

**TOWN OF NORTHFIELD, NH – HIGHWAY DEPARTMENT  
DRIVEWAY ENTRANCE APPLICATION**

**Requests for permits need to be submitted 7 days prior to the beginning of construction.**

\_\_\_\_\_  
(NAME)

\_\_\_\_\_  
(PRESENT ADDRESS)

\_\_\_\_\_  
(CITY)

\_\_\_\_\_  
(STATE)

\_\_\_\_\_  
(ZIP)

\_\_\_\_\_  
(TELEPHONE)

**LOT AND MAP NUMBERS** \_\_\_\_\_

To construct an entrance or entrances to and on the \_\_\_\_\_ side of

\_\_\_\_\_ in the Town of Northfield at a point of  
(Name of Road or Street)

\_\_\_\_\_ feet \_\_\_\_\_ of \_\_\_\_\_  
(Direction) (Road, Street, Stream, Property Line, Etc.)

The proposed use of the entrance or entrances shall be to access: \_\_\_\_\_  
\_\_\_\_\_

**UPON THE APPROVAL OF THE LOCATION OF THE ENTRANCE APPROACH(S) I/WE AGREE TO THE  
FOLLOWING CONDITIONS:**

1. I/we am/are the landowner(s) of the property and the any entrance(s) constructed is for the bona fide purpose of securing access to the property and that the highway right-of-way shall not be used for any purpose other than travel.
2. The grade of the entrance(s) shall be constructed so it will permit safe and controlled access to the highway in all seasons and so designed that any water from the entrance(s) will discharge into the highway gutter or drainage system.
3. Such drainage structure as are necessary to maintain existing highway drainage are to be furnished by the applicant, and shall meet Town of Northfield Highway Department specifications.
4. That no entrance(s) or drainage installation constructed on the right-of-way as and exercise of this permit shall be relocated or its dimension altered without written permission of the Selectmen.
5. That I/we agree that if the driveway is paved, it will be paved in such a manner to include a swale to control water coming out of the driveway so that it will drain into the swale and not the traveled way.

**A DRIVEWAY PAVING AND ACCESS ALTERATION PERMIT IS REQUIRED PRIOR TO PAVING OR  
REPAVING.**

6. That I/we agree to such expectations or additional provisions as may be deemed necessary by the issuing authority.
7. That I/we agree to hold harmless the Town of Northfield and it's duly appointed agents and employees against any action for personal injury or property damage sustained by reason of the exercise of any driveway permit issued.

I have read and understand the Town Driveway Regulations pertaining to my request. If specifications are not complied with, I will be subject to fines as per the Driveway Regulations.

\_\_\_\_\_  
(Signature of Landowner)

\_\_\_\_\_  
(Date)

**APPROVAL IS HEREBY GRANTED TO CONSTRUCT A DRIVEWAY ENTRANCE IN THE DESCRIBED LOCATION PROVIDED THE FOLLOWING CONDITIONS ARE MET:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PRELIMINARY APPROVAL BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Northfield Highway Superintendent)

APPROVAL BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Northfield Board of Selectmen)

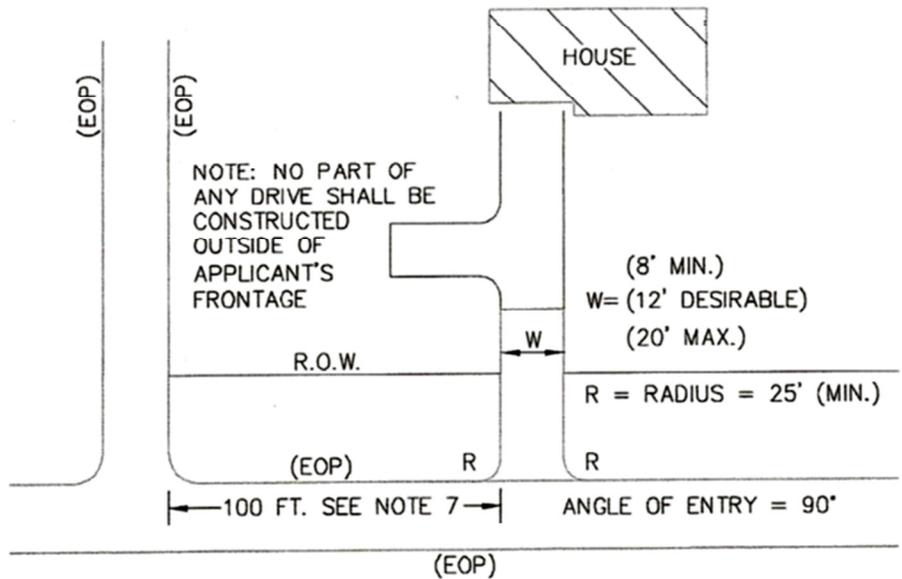
**A FINAL DRIVEWAY INSPECTION BY THE HIGHWAY SUPERINTENDENT IS REQUIRED TO ENSURE ALL TOWN REQUIREMENTS HAVE BEEN MET.**

FINAL APPROVAL BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Northfield Highway Superintendent)

**PERMIT #** \_\_\_\_\_  
(YYYY - ##)

**CONSTRUCTION NOTES**

- 1) PLATFORM GRADES SHALL BE 1/2" PER FT. OR 4% GRADE.
- 2) COVER OVER CULVERT PIPES SHALL BE 12 INCHES MINIMUM.
- 3) GRADES OF ENTRANCES BEYOND THE PLATFORM SHOULD NOT EXCEED 8%.
- 4) THE ALGEBRAIC DIFFERENCE BETWEEN TWO ADJACENT GRADES SHOULD NOT EXCEED 10%.
- 5) DITCHES ARE RECOMMENDED FOR UNCURBED DRIVEWAYS IN CUT SLOPES.
- 6) ALL DRIVEWAYS SHALL HAVE A SECTION CONTIGUOUS TO HIGHWAY WHICH APPROXIMATES LEVEL GROUND.
- 7) ALL PROPOSED DRIVEWAYS SHALL BE LOCATED A MINIMUM OF 100 FEET FROM EXISTING DRIVES OR STREET INTERSECTIONS.



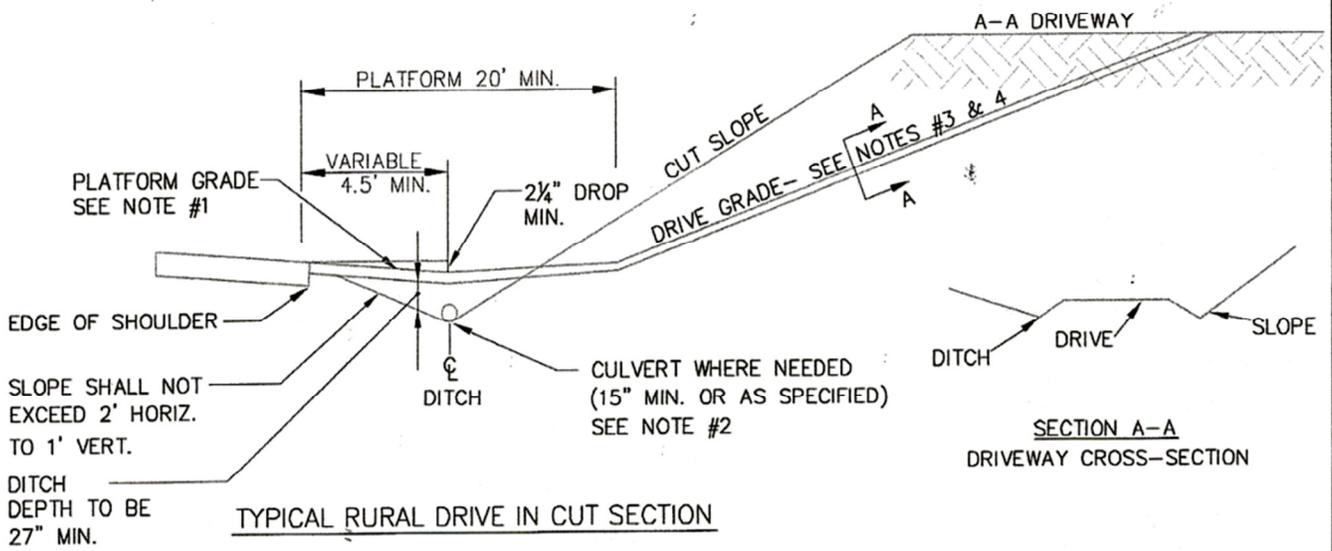
DRIVEWAY  
PLAN & NOTES

DRIVEWAY APPLICATION  
CONSTRUCTION DETAILS

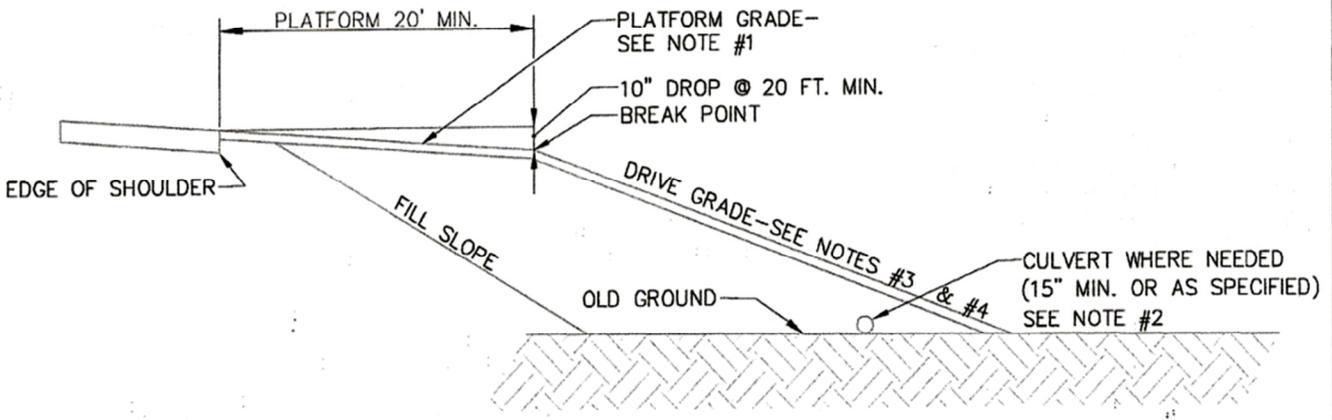
TOWN OF NORTHFIELD  
HIGHWAY DEPARTMENT

SK1

10/18/07



NOTE: SEE SK1 FOR DRIVEWAY PLAN AND CONSTRUCTION NOTES.



DRIVEWAY PROFILES

DRIVEWAY APPLICATION CONSTRUCTION DETAILS

TOWN OF NORTHFIELD HIGHWAY DEPARTMENT

**SK2**  
10/18/07

**TOWN OF NORTHFIELD  
DRIVEWAY REGULATIONS  
ADOPTED 10/30/2006  
AMENDED 7/26/2011  
AMENDED 8/20/2013**

Pursuant to the authority set forth in RSA 236:13, relating to driveways and other accesses to the public way, the Northfield Board of Selectmen hereby adopts the following regulations for driveway applications.

**Section 1 – Permit Required:**

It shall be unlawful to construct, alter, pave or maintain any driveway, entrance or approach within the limits of the right-of-way of any Class V or Class VI highway, or install any culvert, drainage structure or improvement relative thereto, without a written valid permit issued by the highway superintendent of the Town of Northfield. **Requests for permits need to be submitted 7 days prior to the beginning of construction and/or paving of the driveway.**

**Section 2 – Permit Application:**

The highway superintendent shall:

1. Adopt a driveway permit application form;
2. Require such plans, drawings, federal, state and local permits, including, but not limited to site plan and/or subdivision approval by the Planning Board and a state dredge-and-fill permit, as required by RSA 482, and such other descriptive information as may be necessary to ensure that the permit application is consistent with the terms of the ordinance;
3. Perform a schedule of inspections to ensure compliance with this ordinance and any permit which may issue.

**Section 3 - Driveway and Road Access Standards**

All driveways and road accesses to class V and class VI highways shall be built and maintained in accordance with the following specifications:

1. Driveways and road accesses shall not interrupt the natural or ditch line flow of drainage water.
  - a. Where shallow ditch lines or natural drainage courses exist, driveways shall be provided with a swale at a point beyond the road shoulder to accommodate the flow of storm water.
  - b. Where appropriate, as determined by the highway superintendent a culvert of no less than (15") in diameter, consisting of reinforced concrete pipe or corrugated high-density polyethylene shall be installed, with a minimum of 12" of cover, and to be maintained by the owner or developer.
2. An all season safe-sight distance of a minimum of 400' in each direction must be provided.
  - a. The highway superintendent may authorize a sight distance of 250', in extraordinary circumstances, where no reasonable option is available.
  - b. In no event shall the safe-sight distance be less than that prescribed by an approval granted by the Planning Board.
3. All driveways and road accesses with the roadway shall be at an angle of 90 degrees. The highway superintendent may approve an intersection of less than 90 degrees in extraordinary circumstances, where no reasonable alternative is available, but in no event less than 60 degrees.
4. The return radii for driveways and road accesses shall not be less than twenty-five feet (25').

5. No driveway or road accesses shall be permitted within 100' of an intersecting street.
  - a. The highway superintendent may authorize a location of less than 100' in extraordinary circumstances, where no reasonable alternative exists, but in no event less than fifty feet (50').
  - b. Under no circumstances may an intersection be located in a manner inconsistent with any Planning Board approval.
6. The maximum width of residential driveways and road accesses shall be twenty-feet (20'), with a minimum of eight feet (8'). Commercial driveways and road accesses may be up to fifty feet (50') wide, as approved by the Planning Board.
7. The grade of driveways shall be constructed to slope away from the roadway surface for a distance equivalent to the existing ditch line. This slope shall be a minimum of ½" per foot or two percent (2%) grade.
8. The highway superintendent shall have the authority to adopt such rules as to grade, location, entrances, approaches, required information, inspection standards, forms and any matters which implement the purpose of these regulations.

#### **Section 4 – Continuing Responsibility, Driveway and Access Improvements:**

1. Any and all improvements, including, but not limited to drainage improvements, culverts and paving, shall remain the property of the property owner, and it shall be the continuing responsibility of the property owner to maintain all said improvements and the driveway or access in an adequate and safe fashion, consistent with the terms of the permit issued by the highway superintendent.
2. No existing intersection shall be changed in any way without first securing a written permit from the highway superintendent.

#### **Section 5 – Appeals:**

An applicant can appeal the decision of the highway superintendent to the Planning Board. The applicant shall bear the burden of proving to the Planning Board that the purpose of these regulations will be served by the alternate design; there are unique circumstances which require deviation from this ordinance and the rules prescribed by the highway superintendent; and there will be no increase in the risk of public safety.

#### **Section 6 – Penalty:**

1. A violation of this ordinance shall be punishable by a fine of \$250.00 for the first offence and \$550.00 for subsequent offences for each day that such violation is found to have continued after the date on which the violator is in violation of this ordinance or any rules adopted relative thereto.
2. Any person violating this ordinance shall be liable for the cost of restoration of the highway to a condition satisfactory to the highway superintendent, in accordance with RSA 236:14.

#### **Section 7 – Enforcement:**

The Board of Selectmen shall enforce the provisions of this ordinance by seeking an injunction, fines and other appropriate legal remedies in a court of proper jurisdiction.

#### **Section 8 – Term:**

The term of permits issued under these regulations is one year. All work authorized by a permit issued under these regulations must be completed within one year of the date the permit was issued.

**Section 9 – Effective Date:**

Having held a duly noticed public hearing on October 30, 2006, the Board of Selectmen voted to adopt this Ordinance on October 30, 2006 which shall be the effective date hereof.

Ordinance amended on July 26, 2011 to include Section 8 – Term

*Ordinance amended on August 20, 2013 to modify Section 1 – Permit Required and to also modify Section 3 – Driveway and Road Access Standards 1B.*

In Witness Whereof, a majority of the Board of Selectmen has hereunder set their hands.

Stephen Bluhm, Chair  
Margaret Shepard  
Kevin Waldron

Board of Selectmen, Town of Northfield, NH