



# TOWN OF CHESTERFIELD

P.O. BOX 175  
CHESTERFIELD, NH 03443-0175  
(603) 363-4624

## DRIVEWAY PERMIT

### Chesterfield Building Code Section IV, 16.03 DRIVEWAY PERMITS

- A. Any new drive from a public road or private road shall require a driveway permit from the town Highway Department Director and approved by Code Enforcement showing how it meets minimum town requirements. Factors to be considered include a safe location, suitable grade at its junction with the road, and adequate drainage provided to support any additional flows from the driveway onto adjacent properties.
- B. The Building Inspector shall not issue a building permit before approving a driveway permit which meets town requirements if a new driveway is required.
- C. Modifications to driveways that increase stormwater runoff require preapproval by the Highway Department Director and Code Enforcement and the receipt of a revised driveway permit. The modification must ensure continued adequate drainage in the Public Road drainage system and adequate drainage provided to support any additional water flows from the driveway onto adjacent properties.

### Chesterfield Zoning Ordinance 207.4 DRIVEWAYS

- A. Front Yard: Driveways shall commence from the front setback of a lot and shall cross the front yard spaces established by the front setback requirements.
- B. Corner Lots: On a corner lot, the driveway shall be off the lesser traveled street.
- C. A shared driveway is allowed for a maximum of two conforming lots. Shared driveway must cross the setback of first conforming lot and shall cross the side setback to reach the second conforming lot. Such access and maintenance agreements shall be deeded on both lots.

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NAME OF ROAD \_\_\_\_\_ MAP/LOT/SUBLOT \_\_\_\_\_

OWNER(S) \_\_\_\_\_ PHONE \_\_\_\_\_

MAIL ADDRESS \_\_\_\_\_ E-MAIL \_\_\_\_\_

CONTRACTOR \_\_\_\_\_ PHONE \_\_\_\_\_

IS THIS A NEW DRIVEWAY OR DRIVEWAY MODIFICATION ☐ NEW DRIVEWAY (see page 2) ☐ DRIVEWAY MODIFICATION (see page 3)

HAVE YOU APPLIED FOR AND RECEIVED ALL NECESSARY STATE/FEDERAL PERMITS? (SEE PAGE 2 AND ATTACH COPIES) ☐ YES ☐ NO

#### ALL RELATED CHARGES FOR THIRD PARTY REVIEW AND/OR INSPECTIONS ARE PAYABLE WHEN REQUESTED

I hereby certify that I have read and examined this document and know the same to be true and correct. All provisions of the laws and ordinances of the State of New Hampshire and The Town of Chesterfield that apply to this project will be complied with and whether specified herein or not. I further certify that I am the owner or the owner's authorized agent and that the proposed work is authorized by the owner.

Fees are not refundable. This permit application is only for the work described above. This permit will expire one year after the date of issue and may be renewed if the work has been started, the renewal fee has been paid and the renewal has been approved by the Code Official.

As the Landowner applicant, I hereby agree to hold harmless the Town of Chesterfield against any action for personal injury and/or property damage sustained as a result of the inability of emergency vehicles being able to access the property.

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PRINT NAME \_\_\_\_\_ TITLE \_\_\_\_\_

#### Submission Instructions

- There is a \$25.00 charge for a driveway permit. Incomplete applications will not be accepted.
- Submit completed application at the Selectmen's Office within the Town Offices.
- Add a sketch showing: location of existing or proposed driveway on the lot frontage; width of driveway; indication of sight distances in each direction; and if any, planned bridges, culverts and ditches.



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## DRIVEWAY PERMIT

### New Driveway Form

To Be Completed by Chesterfield Road Agent

Date \_\_\_\_\_

Assigned 911# \_\_\_\_\_

Permit # \_\_\_\_\_

Fee Paid \_\_\_\_\_

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

#### MINIMUM REQUIREMENTS ARE AS FOLLOWS:

- Culvert Required (Minimum culvert size is to be 15" diameter, 30' length, galvanized steel, ADS N12 plastic or equivalent)  
Yes ☐ No ☐  
Change Requested \_\_\_\_\_
- Catch Basin Required Yes ☐ No ☐ Header Required Yes ☐ No ☐ Other \_\_\_\_\_
- Drainage ditch required from outlet must be 6" below flow line of pipe and must pitch 1/2" per foot for a distance of \_\_\_\_\_ feet.  
Change Requested \_\_\_\_\_
- Driveway MUST pitch away from edge of road a minimum of 1/2" per foot to a point of 20' from the edge of road, homeowner(s) are responsible to maintain this pitch in the future.  
Change Requested \_\_\_\_\_
- Driveway must be located so as to allow maximum visibility in all directions.  
Change Requested \_\_\_\_\_
- Driveway should be at least 50' from intersecting roads.  
Change Requested \_\_\_\_\_
- Driveways cannot be within the side setbacks of the property, with the exception of shared driveways (Zoning Ordinance 207.4C). See Zoning Ordinance for specific district – side setback distances.
- A minimum 48-hour notice to Highway Department prior to final inspection is required.
- Driveways that fail to meet requirements on two (2) tries, will require the landowner to meet with the Road Agent for follow-up inspection.
- Applicant must comply with all local, state, federal requirements and permits. The applicant is responsible to obtain any necessary wetland permits and is liable for compliance with any conditions or requirements imposed.
- This permit does not grant or imply any right to trespass, cross, or perform work on the land of others.
- Certificate of Occupancy for any related building permits will NOT be valid until Driveway permit has ALL required signatures from Road Agent AND Building Inspector.
- Other \_\_\_\_\_

I HAVE READ THE ABOVE AND I UNDERSTAND AND AGREE TO ALL TERMS AS STATED

I AM THE (circle one):      LANDOWNER                      AUTHORIZED REPRESENTATIVE

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

ROAD AGENT: PERMIT ISSUED \_\_\_\_\_ DATE \_\_\_\_\_

CODE ENFORCEMENT: PERMIT ISSUED \_\_\_\_\_ DATE \_\_\_\_\_

ROAD AGENT: PERMIT APPROVED \_\_\_\_\_ DATE \_\_\_\_\_



# TOWN OF CHESTERFIELD

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## DRIVEWAY PERMIT

### Driveway Modification Form

To Be Completed by Landowner

FOR DRIVEWAY MODIFICATIONS PLEASE ANSWER THE FOLLOWING QUESTIONS

1. What are the proposed modifications to the existing driveway?

(example: Converting a gravel driveway to asphalt.)

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2. Will these proposed modifications increase stormwater runoff onto the Public Road drainage system, neighboring properties and/or public water bodies? Why or why not? (example: Paving over a gravel driveway with asphalt increases the water velocity.)

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3. Describe how this modification will provide adequate drainage in the Public Road drainage system as well as controlling any additional water flows from the driveway onto neighboring properties and/or public water bodies.

(example: Directing water to the edge of driveway into infiltration trenches or water bars.)

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See [NH Homeowner's Guide to Stormwater Management \(2019\)](#) for more ways to support additional water flows from the driveway modification.

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

ROAD AGENT: PERMIT ISSUED \_\_\_\_\_ DATE \_\_\_\_\_

CODE ENFORCEMENT: PERMIT ISSUED \_\_\_\_\_ DATE \_\_\_\_\_

ROAD AGENT: PERMIT APPROVED \_\_\_\_\_ DATE \_\_\_\_\_



# Got Permits?

## Permit Guidance for Land Management Projects

Your construction project may require one or more permits from the New Hampshire Department of Environmental Services in addition to local permits that may be required. For projects that do not require a permit, there may be guidelines that you must follow during construction. This chart is intended to include the most common building project types. It is the responsibility of the property owner and contractor to understand all local, state, and federal laws for any given project.

Prior to	When working here	You need this approval
<a href="#">Installing / repairing a dock, boat lift, or any other type of shoreline structure</a>	<a href="#">Any lake, pond, river, or stream</a>	<a href="#">Wetlands Permit</a>
Impacting the bank of any waterbody (i.e. bank stabilization or constructing or repairing retaining walls)	<a href="#">On or within the bank of any lake, pond, river, or stream</a>	
Constructing a new beach or replenishing beach sand	<a href="#">Adjacent to any waterbody</a>	
Excavating, removing, filling, dredging or constructing new structures	<a href="#">Wetlands, Surface Waters, Upland Tidal Buffer Zone, Prime Wetland Buffer, Sand Dunes</a>	
Timber harvesting	<a href="#">Crossing any stream or wetland</a>	
Tree cutting or vegetation maintenance / removal	Within 150 feet of <a href="#">waterbodies protected</a> under the <a href="#">Shoreland Water Quality Protection Act</a>	No permit required but must retain vegetation within limits described within the <a href="#">Vegetation Maintenance fact sheet</a>
Applying fertilizer	Within 250 feet of <a href="#">waterbodies protected</a> under the <a href="#">Shoreland Water Quality Protection Act</a>	No permit required but the phosphorous component must be no greater than two percent
Constructing new structures such as residential dwellings, sheds, or driveways		<a href="#">Shoreland Impact Permit</a>
Earth moving or excavation with a total impact greater than 50,000 square feet		<a href="#">Shoreland Impact Permit &amp; Alteration of Terrain Permit</a>
Earth moving or excavation with an impact greater than 100,000 square feet	Anywhere	<a href="#">Alteration of Terrain Permit</a>
Executing a purchase and sales agreement on waterfront property	Contiguous to or within 200 feet of <a href="#">waterbodies protected</a> under the <a href="#">Shoreland Water Quality Protection Act</a>	<a href="#">Site Assessment Study</a>
Building a residential dwelling, converting to year-round use, adding bedrooms, or expanding living space	Anywhere not serviced by municipal sewer	<a href="#">Septic System Construction and Operational Approval</a>
Subdividing land for single-family, condominium, apartment, or campground		<a href="#">Subdivision Approval</a>
Subdividing for non-domestic septic, higher loads, or setback issues		<a href="#">Groundwater Discharge Permit</a>
Installing a well closer than 75 feet to a septic system	Anywhere	Must file a Recorded Well Release
Supplying water for 25 or more people 60 or more days a year	Anywhere not serviced by municipal water	<a href="#">Community Well Siting &amp; Engineering Design Approval</a>
Withdrawing greater than 57,600 gallons per day of groundwater from one or more wells	Anywhere	<a href="#">Large Groundwater Withdrawal Permit</a>



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New Hampshire Department of Environmental Services  
29 Hazen Drive / PO Box 95  
Concord, NH 03302-0095  
603) 271-2147  
[www.des.nh.gov](http://www.des.nh.gov)

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