



**TOWN OF NORTHFIELD, NH  
DRIVEWAY PAVING OR ALTERATION APPLICATION**

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

A driveway paving and access alteration permit shall be required on any Town owned street, road, or right-of-way in the Town of Northfield.

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

**PROPERTY OWNER**

Name \_\_\_\_\_

Address \_\_\_\_\_

Tel. # \_\_\_\_\_ Email address \_\_\_\_\_

**PROPERTY INFORMATION**

911 address: \_\_\_\_\_

Tax Map and Lot Number: \_\_\_\_\_

**Purpose of alteration:** \_\_\_\_\_ I want to pave an existing driveway

\_\_\_\_\_ I want to repave an existing driveway

\_\_\_\_\_ I want to change existing driveway material – Explain: \_\_\_\_\_

Other: \_\_\_\_\_

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 Land Owner)

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

**TOWN USE ONLY**

APPROVAL IS HEREBY GRANTED TO ALTER THE DRIVEWAY ACCESS IN THE DESCRIBED LOCATION PROVIDED THE FOLLOWING CONDITIONS ARE MET:

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

PRELIMINARY APPROVAL BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Public Works Director)

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

FINAL APPROVAL BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Public Works Director)

## Summary of Regulations:

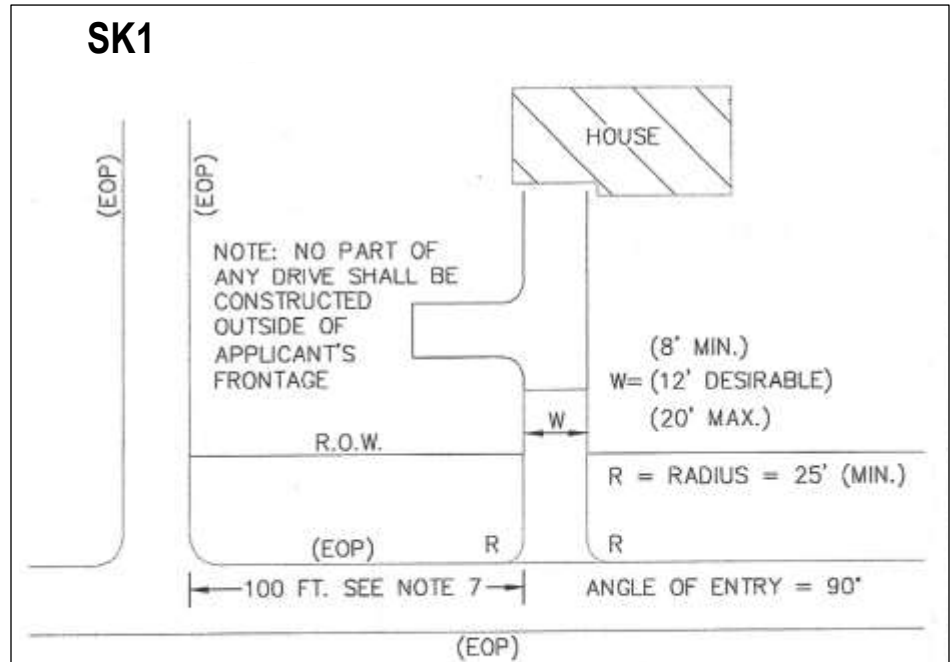
A full copy of the driveway specifications and regulations may be obtained online or at the Highway Department.

**Culvert:** The culvert pipe installed shall be no less than 15" in diameter, consisting of reinforced concrete pipe or corrugated high-density polyethylene, and shall have no less than 12" of cover.

**Paving:** If the driveway is to be paved, it shall be paved in 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, see following pages diagrams.

## Construction Details

1. Platform grades shall be  $\frac{1}{2}$ " per foot or 4% grade.
2. Cover over culvert pipes shall be 12 inches minimum.
3. Grades of entrance 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.



## SK 2

