



# Surry, New Hampshire

## DRIVEWAY PERMIT APPLICATION

Map # \_\_\_\_\_ Lot # \_\_\_\_\_

**Prior to the construction** of any driveway, entrance, or other access in Surry, this application shall be filed and approved. Standards for the construction of driveways are contained in both the Surry Driveway Regulations and Subdivision Regulations, and are attached to this application for conformance. These standards apply to **all** driveways and other access in town whether they are located on state or town roads.

Name of Applicant \_\_\_\_\_ Lot Owner \_\_\_\_\_ Other \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_ Telephone \_\_\_\_\_

Contractor \_\_\_\_\_ Telephone \_\_\_\_\_

Public Road to Driveway \_\_\_\_\_

Is this a Permanent or Temporary Access Point? Permanent \_\_\_\_\_ Temporary \_\_\_\_\_

Reason for Temporary Access ? \_\_\_\_\_

If a Temporary Access Point, it will Be Utilized Between (dates) Start \_\_\_\_\_ Completed \_\_\_\_\_

Will this driveway provide access to more than one living unit or use? \_\_\_\_\_

Are any state or federal approvals/permits required? If so, please attach.

### Attach a Site Plan clearly showing the following (see Article VII)

1. Location of existing and/or proposed driveway(s) on the lot frontage
2. Distances to other driveways or roads within 200 feet on both sides of the road
3. Width of proposed driveway(s) at its road access point and at its end point
4. Indication of sight distance in each direction
5. Planned bridges, culverts, and/or drainage ditches

**NO APPLICATION WILL BE CONSIDERED UNLESS ACCOMPANIED BY A**

### SITE PLAN AND THE DRIVEWAY PERMIT CHECKLIST

"I have read the Driveway Standards of the Town of Surry and understand that failure to comply with these standards, or failure to complete construction of this driveway within one year of the date of approval of this application shall render the permit null and void."

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

# SITE PLAN OF PROPOSED DRIVEWAY

\*Driveway Cut Angle to Roadway\* \_\_\_\_\_ Degrees

\*Distance to Property Line on Each Side\* Right \_\_\_\_\_ Left \_\_\_\_\_

\*Length of Driveway\* \_\_\_\_\_

\*Slope of Driveway\* \_\_\_\_\_ Degrees

\*Width of Driveway for the First 20 Feet\* \_\_\_\_\_

\*Width of Driveway the Remaining Distance\* \_\_\_\_\_

\*Safe Sight Distance in Both Directions\* Right \_\_\_\_\_ Left \_\_\_\_\_

\*Distance to other Driveways or Roads within 200 ft. Right \_\_\_\_\_ Left \_\_\_\_\_

**Sketch below or provide a separate site plan, showing any required culverts and insert the data you provided above next to the appropriate section of the diagram.**

Right

Left

Street Name: \_\_\_\_\_

## **DRIVEWAY PERMIT CHECKLIST**

**YES**

**NO**

### **A. Driveway Cuts on Town Roads**

- |     |     |     |                                                                                                                                                                                                                                                                                                      |
|-----|-----|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ___ | ___ | 1.  | All driveway cuts shall be on Public Streets (Class V or better roads).                                                                                                                                                                                                                              |
| ___ | ___ | 2.  | No driveway cut within 50 feet of the nearest edge of an intersecting road, measured between nearest edges.                                                                                                                                                                                          |
| ___ | ___ | 3.  | A minimum of a 150-foot all season safe sight distance.                                                                                                                                                                                                                                              |
| ___ | ___ | 4.  | When proposed driveway cuts on the same side of the road are within 50 feet of each other, a common access may be required                                                                                                                                                                           |
| ___ | ___ | 5.  | Only one primary access to a single parcel of land is allowed.                                                                                                                                                                                                                                       |
| ___ | ___ | 6.  | Driveway cuts shall intersect roadways at an angle of 60 - 90 degrees.                                                                                                                                                                                                                               |
| ___ | ___ | 7.  | Driveway cuts shall be constructed in accordance with Town of Surry setback regulations in the zoning ordinance, but in no case closer than 10 feet from abutting property lines and easements.                                                                                                      |
| ___ | ___ | 8.  | The driveway cut shall slope down 5% from the road to a ditch center line without a culvert.                                                                                                                                                                                                         |
| ___ | ___ | 9.  | The driveway cut shall have a minimum width of 16 feet at the intersection of the road and for a distance of 20 feet from the road. The cut may be flared out as it approaches the road.                                                                                                             |
| ___ | ___ | 10. | If a culvert is required for proper drainage, it shall be a minimum of 15" in diameter and long enough to accommodate a 3:1 side slope, or to maintain the driveway width dimensions. It shall be of new galvanized steel, reinforced concrete or HDPE.                                              |
| ___ | ___ | 11. | Culvert design shall conform to the most recent NH DOT specifications. The culverts shall be installed by the landowner under the supervision and with the approval of the Selectmen or their designee.                                                                                              |
| ___ | ___ | 12. | The drainage ditch shall be 6 inches below the outlet end of the culvert and drop at least one-quarter inch per foot to the nearest point of drainage relief.                                                                                                                                        |
| ___ | ___ | 13. | Driveway cuts providing access for multi-unit residential, commercial, or industrial uses shall be designed to conform with good engineering practice using the NHDOT manual, <u>Administrative Rules for the Permitting of Driveways and Other Accesses to the State Highway System</u> as a guide. |
| ___ | ___ | 14. | Driveways shall not interrupt the natural or ditch line flow of drainage water. Where shallow ditch lines or natural drainage courses exist, driveways may be swaled at a point beyond the shoulder to accommodate the flow of storm water.                                                          |

## **DRIVEWAY PERMIT CHECKLIST**

**YES**

**NO**

### **B. All Driveways**

- |     |     |    |                                                                                                                                                                                                                                             |
|-----|-----|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ___ | ___ | 1. | All driveways shall be a minimum width of 12 feet.                                                                                                                                                                                          |
| ___ | ___ | 2  | Driveways shall be constructed in accordance with Town of Surry setback regulations in the zoning ordinance, but in no case closer than 10 feet from abutting property lines and easements.                                                 |
| ___ | ___ | 3. | Driveways shall not interrupt the natural or ditch line flow of drainage water. Where shallow ditch lines or natural drainage courses exist, driveways may be swaled at a point beyond the shoulder to accommodate the flow of storm water. |
| ___ | ___ | 4. | No driveway shall have a slope of over 15%. Any driveway with a slope over 10% must be reviewed by the Selectmen or their designee for safety issues.                                                                                       |
| ___ | ___ | 5. | Any driveway crossing a wetland or body of water shall have all permits required by the Wetlands Board.                                                                                                                                     |
| ___ | ___ | 6. | Any bridges shall be constructed in accordance with sound engineering practices and as approved by the Selectmen or their designee.                                                                                                         |
| ___ | ___ | 7. | No structures (including buildings), permanent or portable signs, lights, displays, fences, walls, etc. shall be permitted on, over, or under the town road right-of-way.                                                                   |
| ___ | ___ | 8. | Driveways that are over 300 feet in length must be approved by the Surry Fire Engineers.                                                                                                                                                    |

## **APPLICATION REVIEW and APPROVAL PROCESS**

To avoid delays, make sure you have thoroughly reviewed the application and provided all necessary information. Always remember to build enough time into your project schedule to allow for the review and approval process.

- Return application: Town of Surry, 1 Village Rd, Surry NH 03431 or email [selectmen@surry.nh.gov](mailto:selectmen@surry.nh.gov).
- Once the application is received by the Select Board, it will be reviewed, and a site visit will be scheduled. A copy of the application will be forwarded to the Planning and Conservation Committee for comment and recommendation.
  - Select Board Meets: Every Monday 7:00 p.m.
  - Conservation Commission Meets: The first Monday of the Month 7 p.m
  - Planning Board Meets: The fourth Wednesday of the Month 7 p.m.
- Once all comments are received, the Select Board will discuss and then approve or decline the application.

**PLANNING BOARD AND CONSERVATION COMMISSION**  
**COMMENTS AND RECOMMENDATIONS**

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Planning Board \_\_\_\_\_ Date \_\_\_\_\_

Recommendation: Approve \_\_\_\_\_ Approve with Modifications \_\_\_\_\_ Decline \_\_\_\_\_

Conservation Commission \_\_\_\_\_ Date \_\_\_\_\_

Recommendation: Approve \_\_\_\_\_ Approve with Modifications \_\_\_\_\_ Decline \_\_\_\_\_

**SELECT BOARD**  
**COMMENTS AND APPROVALS**

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**Approved \_\_\_\_\_ Approved with Modifications \_\_\_\_\_ Declined \_\_\_\_\_**

Selectmen \_\_\_\_\_ Date \_\_\_\_\_

Selectmen \_\_\_\_\_ Date \_\_\_\_\_

Selectmen \_\_\_\_\_ Date \_\_\_\_\_