

COMMUNITY SERVICES DEPARTMENT  
 271 MAST ROAD  
 DOVER, NH 03820  
 (603) 516-6450

## DRIVEWAY PERMIT APPLICATION

### APPLICANT

### CITY

Date: \_\_\_\_\_  
 Owner's Name: \_\_\_\_\_  
 Owner's Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Permit to be issued via email unless otherwise instructed**

Permit #: \_\_\_\_\_  
 Approved       Denied  
 Approved By: \_\_\_\_\_  
 Approval Date: \_\_\_\_\_  
 Check below if required:  
 Traffic Control Plan  
 Other Conditions: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**\*Application Fee: \$85.00**  
 Paid: cash  credit card  check # \_\_\_\_\_  
 Admin Initials: \_\_\_\_\_

**\*Permits must be entered by applicant via City of Dover online portal or shall be subject to a \$20.00 convenience fee.**

Scheduled Start Date: \_\_\_\_\_  
 (check all that apply)  
 Residential       Commercial  
 New Driveway/Parking area  
 Existing Driveway/Parking area  
      Overlay  
      Remove and Replace  
      Expansion or Alteration  
 Driveway Culvert: Install or Replace  
 Size: \_\_\_\_\_ Type: \_\_\_\_\_

Address of Driveway: \_\_\_\_\_  
 Provide a brief description of any alterations on private property: \_\_\_\_\_  
 \_\_\_\_\_  
 Provide a brief description of any alterations to City right-of-way: \_\_\_\_\_  
 \_\_\_\_\_

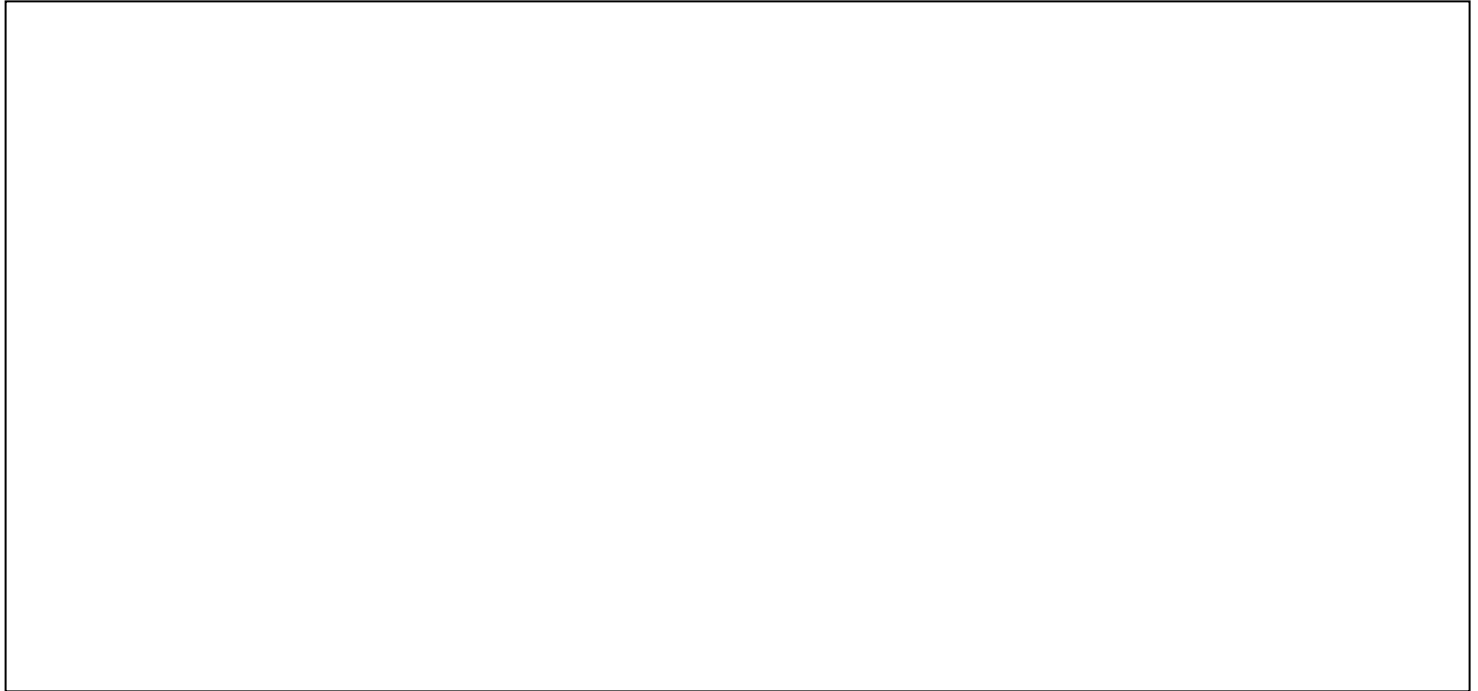
**SKETCH OF DRIVEWAY REQUIRED-SEE PAGE 2**

By undersigning this application, the Applicant agrees to construct the driveway entrance(s) at the permitted location(s) in accordance with City Ordinance Chapter 157-50 and all provisions of the driveway permit.

Signature of Applicant: \_\_\_\_\_

**SKETCH REQUIREMENTS:**

1. Include a sketch or plan showing existing and proposed driveway locations with dimensions clearly marked.
2. Dimensions must be clearly marked and include:
  - a. Distances from side and rear property lines
  - b. Width of driveway at entrance
  - c. Frontage along the street
3. Show the direction of the runoff and/or drainage patterns.



**DRIVEWAY APPLICATION REGULATIONS:**

1. There shall be no excavation within the City right-of-way on holidays, weekends, or between the period of November 15<sup>th</sup> and April 15<sup>th</sup>.
2. A 24-hour notice must be given to the Engineering Division prior to construction in the right-of-way.
3. One (1) driveway entrance is permissible, not to exceed twenty-two (22) feet in width for residential, or thirty-two (32) feet for commercial.
4. To hold harmless the Dover Community Services Department 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.
5. Establish grades that adequately protect and promote street drainage and permit a safe and controlled approach to the street in all seasons of the year per City Ordinance Chapter 92-6.G.
6. If required, the owner shall install an approved culvert to handle surface water flows with a twelve (12) inch minimum size pipe. Acceptable culvert materials are Reinforced Concrete and High Density Polyethylene. However, if the cover over the culvert is a foot or less, then Reinforced Concrete is required. The owner is responsible for maintaining the culvert.