

**DRIVEWAY ACCESS PERMIT  
APPLICATION** (effective May 2025)

Town of Bradford, NH  
75 West Main St., PO Box 436  
Bradford, NH 03221  
603-938-5900

_____	_____
Date Submitted	Received By
	Cash: _____
Permit Fee \$ 75.00	Check #: _____
(Due prior to approval of project)	
Sketch Attached	_____ Yes _____ No
	Permit #: _____

To construct, alter or resurface a driveway on a town, state, or private road.

*See page 3 for the required minimum Driveway Standards.*

**Check all that apply:**

\_\_\_ New driveway    \_\_\_ Relocate existing driveway    \_\_\_ Modify existing driveway (shape, size, grade, etc)  
\_\_\_ Temporary driveway for construction access or logging: \_\_\_\_\_  
Date by which you expect to restore the area

Property Address: \_\_\_\_\_ Map: \_\_\_\_\_ Lot: \_\_\_\_\_ Sub: \_\_\_\_\_  
Acreage: \_\_\_\_\_ Length of road frontage: \_\_\_\_\_ feet (250 feet required)  
Name of business or subdivision (if applicable): \_\_\_\_\_  
Property Owner(s): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Address State ZIP  
Primary Phone #: \_\_\_\_\_ Secondary Phone #: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Application Submitted By: \_\_\_\_\_ Owner \_\_\_\_\_ Other: \_\_\_\_\_  
Name Contact #

**Is the driveway staked and flagged?** \_\_\_YES \_\_\_NO    If no, date it will be: \_\_\_\_\_  
The proposed driveway must be clearly staked and flagged by the applicant.

**Was this driveway proposal approved by the Planning Board, such as a with Subdivision or Site Plan?**  
\_\_\_YES \_\_\_NO

**A detailed plan of the property is required with the following driveway measurement details:**

- Boundaries *distance in feet between driveway and property boundary*
- Culvert / Drainage
- Erosion Control Measures *temporary and permanent*
- Existing Driveways
- Grade *from road to the end of driveway*
- Site Distance *length of sight distances in both directions along the street & any visual obstructions*
- Waterbodies or Wetlands
- Total Length of Driveway

**NOTE: Additional information may be requested including engineered plans or professionally surveyed plans.**

**SIGNATURE – As the Landowner applicant, I hereby agree to the following:**

1. To construct the driveway(s) only for the bona fide purpose of securing access to private property such that the public right-of-way is used for no purpose other than travel.
2. To construct the driveway(s) at permitted location(s) in accordance with these regulations and provisions of driveway permit specifications and standards for driveways issued by the Town of Bradford.
3. To hold harmless the Town of Bradford and its duly appointed agents and employees against any action for personal injury and/or property damage sustained by reason of the exercise of this permit.
4. To furnish and install drainage structures that are necessary to maintain existing street drainage and adequately handle increased runoff resulting from development.
5. That as a condition of the permit, the driveway(s) and culvert(s) required are the responsibility of the permittee and that the same will be kept in good repair at my expense and as ordered by the Town of Bradford as the need may arise.
6. Issuance of a **Driveway Permit** by the Road Agent does not relieve me, the property owner, FROM COMPLIANCE WITH OTHER REGULATIONS including, but not limited to: the Zoning Ordinance; Shorelands; Setbacks; Wetlands and the Town Wetlands Buffer; Steep Slopes; Skyline/Hillside; Stormwater Management; Erosion Control; Subdivision and Site Plan Review Regulations; and any other regulations or ordinances of the Town of Bradford and/or the State of New Hampshire.

\_\_\_\_\_  
Signature of Owner/Agent/Contractor

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**THIS SECTION FOR TOWN STAFF ONLY:**

REVIEWED BY: On this date of \_\_\_\_\_ the Fire Chief has reviewed the submitted application. The following comments/conditions apply:

\_\_\_\_\_  
CONDITIONAL APPROVAL BY: On this date of \_\_\_\_\_ the Road Agent has reviewed the submitted application. The following comments/conditions apply: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

If approved, the following Culvert size/type is required \_\_\_\_\_ Security Required \_\_\_\_ No \_\_\_\_ Yes \$\_\_\_\_\_

If denied, reason for denial: \_\_\_\_\_

FINAL APPROVAL – All work must be completed: Road Agent \_\_\_\_\_ Date \_\_\_\_\_

## BRADFORD ACCESS DRIVEWAY STANDARDS

- A. ROAD FRONTAGE REQUIREMENT: The property must have 250 feet of road frontage for driveway installation. Access to a lot must be over its own frontage.
- B. NUMBER: No more than two driveway entrances shall be constructed from any one street to any one property, unless frontage along that street exceeds 500 feet. When the frontage exceeds 500 feet, no more than three driveways shall be constructed.
- C. LOCATION: The location shall be selected to protect the most adequate degree the safety of the traveling public. The driveway shall be at least 50 feet from the nearest street intersection.
- D. SITE DISTANCES: 200 feet site distance in each direction.
- E. WIDTH: The driveway shall have a minimum traveled surface width of twenty feet (20') at the driveway's intersection with the street serving the lot at a distance of twenty feet (20') back from the edge of the traveled surface of the street serving the lot. The driveway will have a minimum 12 feet (12') finished surface. Driveways greater than 150 feet (150') shall be equipped with a suitable turn around area for emergency vehicles and will require the Fire Chief's approval.
- F. GRADE: The grade of the entrances and exits shall be constructed to slope down and away from the Town street surface for a distance equivalent to the existing Town street ditch line. The grade of the driveway shall be level to after the ditch for twenty feet (20'). When the entrances and exits are concrete or paved with asphalt or tar, the minimum rate of slope shall be 3/8" per foot – for all other surfacing, the slope shall be a minimum of 1/2" per foot. Any future maintenance to the driveway access shall meet the minimum rate of slope described above.
- G. PAVED APRON: Driveways that abut paved streets shall be constructed with paved aprons that shall be as wide as the driveway and at least five feet (5') in depth as measured perpendicularly from the edge of the street pavement (and deeper, if deemed necessary by the Road Agent) and the thickness of the paved apron shall be minimally 3 inches (3"). The paved apron shall be constructed in such a way as to protect the edge of the street pavement from deterioration.
- H. DRAINAGE: The driveway shall not interfere with the street's drainage. Drainage from the driveway shall not interfere with the street providing access or with abutting properties. Where necessary, culverts, water bars, ditches, and other drainage structures shall be installed to ensure adequate drainage of the street and to prevent excessive drainage from the driveway onto the street providing access or onto abutting properties. Culverts shall be HP Storm-Dual Wall-PP Pipe and at least 15 inches (15") in diameter, and larger if considered necessary by the Road Agent, or Acting Road Agent. A minimum of 12 inches (12") of fill shall be placed over culverts.
- I. STEEP SLOPES: The driveway design and construction shall comply with the provisions of the Zoning Ordinance. Driveways shall not be located in areas of slopes 25% or greater with a minimum elevation change of 20 feet (20').
- J. WETLANDS: The driveway design and construction shall comply with the provisions the Zoning Ordinance. Driveways shall not be located in Wetlands or Wetland buffers.

- K. SHORELAND of LAKES, PONDS and STREAMS: The driveway design and construction shall comply with the provisions of the Zoning Ordinance. Driveways shall not be located within the 50-foot waterfront buffer.
- L. FLOOD PLAIN: The driveway design and construction shall comply with the provisions of the Zoning Ordinance.
- M. DRIVEWAY SETBACK: For purposes of snow removal, general maintenance, and protection of abutters, no driveway shall be constructed closer than 10 feet (10') from abutting property lines.
- N. EROSION CONTROL: Erosion control measures to manage stormwater drainage shall be designed and constructed to protect the Town street or state highway providing access and as well as abutting properties. Stormwater drainage control systems shall be designed and constructed to ensure adequate drainage of stormwater away from and off the streets. Erosion control measures shall be designed and constructed to control sediment and retain it within the lot being developed for the driveway.
- O. DRIVEWAYS for NON-RESIDENTIAL or MULTI-FAMILY RESIDENTIAL PROJECTS: Driveways providing access for multi-family residential or non-residential projects shall be designed to conform with good engineering practice using the NHDOT Manual, Administrative Rules for the permitting of Driveways and Other Accesses to the state highway System as a guide. Driveways for non-residential or multi-family residential uses shall be reviewed as part of the Site Plan Review process for establishment of those uses.
- P. ADDRESSING: Upon issuance of a 911 address, a street address number will be placed at the end of the driveway visible from the road.
- Q. ENFORCEMENT: These standards shall be administered by the Select Board or their designee. Any violation of the standards will make the applicant subject to penalties and or fines per Bradford's rules (RSA 676:17 fines and penalties, \$275)
- R. The applicant is responsible for any damage to town roads and the cost of restoration.