

Driveway (on Town Roads) Permit Information Sheet

This information sheet contains information for property owners who live on a town road and are adding a driveway to their property.

If you live on a state highway, please read Driveway (on State Highway) Permit Information Sheet and use <https://www.nh.gov/dot/org/operations/highwaymaintenance/districts/3.htm>

Please follow the following steps:

1. You can find information about your property (Map/Lot #'s) at <https://www.axisgis.com/holdernessnh/>.
2. Bring the completed application and permit fee (\$35) to the Town Hall during business hours (M-F 8:30-4).
3. The Road Agent (Kevin Coburn) will inspect the driveway site and provide signature approval, if approved.
4. The Landuse Assistant will call you once approval has been given.
5. Driveway construction can begin.

Driveway Criteria Important information – please read:

- Holderness Scenic Roads include Smith (Hill) Road, Beede Road, and Perch Pond Road.
- Culvert or other drainage device needs will be determined by the Road Agent.
- Minimum culvert size is 12 inch diameter.
- The edge of any driveway or travel way must be at least ten (10) feet from a lot or property line unless the driveway is shared by two adjacent lots.
- All driveway/access right-of-ways must be at least fifty (50) feet wide.
- All upkeep, cleaning, and repair of driveway culverts are the responsibility of the owner.
- Stakes should be placed at each edge of the driveway for inspection.
- Leaving plowed snow in the public road is prohibited.

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Town of Holderness

PO Box 203, Route 3
Holderness, NH 03245-0203
Phone: (603) 968-2145
Fax: (603) 968-9954
DPW Garage (603) 536-2932

Date Received _____
Fee: _____
Received By _____
Check #: _____
Permit # _____

**TOWN OF HOLDERNESS
DRIVEWAY PERMIT**

Date: _____

Applicant's Name: _____

Applicant's Address: _____

Contact phone number _____ email address: _____

DRIVEWAY INFORMATION:

Property Location: _____

Map #: _____ Lot #: _____

For a residence _____ or business / commercial _____

Driveway Width: _____

Is a wetlands permit or Shoreland permit from NHDES required? _____yes _____no

Is there more than one driveway connection to the road? _____yes _____no

Is this Driveway located on a Scenic Road? (RSA 231:157) _____yes _____no

Driveway Criteria

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Property Owner's Signature: _____

See reverse side

COMMENTS BY ROAD AGENT

Culvert Needed? No ____ Yes ____

Minimum size required _____ inches.

Driveway permit approval _____

Driveway permit not approved _____

AdditionalComments: _____

Holderness Scenic Roads include: Smith (Hill) Road, Beede Road, and Perch Pond Road.

Signature of Road Agent: _____ Date: _____
Kevin Coburn

BEFORE YOU DIG
CALL DIG SAFE CENTER
1-888-DIG-SAFE FAX: 781-721-0047
(1-888-344-7233) WEB: digsafe.com