows.
- e. Culverts shall be installed with a compatible flared end section firmly attached to the pipe barrel (preferred) or if located outside of the town right-of-way, a NHDOT standard end wall of concrete or mortar rubble masonry, constructed in accordance with NHDOT specifications.
- f. Culverts may require rip rap, stone lining of the ditch, or other measures of erosion.
- g. Culverts must be of sufficient length to avoid driveway side slopes steeper than 3:1 within Town right-of-way (a minimum of 20 feet for a 12 foot drive with minimum one-foot cover).
- h. Due to the driveway slope, size and cover requirements of the culvert, it may be necessary to have a deeper roadside ditch. A deeper ditch must have continuous slope with no sags and must be shifted away from the roadside so that the slope into the ditch from the edge does not exceed 25% (4:1).

12. **Driveway Grades:**

- a) Open Drainage Roadways (no curbing): Driveway grades for the first 10 feet (minimum) shall be a negative slope of 2% and then may transition to a maximum or negative grade of 10%.
- b) Closed Drainage Roadways (with curbing, no sidewalk) with the elevation of the garage or parking area above the elevation of the roadway: Driveway grades for the first 10 ft. (min) shall be a positive or negative grade of 2% and then may transition to a maximum positive or negative grade of 10%.
- c) Closed Drainage with curbing and sidewalk against curbing: Driveway grades for the first 5 ft. (min) shall be a positive grade of 2% and then may transition to a maximum positive or negative grade of 2% for the next 5ft and then may transition to a maximum positive or negative grade of 10%.

- d) Closed Drainage with curbing and sidewalk 5 ft from curbing: Driveway grades for the first 10 ft. (min) shall be a positive grade of 2% and then may transition to a maximum positive or negative grade of 10%.
- e) On curbed streets the driveway must slope upward so that runoff flowing along the curb does not flow into the driveway. On the streets with no roadside ditches, the driveway must be shaped so that any runoff flows to the ditches, and not onto the traveled way or shoulder of the street. To permit plowing of shoulders with wing plows, the driveway should follow the slope of the shoulder for the width of the shoulder.
13. **Curbing:** On curbed streets, granite or concrete curbing must be modified with “tip downs”, and bituminous curbing must be neatly trimmed or replaced so that a partial height smooth curb, or equivalent shaped driveway pavement, forms a smooth flow line at the edge of the through pavement with a rolled edge or other smooth transition approximately two inches in height above the finish street pavement. Tip down stones must be beveled or trimmed so that the joint to the next full height curb is an even width.
14. **Driveway Responsibility:** Although installed in the Town right-of-way, culverts and the driveway itself are the property of the abutting lot owner, who has the responsibility to maintain the driveway and its culvert or other drainage features. Failure to maintain the driveway or culvert may require the Town to take corrective action to protect the street and traveling public. In extreme cases, this action may include removal of the driveway connection and/or the culvert and restoration. The cost of any such action by the Town, or its agents is chargeable to the owner.
15. During driveway and other site construction the street, ditches and adjoining properties must be protected from siltation and other damage by installation and maintenance of erosion control Best Management Practices. The street must be kept swept clean to avoid mud or dust.
16. **Excavation Permit:** If a project is on a Town road, and requires connection to existing utilities within the right-of-way, a Roadway Excavation Permit is required by Town Ordinance 00-13. If excavating in the right-of-way the Roadway Excavation Permit application requires:
- Traffic control (warning signs/lights, barricades, flag persons, detours if allowed, etc.)
 - Proper backfill, compaction and restoration of pavement, sidewalks, curbs, ditches, etc.
 - Application Fee of \$100.00
 - Certificates of insurance and contact persons for All contractors working in the street R.O.W.
 - A bond to guarantee satisfactory performance of the restoration. The minimum bond is \$5,000 and valid for a 30 month period and must be reviewed and approved by the Town’s attorney prior to approval.
 - Inspection and testing fees for installation and restoration. The typical minimum construction monitoring fee is \$800.00 which shall be maintained in an escrow account and any unused money shall be returned to the applicant.
17. No excavation, open trenches or other construction are allowed in a Town right-of –way, Monday through Friday, between 7:30am and 5:00pm, or dusk whichever is earlier.
18. Where rural carriers deliver US mail, mailboxes may be placed along Town streets, but not along any sidewalk. For safety reasons mailboxes should not be on stone post, or on any other base stronger or less yielding than a four by four (net 3 ½ X 3 ½ inch) wood post. If your mailbox is damaged by a Town snowplow, the Highway Department will repair or replace it with a standard USPS approved metal mailbox mounted on a standard 4 X 4 treated timber post. Other items including fences, recreational devices such as basketball goals, post lights, signs, etc. are not permitted in Town right of way.

19. Lawns and landscaping adjacent to streets are unfortunately subject to damage by plows, and by deposition of salt, sand, and washing out off the street Highway department practice is to repair plow damage to lawns within the right of way by replacing loam as required and seeding to reestablish grass. Placement of other landscaping, including bushes, flowers, planters, stone, wood or other mulch, subsurface irrigation pipe and heads in locations within the right of way where subject to damage by plows or from sand and salt deposits off the roadway is discouraged. Maintenance and repair of any such items will be the responsibility of the landowner.
20. No excavation or other construction is allowed in the Town right of way until the Roadway Excavation Permit is issued.
21. Protection of Stone Walls and other property boundary markers: Prior to approval of the driveway permit by the Town, the applicant shall provide documentation of the property boundaries including location of all stone walls and property boundary markers. The property owner shall not alter the location of, or remove, any roadside stone wall except for the driveway points of access approved as part of this driveway permit. As part of signing this permit application, the applicant is certifying that they will be in compliance with NH State regulations RSA 472:6(11)a and RSA 539:4 and failure to abide by the state law shall result in applicable legal and enforcement actions.
22. Driveways are inspected by the Town prior to the issuance of a Certificate of Occupancy. If the standards listed here are not met, it will result in delay of the C.O. until the issue is resolved.

It is hoped that the above information is useful to contractors, engineers and owners seeking to build in Hooksett.

While it may appear complex, these measures are required to assure that roads, driveways and utilities can be constructed safely, permanently and with minimum disruption to the public and the Town's very substantial investments in infrastructure.

Questions relating to this information may be directed to the Town Engineer, Community Development Department, 35 Main Street, Hooksett, NH 03106. Telephone (603) 485-8471 x 241, FAX (603) 485-4118. Hours are 8:00am to 4:30pm/Monday-Friday.