

TOWN OF ANTRIM
P.O. Box 517 – Antrim, NH 03440
HIGHWAY DEPARTMENT – 588-2611
PERMIT TO BUILD DRIVEWAY ON TOWN ROAD

DATE: _____

NAME: _____ TAX MAP: _____ LOT #: _____

ADDRESS: _____

PHONE #: _____ E-MAIL: _____

**A DRAWING OF THE PROPERTY SHOWING THE LOCATION OF THE PROPOSED DRIVEWAY WITH
DELINEATION STAKES MUST BE ATTACHED**

TYPE OF ROAD: Class V _____ Class VI _____ State _____ Private _____

IF THE PROPOSED DRIVEWAY IS ON A STATE HIGHWAY:

Yes ☐ No ☐ Has a NHDOT driveway permit been applied for and approved?

NOTE: Maintenance for all driveways shall be the responsibility of the property owner(s) and shall include the maintaining of any culverts and ditch line areas within three (3) feet of culvert inlet and outlet pipes, keeping areas free of debris for proper unobstructed storm water flow through the culvert, per RSA 236:13.

The following standards apply to all new and reconstructed driveways (including alteration to any approaches) in the Town of Antrim. Please see the Antrim Subdivision and Site Plan Review Regulations for more detail.

SPECIFICATIONS FOR ALL DRIVEWAYS	YES	NO	NA
1. Residential driveways shall have a minimum width at the property line of 20 feet.			
2. Residential driveways shall have a paved or processed gravel apron at least 16 feet wide with a 12-foot-wide radius for the first 12 feet in from the traveled edge of the intersection road.			
3. Non-residential driveways shall have a paved or processed gravel apron at least 20 feet wide with a 30-foot-wide radius for the first 25 feet in from the traveled edge of the intersection road.			
4. All driveways shall have a minimum travel width of 14 feet.			
5. All driveways shall have at least 13 ½ feet of year-round vertical clearance.			
6. The minimum distance from intersections or another driveway shall be 50 feet in residential areas and 150 feet in rural areas.			
7. The centerline of the driveway must be a minimum of 14 feet from side or rear property lines.			
8. There shall be a minimum sight distance of 200 feet in each direction, measured at a minimum height of 3'9" off the ground up to standard height clearance of 13'6" unobstructed view at 10 feet off the roadway edge.			
9. Driveways shall intersect roadways at an angle of ninety (90) degrees, and must have a 25-foot radius.			

NOTES:

SPECIFICATIONS FOR ALL DRIVEWAYS (Cont.)	YES	NO	NA
10. All culverts shall be a minimum of twelve (12) inches in diameter and must be designed, installed, and maintained so as to support the heaviest vehicle likely to operate on the driveway. The Road Agent must approve all culvert diameters and proposed pitch for driveway culvert installations.			
11. Driveways that slope down from a road must be designed with proper crowning so as to pitch runoff to the shoulders and drainage of the driveway.			
12. All Driveways shall be designed to have at least a 2% slope /back pitch away from the road edge, and shall be installed with a minimal proper crown of the same degree of slope, from the center of the approach to the edges of the traveled way to allow for proper shedding of water off of travel way surface.			
NOTES:			
13. Shared Driveways:			
a. An easement must be provided that addresses the rights of all property owners sharing the driveway.			
14. Temporary Access:			
a. Permits are required for temporary driveways for such activities as logging, utility maintenance and construction. The applicant must provide the Road Agent with site-specific information regarding road edge stabilization/protection, use of temporary culvert(s) if needed.			
b. Upon completion of the activity, the site shall be returned to its original condition, to the extent feasible.			
c. A permit is valid for a maximum of 180 days from the date of approval. The Road Agent may grant an extension of up to 180 days for good cause shown.			

ADDITIONAL COMMENTS:

ROAD AGENT APPROVAL FOR THE CURB CUT, CULVERT SIZE AND CULVERT LOCATION

Road Agent:_____Date:_____

ROAD AGENT FINAL APPROVAL

Road Agent:_____Date:_____

CERTIFICATION BY THE BUILDING INSPECTOR THAT THE DRIVEWAY HAS BEEN INSTALLED ACCORDING TO THE TOWN’S ORDINANCES AND REGULATIONS
(Required before issuing a certificate of occupancy)

Building Inspector:_____Date:_____

Property owner:_____Date:_____