

**TOWN OF LANCASTER  
DRIVEWAY PERMIT  
APPLICATION**

Paid Date and Initial

For Office Use Only

A **drawing must be provided**, indicating distances from identifiable objects such as intersections, existing driveways, buildings, utility poles, property lines, natural features, etc.

Permission is requested to construct a new or improved driveway or entrance on to a Town right-of-way known as (name of road) \_\_\_\_\_, pursuant to the location, specifications and conditions listed below.

Street location: \_\_\_\_\_  
Mailing address of location \_\_\_\_\_

Tax Map \_\_\_\_\_

Lot Number \_\_\_\_\_

Width: \_\_\_\_\_ Surface Type: \_\_\_\_\_ Side of road: North South East West

Purpose of driveway or entrance (if Commercial, a Site Plan Review may be required):

**THE APPLICANT AGREES TO THE FOLLOWING CONDITIONS:**

1. Driveway entrance shall have a minimum sight distance of 250' for parcels with more than 500 feet of frontage; parcels with less than 500 feet of frontage may have no more than one driveway access to any one road unless a minimum safe sight distance of 400' in either direction is obtainable.
2. There shall be no more than two fifteen-foot-wide driveway entrances per 500' of road frontage and no more than three total, unless approved by the Planning Board.
3. Drainage SHALL NOT be allowed to increase or damage the right-of-way or adjacent properties.
4. This permit requires that the area adjacent to the highway be graded such that the surface will slope at 2% from the edge of the traveled surface to the ditch line or six feet, whichever is greater, to serve as a drainage gutter.
5. Applicant shall install and maintain culverts in the ditch line of the road at the driveway entrance. The minimum specifications shall be 15" CMP.  
A culvert is  is not  required for the proposed driveway on this application per the Public Works Director.
6. All commercial entrances require Planning Board Site Plan Approval.
7. No stone walls or trees having greater than a 4" caliper shall be disturbed within a scenic road right-of-way without Planning Board Approval.
8. No trees shall be cut or damaged within the Town right-of-way or within the required setback distance, as required by the State of New Hampshire, without written approval.
9. No structures, equipment or buildings, permanent or temporary shall be stored or parked within a Town right-of-way without written permission.
10. The Owner and Applicant are responsible for maintaining Class VI right-of-ways at their expense.
11. Any damage to a Town right-of-way shall be repaired promptly.
12. In the event that the proposed work deviates from the work permit herein, the Owner of the property shall contact the Public Works Department for a Permit modification.

Owner: \_\_\_\_\_  
**Printed**

Applicant: \_\_\_\_\_  
If same as owner, write "same."

Owner's Signature: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Mailing Address to which permit will be sent on approval: \_\_\_\_\_

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Decision: Application Approved   
Application Denied

Additional Comments:

Signed: \_\_\_\_\_  
Dennis Donnelly, Highway Foreman