



TOWN OF OSS�PEE
Highway Dept.
55 Main Street, PO Box 67
Center Ossipee, NH 03814
Ph: (603) 539-8147

DRIVEWAY PERMIT APPLICATION

Driveway Permit #: _____ Map: _____ Lot: _____

Prior to construction, alteration, repair, or relocation of any driveway, entrance, or other access in Ossipee this application shall be filed and approved. Standards for driveways are contained in the Ossipee driveway regulations and are attached to this application as a checklist for conformance. These standards apply to all residential and commercial driveways in town that are accessed directly from Class V Town Roads.

Name of Owner: _____

Address: _____

Telephone: _____ Email: _____

Name of Contractor (if applicable): _____

Contractor Telephone (if applicable): _____

Public road to Driveway: _____

Estimated Length of driveway: _____ Slope of land: _____ % Slope of Land Driveway: _____

Will this driveway provide access to more than one living unit or use? Yes : ☐ No: ☐

Are any states or federal approval permits required? Yes: ☐ No: ☐ If so, Please attach.

Are you requesting a waiver? Yes : ☐ No : ☐ If so, state which sections:

I have read the Driveway Regulations of the Town of Ossipee and understand that failure to comply with these regulations, 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: _____

ATTACH A SKETCH SHOWING (SEE ARTICLE V):

- Location of existing and/or proposed driveways(s) on lot frontage
- Distance to other driveways or roads within 200 ft. on both sides of the road
- Width of existing and/or proposed driveway(s)
- Indication of sight distance in each direction
- Planned bridges, culverts, and or drainage ditches

NO APPLICATION WILL BE CONSIDERED UNLESS ACCOMPANIED BY APPROPRIATE SKETCH (See Article V)

DRIVEWAY PERMIT CHECKLIST

A. Driveway cuts on town roads.

1. All driveway cuts shall be on Public Streets.
2. No driveway cut within 150 ft. of the nearest edge of an intersecting road, measured between nearest edge.
3. A minimum of a 200 ft. of safe sight distance, both directions, through all seasons.
4. When proposed driveway cuts on the same side of the road are within 50 of each other, a common access may be required.
5. Driveway cuts shall intersect roadways at an angle of 60-90 degrees.
6. The driveway cut shall slope down at a 5% grade for a minimum of 15' from edge of road.
7. The driveway cut shall have a minimum width of 12 ft. at the intersection of the road. The cut may be flared out as it approaches the road.
8. If a culvert is required for proper drainage, the diameter shall be determined by Public Works Director or Highway foremen long enough to accommodate a 3:1 side slope, or to maintain the driveway width dimensions
9. Culvert design shall conform to the most recent DOT specifications. The culverts shall be installed by the land-owner under the supervision and with the approval of the Public Works Director or designee.
10. The drainage ditch shall be 6" below the outlet end of the culvert and drop at least 1/4" per foot to the nearest point of drainage relief.
11. Driveways shall not interrupt the natural or ditch line flow of drainage water. Where shallow ditch lines or natural drainage course drainage exist. Driveways may be swaled at a point beyond the shoulder to accommodate the flow of storm water.

DRIVEWAY PERMIT CHECKLIST

B. ALL DRIVEWAYS

1. All driveways shall be a minimum width of 12 ft.
 2. No driveway shall have a slope of over 15%. Any driveway with a slope over 10% must be reviewed by the Public Works Director or their designee for safety issues.
 3. Any driveway crossing a wetland or body of water shall have all permits required by the appropriate authority.
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PRE-CONSTRUCTION APPROVAL

Date of Pre-Construction Approval: _____

Signature of Town Rep: _____

Town Rep Name and Title: _____

FINAL DRIVEWAY APPROVAL (POST-CONSTRUCTION)

Date of Final Approval: _____

Signature of Town Rep: _____

Town Rep Name and Title: _____