



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.

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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New Driveway Form

To Be Completed by Chesterfield Road Agent

Date _____

Assigned 911# _____

Permit # _____

Fee Paid _____

Tax Map # _____

MINIMUM REQUIREMENTS ARE AS FOLLOWS:

1. Culvert Required (Minimum culvert size is to be 15" diameter, 30' length, galvanized steel, ADS N12 plastic or equivalent)
Yes _____ No _____
Change Requested _____
2. Catch Basin Required Yes _____ No _____ Header Required Yes _____ No _____ Other _____
3. Drainage ditch required from outlet must be 6" below flow line of pipe and must pitch $\frac{1}{2}$ " per foot for a distance of _____ feet.
Change Requested _____
4. 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 _____
5. Driveway must be located so as to allow maximum visibility in all directions.
Change Requested _____
6. Driveway should be at least 50' from intersecting roads.
Change Requested _____
7. 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.
8. A minimum 48-hour notice to Highway Department prior to final inspection is required.
9. Driveways that fail to meet requirements on two (2) tries, will require the landowner to meet with the Road Agent for follow-up inspection.
10. 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.
11. This permit does not grant or imply any right to trespass, cross, or perform work on the land of others.
12. 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.
13. 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 _____



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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.*) _____

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.*) _____

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.*) _____

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



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www.des.nh.gov

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