



**City of Rochester, New Hampshire**  
PUBLIC WORKS DEPARTMENT  
209 Chestnut Hill Road • Rochester, NH 03867  
(603) 332-4096 Fax (603) 335-4352  
[www.rochesternh.gov](http://www.rochesternh.gov)

**Driveway Permit Application**  
**Permit Fee \$150**

Owners Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Owners Address: \_\_\_\_\_

Property Address: \_\_\_\_\_ Telephone # \_\_\_\_\_

Cell/Business #: \_\_\_\_\_ Map # \_\_\_\_\_ Lot # \_\_\_\_\_

Owner's Email Address: \_\_\_\_\_

Do you want your permit emailed to the email address above? Yes or No

Will the driveway impact wetlands and/or will it impact any area within 50 feet of wetlands? Yes or No

Will you be installing a culvert as part of this driveway application? Yes or No

**DESCRIBE DRIVE LOCATION** (Provide narrative and sketch in the space provided below. If necessary attach addition sketches, images, maps, etc. to the back of this application. **If installing a culvert please provide size, material and direction of flow.** )

**Contractor Information:**

Contact

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

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

Telephone # \_\_\_\_\_ Cell/Business # \_\_\_\_\_

Email Address: \_\_\_\_\_

I, \_\_\_\_\_ Do hereby request permission for a DRIVEWAY ACCESS PERMIT and I have reviewed, understand and agree to abide by the applicable City of Rochester regulations and ordinances and any State Agency requirements that may apply

**OWNERS' SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Owner or Owner's agent

*City of Rochester, New Hampshire*  
**DRIVEWAY APPLICATION CONTROL REGULATIONS**

1. No permit shall be required for any existing driveway, entrance, or approach unless the grade or location of the existing driveway is changed.
2. The grade of the approach at the location to be agreed upon is to be such as will permit a safe and controlled approach to the highway at all seasons and so designed that no water will discharge from the approach upon the paved surface of the highway.
3. Drainage structures necessary to maintain existing highway drainage are to be furnished and installed by owner and are to be designed to meet all Department of Public Works and Highway Specifications.
4. Anyone who excavates or disturbs the shoulders, ditches, sidewalks, embankments, or surfaces or improved for travel of any highway shall restore them to the satisfaction of the Director of Public Works
5. The Director of Public Works may require that a bond satisfactory to him/her be furnished to the city providing for the satisfactory restoration of the highway.
6. The Director of Public Works will not permit more than one access to a parcel of land unless an all-season sight distance of 400 feet in both directions can be obtained. The location of the access shall be that location deemed to be the safest by the Director of Public Works.
7. No driveway shall be wider than 50 feet, except that a driveway, entrance, exit, or approach may be flare beyond a width of 50 feet at its junction with the highway to accommodate the turning radius of vehicles expected to use the particular driveway, entrance, exit, or approach.
8. All driveways shall be a minimum of 20' wide, unless serving a single residential home.
9. There will be no more than two driveways, entrances, exits or approaches from any one highway to any one parcel of land unless the frontage along the highway exceeds 500 feet.
10. The owner of the property to which the access is appurtenant shall have continuing responsibility for the adequacy of the access and any grades, culverts, or other structures pertaining to such access, whether or not located in the public right-of-way.
11. See Section 14 – Traffic and Access Management of the City of Rochester Site Plan Regulations for additional regulations governing General Provisions, Access Management and Site Distance. These regulations apply to Driveway Permits regardless if site plan review or approval is required,.
12. **Penalty:** Any person who violates any provision of RSA 236:13 or any provision of Rochester Ordinance Chapter 223 shall be guilty of a violation, fined \$100, and be liable for the cost of restoration of the highway to a condition satisfactory to the Director of Public Works.

**STANDARD TERMS AND CONDITIONS ASSOCIATED WITH A DRIVEWAY PERMIT.**

1. Pursuant to NH RSA 236:13, it shall be unlawful to construct or maintain any driveway, entrance, or approach within the limits of the right-of-way of any street or highway in the City of Rochester without a written permit from the Director of Public Works. If the entrance is from a Class I, II, or III highway under the jurisdiction of the State of New Hampshire a permit shall also be secured from the New Hampshire Department of Transportation's District Engineer.
2. The Director of Public Works is authorized to make such rules and regulations as to the grade and location of driveways, entrances, and approaches on said highways as will adequately protect and promote the safety of the traveling public, but s/he shall in no case deny access to property abutting the highway.
3. All driveway permits expire one year from the date of issue if not acted upon. The application fee will not be refunded if the permittee fails to act on any issued permit.