



**TOWN OF NORTHFIELD, NH – PUBLIC WORKS DEPARTMENT  
DRIVEWAY CULVERT APPLICATION**

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

**PROPERTY OWNER**

Name \_\_\_\_\_

Address \_\_\_\_\_

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

**APPLICANT/ CONTRACTOR INFORMATION**

Same as Owner \_\_\_\_ Yes \_\_\_\_ No

Name \_\_\_\_\_

Address \_\_\_\_\_

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

**PROPERTY INFORMATION**

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

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

I request authorization to install a driveway culvert for the above referenced property for the purpose of:  
**(check all that apply)**

- Residential  Commercial
- New Driveway / Parking Area
- Replacement of Old Culvert
- Temporary Access (will be removed in less than 3 months)

Size: \_\_\_\_\_

Culverts maybe purchased through the Town, and installed by the Public Works Department at their convenience. **(check all that apply)**

- I would like to purchase a culvert in the size referenced above from the Town
- I would like to have the Public Works Department install the culvert  
Please note that installation will be done when the convenience of the Public Works Department.

**SKETCH OF DRIVEWAY REQUIRED-SEE PAGE 3**

**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 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. I/we the landowner(s) of the property and the entrance are responsible for the culvert maintenance and are to be kept clear of any leaves, sand and debris.
3. 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.
4. Such drainage structure as are necessary to maintain existing highway drainage is to be furnished by the applicant, and shall meet Town of Northfield Public Works Department specifications.
5. That no 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.
6. 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.
7. That I/we agree that no materials (snow, leaves, dirt, etc.) shall be deposited into the Town Road or across the street from said property unless written approval from the Public Works Director has been received (Highway Ordinance Article II).

**A DRIVEWAY CULVERT PERMIT IS REQUIRED PRIOR TO INSTALLATION**

8. That I/we agree to such expectations or additional provisions as may be deemed necessary by the issuing authority.
9. 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 and Highway Ordinance pertaining to my request. If specifications are not complied with, I will be subject to fines as per the Driveway Regulations.

\_\_\_\_\_  
(Signature of Property Owner)

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

**TOWN USE ONLY**

**DISPOSITION**

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

**PRELIMINARY APPROVAL**

**DENIED FOR REASONS LISTED BELOW**

**APPROVED WITH CONDITIONS AS LISTED BELOW:**

**REASONS FOR DENIAL:**

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

By: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Northfield Public Works Director)

**A FINAL DRIVEWAY INSPECTION BY THE PUBLIC WORKS DIRECTOR IS REQUIRED TO ENSURE ALL REQUIREMENTS HAVE BEEN MET.**

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

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

**SKETCH REQUIREMENTS:**

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1. Include a sketch or plan showing existing and proposed driveway location with dimensions clearly marked.
2. Dimensions must be clearly marked and include:
  - a. Distances from side and rear property lines
  - b. Width of driveway at entrance
  - c. Frontage along the street
3. Show the direction of the runoff and/or drainage patterns.

