

DRIVEWAY REGULATIONS



2017

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**TOWN OF DUBLIN
DRIVEWAY REGULATIONS**

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ARTICLE I

AUTHORITY AND PURPOSE

A. AUTHORITY AND PURPOSE

Pursuant to the authority vested in the Dublin Planning Board by the legislative body of Dublin, and in accordance with the provisions of Chapters 674:35 and 236:13 of the New Hampshire Revised Statutes Annotated, as amended, the Dublin Planning Board adopts the following regulations governing all driveway construction and driveway access to town roads. State regulations apply to driveway access onto state roads. These regulations are designed to accomplish the purposes of protecting the health, safety, convenience, and general welfare of the citizens.

ARTICLE II

GENERAL PROVISIONS

- A. Prior to the construction or change in use and/or intensity of any driveway, entrance, exit, or approach to any private, town or state road, and prior to obtaining any applicable building permits for the property, the landowner or authorized agent shall secure approval of such proposal in accordance with these regulations.

ARTICLE III

DEFINITIONS

- A. The definitions contained in the Dublin Subdivision Regulations shall apply, in addition to the following:
1. Access – A way or means of approach to provide physical entrance to a property.
 2. Construction -- For the purposes of this regulation, means not only the construction of a new driveway, but also any improvements to or alterations of an existing driveway.
 3. Driveway -- A public or private road providing primary access from a public or private road for vehicles to a dwelling, business, parking area, or other structure or facility (that is currently used on a regular basis. This does not include an access primarily used for service or maintenance, such as fuel oil delivery.

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ARTICLE IV

DESIGN STANDARDS

- A. No driveway shall be constructed within 50 feet of an intersecting road.
- B. For purposes of snow removal, general maintenance, and protection of abutters, no driveway shall be constructed closer than 10 feet from abutting property lines.
- C. When two proposed driveways on the same side of the road are within 50 feet of each other, the Planning Board may require a common access to be used, for reasons of safety and topographical considerations.
- D. A minimum of a 150-foot all season safe sight distance in each direction is required.
- E. The driveway shall have a minimum width of 14 feet at the intersection of the road and for a distance of 14 feet from the road. In all cases the driveway shall be wide enough to accommodate emergency vehicles. The driveway entrance may be flared out as it approaches the road.
- F. The driveway entrance shall drop 6 inches from the center of the road to a point at least 6 feet in back of the ditch line without a culvert; if a culvert is required, the drop shall be one-quarter inch per foot.
- G. If a culvert is required for proper drainage, it shall be a minimum of 15" in diameter and long enough to accommodate a 3:1 side slope and to maintain the driveway width dimensions and a stable fore slope. It shall be of new galvanized steel, concrete or HDPE.
- H. The culvert may be required to have a catch basin with a cover at the inlet end and a concrete or stone header at the outlet end. The culverts shall be installed by the landowner under the supervision and with the approval of the Road Agent.
- I. Driveways shall not interrupt the natural or ditch line flow of drainage water. Where shallow ditch lines or natural drainage courses exist, driveways may be swaled at a point beyond the shoulder to accommodate the flow of storm water.
- J. The provisions of Article XIX of the Dublin Zoning Ordinance, "Regulation of Development on Steep Slopes", shall apply in any case where the driveway to be constructed has a slope of 10% or greater, or the land on which a driveway is to be constructed has a slope of 15% or greater.
- K. The drainage ditch shall be 6 inches below the outlet end of the culvert and drop at least one-quarter inch per foot to the nearest point of drainage relief.
- L. Any driveway crossing a wetland or body of water shall have all permits required by the State of New Hampshire and the town of Dublin.

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- M. There shall be no more than one primary access to a single parcel of land unless a need for multiple access can be demonstrated.
- N. Driveways shall intersect roadways for at least 14 feet at an angle of 90 degrees.
- O. The grade of the driveway away from the roadway surface shall be constructed to slope away from the surface for a distance equivalent to the existing ditch line; water cannot go onto the road. This slope shall be a minimum of one-quarter inch per foot.
- P. Any bridges shall be constructed in accordance with sound engineering practices and as approved by the Planning Board.
- Q. No structures (including buildings), permanent or portable signs, lights, displays, fences, walls, etc. shall be permitted on, over, or under the town road right-of-way.
- R. Driveways providing access for multi-unit residential, commercial, or industrial uses shall be designed to conform with good engineering practices using the most recent NHDOT rules, currently *Declaratory Ruling No. 2000-01 Driveway Permits*.
- S. The Planning Board may require engineered plans that include topography, wetlands, grading, erosion control or other such details as considered by the Planning Board to be necessary for the specific site, especially for driveways with grades over 10%, slopes greater than 15%, or that are longer than 100 feet.

ARTICLE V

DRIVEWAYS TO BACKLOTS

- A. Driveways to backlots shall be subject to the following standards, in addition to any other applicable standards of the Dublin Subdivision Regulations.
1. Unless a special showing is made that existing conditions prevent it, only one curb cut will be allowed for both the front and back lot
 2. All curb cuts on town streets or private roads are to be approved by the Road Agent. The location will be suitable, and the use and maintenance of the driveway will not create a hazard or nuisance.
 3. The edge of the traveled way shall be set back at least 10 feet from any property lines.
 4. Appropriate buffering shall be provided to protect the privacy of neighbors and shield them from dust, noise, lighting, etc.
 5. There shall be a proper turnaround for emergency vehicles, subject to approval by the Dublin Fire Chief or the Dublin Code Enforcement Officer, as specified by the Planning Board.

Dublin Driveway Regulations

ARTICLE VI

PROCEDURES

- A. Prior to commencing work, the applicant will complete and file a Driveway Permit Application with the Planning Board or the Town Administrator and receive notice of Planning Board approval.
- B. The board shall make a good-faith effort to act upon an application within 30 days from the date of filing.
- C. Before the Planning Board approves or disapproves the application the site will be inspected by one or more members of the Planning Board to determine if the application is accurate and whether there are any conditions or further information that needs to be brought to the Board's attention.
- D. The Board may authorize the Chair to approve driveway applications when:
 - 1. The Board will not meet in time to act on the application within 30 days of the filing, and
 - 2. The driveway is less than 50 feet long, and has no steep slopes or wetland/wetland buffer issues, and
 - 3. The Chair has obtained the concurrence of at least one other Board member who has also visited the site.
(Said authorization shall be by vote of the board for a period of one year.)
- E. The Planning Board may request input from the Road Agent, Fire Chief, Conservation Commission, or any other town boards and/or officials if the Board feels such input would be useful in making its decision on an application.
- F. A final inspection by either the Board or the Code Enforcement Officer must determine that all work has been satisfactorily completed in conformance with these regulations prior to the issuance of a building permit.”

ARTICLE VII

ADMINISTRATION AND ENFORCEMENT

- A. These regulations shall be administered by the Dublin Planning Board. The enforcement of these regulations is vested with the Town of Dublin, (the Board of Selectmen or the Code Enforcement Officer).
- B. The standards of these regulations may be modified or waived when, in the opinion of the Planning Board a condition of the land or specific circumstances surrounding a proposal indicate that strict adherence to the standards would create a hardship for the landowner, and such modification will not be in conflict with the purpose and intent of these regulations.
- C. Performance Bond: As a condition of approval, the Planning Board shall require the posting of a performance bond commensurate with the size and complexity of the project to guarantee the proper completion of any work specified as a condition of the approval.
- D. Penalties: Any person who violates any of the provisions of this regulation shall be subject to fines and penalties as spelled out in RSA 676:15 & 17.
- E. These regulations may be amended by the Planning Board following a public hearing on the proposed change.

Dublin Driveway Regulations

Amended January 7, 1999

Amended December 16, 1999

Amended February 1, 2001

Amended March 7, 2013

Amended June 6, 2013

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Dublin Planning Board



Driveway Access or Driveway Construction Application

Application # _____ Map # _____ Lot # _____

Owner's Name _____

Address _____

Applicant Name (if different from Owner) _____

Phone No(s) _____

Contractor's Name _____ Phone No. _____

Public (or Private) Road to Driveway _____

Estimated: Length of Driveway _____ ft., Slope of Land _____%, Slope of Drive _____%

Will this driveway provide access to more than one living unit or use? _____

Are any State or Federal Approvals or Permits required? If so, please attach. Yes _____ No _____

Attach a Sketch Showing:

- Location of existing and/or proposed driveway(s) on the lot frontage.
 - Distances to other driveways or roads within 200 feet on both sides of the road.
 - Width of existing and/or proposed driveways).
 - Indication of sight distance in each direction.
 - Existing and proposed bridges, culverts, and/or drainage ditches
 - Type of surfacing
 - Streams or seasonal streams, wetlands, bodies of water, vernal pools
- Please indicate clearly the location of the proposed drive at the site by way of stakes, ribbons or other markers such that Planning Board members can easily ascertain it.

Please Include a check for \$25 with this application, made out to the Town of Dublin.

Before the construction of any driveway, entrance or other access-way, this application shall be filed and approved. Standards for driveway construction are in the Dublin Drive Regulations and Subdivision Regulations and are attached to this application. These standards apply to all driveways in Dublin, whether they are located on State or Town or Private Roads.

"I have read the Driveway Standards of the Town of Dublin and understand that failure to comply with these standards, or failure to complete construction of this driveway within one year of the date of approval of this application shall render the permit null and void."

Applicant Signature _____

Date _____

Planning Board Approval _____

Date _____

Dublin Driveway Regulations Checklist

YES NO

- | | | | |
|--------------------------|--------------------------|-----|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. | No driveway shall be constructed within 50 feet of an intersecting road. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. | The driveway shall be more than 10 feet from abutting property lines. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. | When two proposed driveways on the same side of the road are within 50 feet of each other, the Planning Board may require a common access to be used, for reasons of safety and topographical considerations. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. | A minimum of a 150-foot all-season safe sight distance in each direction is required. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. | The driveway shall have a minimum width of 14 feet at the intersection of the road and for a distance of 14 feet from the road. In all cases the driveway shall be wide enough to accommodate emergency vehicles. The driveway entrance may be flared as its approaches the road. |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. | The driveway entrance shall drop 6 inches from the center of the road to a point at least 6 feet in back of the ditch line with no culvert; if a culvert is required, the drop shall be one-quarter inch per foot. |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. | If a culvert is required for proper drainage, the culvert shall be a minimum of 15" in diameter and long enough to accommodate a 3:1 side slope and to maintain the driveway width dimensions and a stable fore-slope. It shall be new galvanized steel or concrete. |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. | The culvert may be required to have a catch basin with a cover at the inlet end and a concrete or stone header at the outlet end. The culverts shall be installed by the landowner under the supervision and approval of the Road Agent. |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. | Driveways shall not interrupt the natural or ditch line flow of drainage water. Where shallow ditch lines or natural drainage courses exist, driveways may be swaled at a point beyond the shoulder to accommodate the flow of storm water. |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. | The provisions of Article XIV of the Dublin Zoning Ordinance, "Regulation of Development on Steep Slopes" shall apply in any case where the driveway to be constructed has a slope of 10% or greater, or the land on which a driveway is to be constructed has a slope of 15% or greater.. |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. | The drainage ditch shall be 6 inches below the outlet end of the culvert and drop at least one-quarter inch to the foot to the nearest point of drainage relief. |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. | Any driveway crossing a wetland or body of water shall have all permits required by the Planning Board.. |

YES NO

- | | | | |
|--------------------------|--------------------------|-----|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 13. | There shall be no more than one access to a single parcel of land unless need for multiple access can be demonstrated. |
|--------------------------|--------------------------|-----|--|

Dublin Driveway Regulations Checklist

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 14 . Driveways shall intersect roadways at an angle of 90 degrees.. |
| <input type="checkbox"/> | <input type="checkbox"/> | 15 . The grade of the driveway away from the road surface shall be constructed to slope away from the surface for a distance equivalent to the existing ditch line; water cannot go onto the road. This slope shall be a minimum of one-quarter inch per foot. |
| <input type="checkbox"/> | <input type="checkbox"/> | 16 . Any bridges shall be constructed in accordance with sound engineering practice and as approved by the Planning Board. |
| <input type="checkbox"/> | <input type="checkbox"/> | 17 . No structures(including buildings), permanent or portable signs, lights, displays, fences, walls, etc., shall be permitted on, over, or under the town road right-of-way. |
| <input type="checkbox"/> | <input type="checkbox"/> | 18 . Driveways providing access for multi-unit residential, commercial, or industrial uses shall be designed to conform with good engineering practice using the NHDOT manual, <i>Administrative Rules for the Permitting of Driveways and Other Accesses to the State Highway System</i> , as a guide. |
| <input type="checkbox"/> | <input type="checkbox"/> | 19 . The Planning Board may require engineered plans that include topography, wetlands, grading, erosion control or other such details as considered to be necessary by the Planning Board for the specific site, especially for driveways with grades over 10%, slopes greater than 15%, or that are longer than 100 feet. |

Comments: