



**Town of New London**  
 375 Main Street, New London, NH 03257  
 Phone (603) 526-4821 | Website [www.nl-nh.com](http://www.nl-nh.com)

**Application Fee**

**\$25** - Temporary driveway (good for 12 months)  
**\$50** - Permanent driveway  
**\$ 0** - Resurface existing driveway

**DRIVEWAY PERMIT APPLICATION**

To construct, alter or resurface a driveway on a town, state or private road.

*See page 3-4 for the required minimum driveway standards.*

**Check all that apply:**

- |   |   |
|---|---|
| <input type="checkbox"/> New driveway                                       | <input type="checkbox"/> Residential                        |
| <input type="checkbox"/> Resurface gravel for existing driveway             | <input type="checkbox"/> Subdivision                        |
| <input type="checkbox"/> Resurface paving for existing driveway             | <input type="checkbox"/> Business <i>Description:</i> _____ |
| <input type="checkbox"/> Relocate existing driveway                         | <input type="checkbox"/> Industry <i>Description:</i> _____ |
| <input type="checkbox"/> Modify existing driveway (shape, size, grade, etc) |   |
| <input type="checkbox"/> Temporary driveway for construction access**       |   |
| <input type="checkbox"/> Temporary driveway for logging**                   |   |

**\*\*If temporary**, what date do you expect to restore the area by? \_\_\_\_\_

LOCATION Street Address: \_\_\_\_\_ Parcel ID (map and lot #): \_\_\_\_\_

Name of business or subdivision (if applicable): \_\_\_\_\_

Acreage: \_\_\_\_\_ acres Length of road frontage: \_\_\_\_\_ feet

OWNER Name of Property Owner(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone / Email: \_\_\_\_\_

APPLICANT Name of Applicant (if different): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone / Email: \_\_\_\_\_

**Is the driveway staked and flagged?**  YES  NO If no, date it will be: \_\_\_\_\_

The proposed driveway must be clearly staked and flagged by the applicant.

**Was this driveway proposal approved by the Planning Board** such as a Subdivision or Site Plan?

YES  NO  If yes, attach a copy of the Planning Board's Notice of Decision.

**New Address / Street Number**

It is the responsibility of the applicant to contact the town *after the driveway is constructed*, to request an official street address. Please contact the Land Use Coordinator (603) 526-1243 email [landuse@nl-nh.com](mailto:landuse@nl-nh.com).

**Attach a plan of property with proposed driveway.**

Please include measurements with the following details:

- Any Special Attributes such as traffic control devices or channelization islands
- Culvert / Drainage Details
- Distance to Intersections
- Erosion Control Measures temporary and permanent
- Existing Driveways
- Grade from road to the end of driveway
- Inside Radius for all horizontal curves, entire length of driveway
- Site Distance length of sight distances in both directions along the street & any visual obstructions
- Turn-Around Details dimensions of the turn-around at the building site or end of drive
- Waterbodies or Wetlands

**NOTE: Additional information may be requested including security/bond, engineered plans or professionally surveyed plans.**

**Will the driveway enter onto a state road?**         YES         NO

     IF YES attach copy of receipt or approval from the State for a state driveway permit (you must get both a state driveway permit and a town driveway permit).

State contact info: NH Department of Transportation, Division of Operations, Bureau of Highway Maintenance (603) 271-3734, or the District 2 office in Enfield (603) 448-2654 [District2@dot.nh.gov](mailto:District2@dot.nh.gov).

State roads in New London include:

- Andover Road (NH Route 11)
- King Hill Road (old NH Route 11)
- Little Sunapee Road (NH Route 114)
- Main Street (NH Route 114)
- Newport Road (old NH Route 11)
- Route 103A
- Sutton Road (NH Route 114)

**SIGNATURE - As the Landowner applicant, I hereby agree to the following:**

1. To construct the driveway(s) only for the bona fide purpose of securing access to private property such that the public right-of-way is used for no purpose other than travel.
2. To construct the driveway(s) at permitted location(s) in accordance with these regulations and provisions of driveway permit specifications and standards for driveways issued by the Town of New London.
3. To hold harmless the Town of New London 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. To furnish and install drainage structures that are necessary to maintain existing street drainage and adequately handle increased runoff resulting from development.
5. That as a condition of the permit, the driveway(s) and culvert(s) required are the responsibility of the permittee and that the same will be kept in good repair at my expense and as ordered by the Town of New London as the need may arise.

**Signature:**

\_\_\_\_\_  
Landowner Signature

\_\_\_\_\_  
Printed name

Date \_\_\_\_\_

## NEW LONDON DRIVEWAY STANDARDS

per New London Driveway Regulations, Section III – Standards, Parts A-T.

- A. **NUMBER:** No more than two driveway entrances shall be constructed from any one street to any one property, unless frontage along that street exceeds 500 feet. When the frontage exceeds 500 feet, no more than three driveways shall be constructed.
- B. **LOCATION:** The location shall be selected to protect the most adequate degree the safety of the traveling public. The driveway shall be at least 50 feet from the nearest street intersection.
- C. **SIGHT DISTANCES:** The location for the new driveway shall be selected to provide safe sight distances, based on the following standards developed by the New Hampshire Department of Public Works and highways in its "Highway Design Manual (1983 as amended)", and shall be ten (10) times the speed posted on the existing Town street or state highway. The lowest minimum speed which the Town can post and enforce on any Town street is twenty-five miles per hour (25 mph) outside a school zone. Therefore the minimum sight distance permitted on any Town street or state highway outside a school zone is two hundred and fifty feet (250 ft.). In zones where the speed limit is higher than 25 mph, the minimum sight distance shall be set in accordance with the above formula (e.g. 30 mph = 300 ft.; 35 mph = 350 ft.; etc.).
- D. **INTERSECTION:** the driveway shall be laid out so as to intersect with the street as nearly as possible at right angles, but in no case at an angle of less than sixty degrees.
- E. **WIDTH:** the driveway shall have a minimum traveled surface width of twenty feet (20 ft.) at the driveway's intersection with the street serving the lot tapering down to a width of twelve feet (12 ft.) at a distance of twenty feet (20 ft.) back from the edge of the traveled surface of the street serving the lot. The driveway shall have a minimum traveled surface width of twelve feet (12 ft.) the entire length of the driveway to a building site or to the end of the driveway. The width of the traveled surface may be reduced with the approval of both the Fire Chief and Road Agent provided that the driveway can still maintain safe emergency vehicle access.
- F. **DRIVEWAY NO OBSTRUCTION ZONE:** A no obstruction zone six feet (6 ft.) in width on each side of the driveway and 13.5 feet above the driveway shall be provided the entire length of the driveway. The purpose of this no obstruction zone is to provide clearance for emergency vehicles which may need to access the lot. Obstructions such as trees, walls, fences and signs are not permitted within this no obstruction zone. Please refer to the sketch of the driveway intersection attached to these Driveway Regulations.
- G. **HORIZONTAL CURVES:** Horizontal curves in driveways shall have a minimum inside radius of 22.5 feet. This standard applies only to the main driveway providing access to any Structure and not to any secondary or off-shoot driveways.
- H. **GRADE:** The grade of the driveway shall not exceed 15%. The grade of the entrances and exits shall be constructed to slope down and away from the Town street surface for a distance equivalent to the existing Town street ditch line. When the entrances and exits are concrete or paved with asphalt or tar, the minimum rate of slope shall be 3/8" per foot; for all other surfacing, the slope shall be a minimum of 1/2" per foot.
- I. **PAVED APRON:** Driveways that abut paved streets shall be constructed with paved aprons that shall be as wide as the driveway and at least five feet in depth as measured perpendicularly from the edge of the street pavement (and deeper, if deemed necessary by the Board). The paved apron shall be constructed in such a way as to protect the edge of the street pavement from deterioration.
- J. **DRAINAGE:** The driveway shall not interfere with the street's drainage. Drainage from the driveway shall not interfere with the street providing access or with abutting properties. Where necessary, culverts, waterbars, ditches, and other drainage structures shall be installed to insure adequate drainage of the street and to prevent excessive drainage from the driveway onto the street providing access or onto abutting properties. Culverts shall be at least 12 inches in diameter, and larger if considered necessary by the Road Agent, or Acting Road Agent. A minimum of 12 inches of fill shall be placed over culverts.
- K. **SIDEWALK REPAIRS:** When the construction of a driveway would require the disturbance a sidewalk, the applicant shall obtain approval of a permit to work in a public way from the Road Agent, Acting Road Agent, or Board of Selectmen. Any street or sidewalk disturbed during the construction of the driveway shall be restored to the satisfaction of the Road Agent, or Acting Road Agent, at the applicant's expense.
- L. **STEEP SLOPES:** The driveway design and construction shall comply with the provisions of Article XIV Steep

Slopes Overlay District. Driveways shall not be located in areas of slopes in excess of 25% with a minimum elevation change of 20 feet.

- M. WETLANDS: The driveway design and construction shall comply with the provisions of Article XIII Wetlands Conservation Overlay District in the Zoning Ordinance. Driveways shall not be located in Wetlands or Wetland buffers.
- N. SHORE LAND of LAKES and PONDS: The driveway design and construction shall comply with the provisions of Article XVI Shore Land Overlay District in the Zoning Ordinance. Driveways shall not be located within the 50 foot Shore Land buffer, as specified in the current Zoning Ordinance, or as amended.
- O. STREAMS: The driveway design and construction shall comply with the provisions of Article XXII Streams Conservation Overlay District in the Zoning Ordinance. Driveways shall not be located within the 100 foot Stream buffer, as specified in the current Zoning Ordinance, or as amended.
- P. FLOODPLAIN: The driveway design and construction shall comply with the provisions of Article XV Floodplain Overlay District in the Zoning Ordinance.
- Q. DRIVEWAY BASE & SURFACE: The base for the driveway must include a minimum of 8" of gravel and the driveway surface must include a minimum of 4" of crushed gravel for a total depth of gravel of 12".
- R. DRIVEWAY SETBACK: For purposes of snow removal, general maintenance, and protection of abutters, no driveway shall be constructed closer than 10 feet from abutting property lines in all zone districts, except in the R-1 and Commercial Zone Districts. No driveway shall be constructed closer than 5 feet from abutting property in the R-1 Zone District. There are no setbacks for driveways in the Commercial Zone District.
- S. EROSION CONTROL: Erosion control measures to manage stormwater drainage shall be designed and constructed to protect the Town street or state highway providing access and as well as abutting properties. Stormwater drainage control systems shall be designed and constructed to ensure adequate drainage of stormwater away from and off the streets. Erosion control measures shall be designed and constructed to control sediment and retain it within the lot being developed for the driveway.
- T. DRIVEWAYS for NON-RESIDENTIAL or MULTI-FAMILY RESIDENTIAL PROJECTS: Driveways providing access for multi-family residential or non-residential projects shall be designed to conform with good engineering practice using the NHDOT Manual, Administrative Rules for the permitting of Driveways and Other Accesses to the state highway System as a guide. Driveways for non-residential or multi-family residential uses shall be reviewed as part of the Site Plan Review process for establishment of those uses.

*The complete Driveway Regulations are available upon request or on the town website, and include information about purpose, authority, minimum application requirements, securities/bonds, amending the regulations, appealing a denial, penalties, enforcement, etc.*

---

---

**THIS SECTION FOR TOWN STAFF ONLY:**

Payment received: \_\_\_\_\_

*Form revised 3/11/2020*

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

**REVIEWED BY:**

Zoning Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Zone: \_\_\_\_\_ Comment / Condition: \_\_\_\_\_

Fire Chief: \_\_\_\_\_ Date: \_\_\_\_\_

Comment / Condition: \_\_\_\_\_

**FINAL APPROVAL BY:**

Road Agent or Acting Road Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Culvert size needed: \_\_\_\_\_ Security required: \_\_\_\_\_

Comment / Condition: \_\_\_\_\_