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*TOWN OF HOLLIS, NEW HAMPSHIRE*

*RESIDENTIAL DRIVEWAY PERMIT REGULATIONS*



*Adopted*

*May 4, 1999*

*Amended*

*July 18, 2000*

*June 5, 2001*

*Nov. 20, 2001*

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## **SECTION I. AUTHORITY**

The Town of Hollis Planning Board hereby adopts the following regulation pursuant to its authority as set forth at RSA 236:13.V, and establishes that hereafter no driveway accessing private residential property to a public way in the Town of Hollis shall be constructed without compliance with this regulation.

## **SECTION II. PURPOSE**

In as much as driveways and entrances are, in effect, intersections, they require certain controls as to size, location and construction in order to provide safe and efficient access to property fronting on the public way, as well as surface drainage in and around said driveway, and for the purpose of such control this regulation is enacted.

## **SECTION III. PERMIT**

Anyone desiring to construct, alter, repair, repave or relocate a driveway in order to obtain access to an existing public way or a proposed street or public way, shall first apply for and obtain a permit from the Director of Public Works for the Town of Hollis. This permit shall provide for the construction, alteration, repair, repaving, or relocation of such driveway in accordance with the specifications provided in the driveway permit form, which is attached hereto and incorporated herein by reference. The driveway location as indicated on the approved septic plan is the ONLY driveway to be utilized unless a change is authorized in writing by the Director of Public Works or the Planning Board. Permanent house numbers will be assigned by the Department of Public Works at the time the driveway permit is issued.

## **SECTION IV. ACCESS POINTS**

- A. If a property is adjacent to a side road the access to the main road should be via the side road.
- B. Curb cuts shall be limited to one per residential lot, except where the Planning Board has determined that a second cut is warranted. A scale drawing indicating the features necessitating the second access must be submitted for the Planning Board to make a determination. A second cut may be granted under the following conditions:
  - 1. a second curb cut is necessary for access to a secondary use or structure, and the physical constraints of the lot, including natural features, unusual lot shape or size, or elevation change necessitates the second access.
  - 2. a second curb cut is necessary to allow handicapped access for an individual who is a permanent resident of the property.
- C. A permit is required from the Department of Public Works for any temporary access entrance. A bond in the amount of \$1,500 shall be required to guarantee restoration of the area disturbed by the temporary access.
- D. Street areas and the public right-of-way shall be cleared daily of debris such as mud, stone, construction vehicles and equipment.

## **SECTION V. DESIGN REQUIREMENTS.**

- A. The design of the proposed driveway construction shall conform in all aspects to the "Typical Drive Profile Controls" schematic reference. It is understood that the applicant shall confer with the Director of Public Works who shall determine specifications as to sloping, culverts, and other aspects of construction of said driveway only when it deviates from the typical profile and standards. The deviations shall be noted in writing on the Driveway Permit. Upon written application, the Director of Public Works may waive any of the design requirements when it is shown that strict compliance would cause undue or unnecessary hardship, so long as such waiver shall not result in any injury to the public health or welfare.
- B. All mailboxes will be placed on the left upon entering the property to facilitate municipal snow removal. In new subdivisions, the mailbox will be set so the front of the box is flush with the back of the curb.
- C. Flat driveway side-slopes (4:1 to 6:1) are required to minimize hazards to vehicles which leave the pavement for any reason. All paved roads shall require an asphalt apron from the town or to the property line, said apron being constructed of a minimum of 3 inches of asphalt with emulsion applied at the joint with the town road.

- D. All new driveways established to serve structures intended for human occupancy shall have a maximum grade of 8%. The purpose of the maximum grade requirement is to ensure public safety and accessibility for emergency vehicles. This standard shall not apply to driveways intended to serve non-occupancy structures, such as utility service buildings, and other private ways intended for purposes such as logging, silviculture, agriculture, and recreational access.
- E. All driveways shall approach the right-of-way line at a grade of not more than 3% for a distance of no less than 30 feet.
- F. 15 inch metal pipe shall be utilized where necessary, or as deemed appropriate by the Director of Public Works.
- G. All season safe sight distance is defined as a line which encounters no visual obstruction between two points, each at a height of 3 feet, 9 inches above the pavement, and 10 feet from the back from the road pavement to represent the critical line of sight between the operator of a vehicle using the access and the operator of a vehicle approaching from either direction.
- H. Safe sight distance shall be compatible with the maximum speed limit posted on the road:

<i>SPEED LIMIT (mph)</i>	<i>SIGHT DISTANCE (feet)</i>
Less than 30	150
30	200
40	300
50 +	400

## **SECTION VI. EASEMENT AND BOND**

- A. The applicant shall, at the discretion of the Director of Public Works, be required as a condition of the granting of the Driveway Permit, to provide to the Town of Hollis, its successors or assigns, an easement for the purpose of entering upon the premises of the applicant to control or maintain surface drainage on the property and do all things necessary for, and incidental to, such drainage easement in question.
- B. Furthermore, and where appropriate and necessary, in the opinion of the Director of Public Works, the applicant may be required to provide a bond of a minimum of \$1,500, or an amount necessary as security for the proper construction of any culverts, piping, ditching or other efforts incidental to and necessary for the proper discharge and control of surface drainage in and around the vicinity of the proposed driveway as well as the proper construction of the driveway entrance both on the property of the applicant or on the property of the Town of Hollis.
- C. The purpose of this provision is to control the construction of the driveway to the extent that it may impact any town road and/or town right-of-way. An additional purpose is the extent to which the construction of the driveway on the property of the applicant shall interfere with, impede or in any way affect surface drainage so as to create a need for the Town to regulate the same.
- D. Failure to begin construction within six months of application will render the driveway permit null and void. Failure to complete construction within one calendar year from date of posting of bond shall result in the automatic calling of same unless extended by the Director of Public Works.
- E. Funds may be withdrawn from the bond by the Town of Hollis and applied against the cost of said construction which the Town of Hollis is obliged to complete. No funds shall be expended at any site in excess of the amount of the bond pertaining to said site.

## **SECTION VII. SEPARABILITY**

The invalidity of any provision of these regulations shall not affect the validity of any other provisions.

**SECTION VIII. ENFORCEMENT**

The Hollis Board of Selectmen are charged with the power and authority to enforce the provisions of these regulations.

**SECTION IX. AMENDMENT**

These Regulations may be amended by the Planning Board but only following a public hearing on the proposed amendment and such amendment shall not take effect until a copy of said amendment shall be certified by a majority of the Board and filed with the Hollis Town Clerk.

**SECTION X. FILING**

- A. Upon enactment, these regulations shall be signed by the Chairman of the Board, endorsed by a majority of the Board and originals so exhibited shall be filed with the Hollis Town Clerk.
- B. A copy of any amendments to these Regulations shall also be filed with the Office of State Planning in Concord, New Hampshire.

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Chairman, Hollis Planning Board

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Date

***APPENDIX A: TABLE OF AMENDMENTS***

- Sec. V.D      **2002:** Add sentence defining purpose of grade requirement. Delete "grandfathering" provision for lots of record.
- Sec. V.H      **2002:** Clarify speed limit for sight distance of 200 feet.