



TOWN OF MONT VERNON
DEPARTMENT OF PUBLIC WORKS
1 South Main Street, Mont Vernon, NH 03057
(603) 673-6080 FAX (603) 673-5995
Email: townofmontvernon@comcast.net

DRIVEWAY PERMIT / APPLICATION

Please print legibly or type all information

MAP & LOT/PARCEL: _____ DATE SUBMITTED: _____

PROPERTY LOCATION: _____

PROPERTY OWNER: _____

MAILING ADDRESS: _____

OWNER SIGNATURE: _____ BEST
PHONE: _____

CONTRACTOR INFORMATION:

COMPANY: _____ PHONE: _____

ADDRESS: _____ FAX: _____

SIGNATURE: _____ EMAIL: _____

CONSTRUCTION INFORMATION:

New curb cut _____ Additional curb cut _____ Alteration / relocation of existing driveway _____

Site Distance _____ Driveway width at street: _____ (in feet) Driveway slope: _____ (%)

REQUIRED: Refer to checklist on reverse

Application must be accompanied by a sketch or plan showing existing and/or proposed driveway, the adjacent roadway and indicating distances to the nearest utility poles (include pole numbers) roads, town line or other readily identifiable feature or landmark.

New driveways constructed with grades greater than 10% require design by a licensed civil engineer.

SPECIFICATIONS:

New or altered driveways must comply with the specifications of the Town of Mont Vernon Driveway Regulations.

Department of Public Works approval shall be required prior to driveway construction.

For office use only:

COST: \$50.00 PAYMENT INFORMATION: _____ DATE: _____

SCENIC ROAD HEARING NEEDED? Y / N Date scheduled: _____ / _____ / _____

Original to DPW _____ / _____ / _____ Approved Copy to Building Dept _____ / _____ / _____

Culvert required: Y / N Size: _____ Easement required: Y / N Bond required: Y / N

ADDITIONAL COMMENTS: _____

Preliminary Approval: _____ Date Approved: _____

Final Approved by: _____ Date Approved: _____

Director of Public Works or designated representative

Applies		Town of Mont Vernon Driveway Requirements Checklist Internal Use Only	Complies	
YES			YES	NO
		Documents:		
		Applicant possesses a copy of the Town of Mont Vernon Driveway Regulations		
		Applicant has submitted a completed Driveway Permit Application		
		Applicant has submitted a driveway plan		
		Design Standards:		
		Driveway access complies with Article 5, VI-501.1 (a) through (c)		
		Driveway paving for non-residential use complies with Article 5, VI-501.2 (a).		
		Driveway paving for residential use complies with Article 5, VI-501.2 (b).		
		Pavement for both non-residential and residential driveways complies with Article 5, VI-501.2 (c).		
		Driveway designed and constructed with a minimum twelve (12) foot travel width. Article 5, VI-501.3		
		Driveway designed and constructed with min. thirteen and one-half (13 ½) feet of vertical clearance. Article 5, VI-501.4		
		Gated driveway openings are at least fourteen (14) feet wide. Gates do not open into the public right-of-way Article 5, VI-501.5 (a) through (c)		
		Driveway length in excess of three hundred (300) feet complies with Article 5, VI-501.6 (a) through (c)		
		Driveway constructed with a minimum of twelve (12) inches of suitable material. Article 5, VI-501.7		
		Horizontal curves with a direction change of more than thirty (30) degrees shall not contain slopes of more than ten (10) percent. Article 5, VI-501.8		
		Bridges are designed and installed to comply with Article 5, VI-501.9 (a) & (b)		
		Culverts are designed and installed to comply with Article 5, VI-501.10 (a) through (d)		
		Driveway is numbered from both directions, with a letter, number, and symbol height of at least four (4) inches. Article 5, VI-501.11		
		Common driveway serving more than two (2) addressable structures complies with Article 5, VI-501.12 (a) through (c)		
		Driveways with grades comply with Article 5, VI-501.13 (a) through (g)		
		Driveways with grades greater than ten (10) percent up to fifteen (15) percent comply with Article 5, VI-501.13 (a) & (b)		
		Driveways required to obtain an engineered design must submit to the Building Inspector an affidavit of compliance prior to issuance of Certificate of Occupancy. Article V, VI-501.13 (a)(i)		
		Driveway drainage and erosion control complies with Article 5, VI-501.14 (a) through (d)		
		Driveway location complies with Article 5, VI-501.15 (a) through (i)		
		Common driveway complies with Article 5, VI-501.16 (a) through (d)		
		Driveway terrain complies with Article 5, VI-501.17 (a) through (c)		
		Temporary Driveway:		
		Temporary driveway complies with Article 6, VI-601.1		
		Modification or Waiver:		
		Driveway modification or waiver is requested and approved. Article 7, VI-701.1		