



### Department of Public Works

10 Muzzey Road  
Hollis, New Hampshire 03049  
Tel. 465-2246 FAX 465-3247  
[jcudworth@hollisnh.org](mailto:jcudworth@hollisnh.org)  
[bhill@hollisnh.org](mailto:bhill@hollisnh.org)

**If your driveway is on one of these roads, you'll need to contact the State for a driveway/paving permit.**

ASH (Broad to 4 corners), BROAD ST/ RTE 130, DEPOT RD, MAIN (runs into Pepperell Rd), MONUMENT SQUARE, PEPPERELL RD/RTE 122, PROCTOR HILL RD/RTE 130, RUNNELLS BRIDGE /RTE 111, SILVER LAKE RD/RTE 122, SOUTH DEPOT/111A & WEST HOLLIS RD

**NOTE: ALL DRIVEWAYS WHICH INTERSECT WITH A PAVED ROAD MUST HAVE A 3' X 10' PAVED MAILBOX APRON EVEN IF LOCATED ON OPPOSITE SIDE OF THE STREET.**

These Conditions DO NOT replace the Residential Driveway Permit Regulations, but are meant to instruct the Applicant on what is expected to receive a Driveway Permit.

**Driveway Location:** Street \_\_\_\_\_ Map # \_\_\_\_\_ Lot # \_\_\_\_\_ Date \_\_\_\_\_

Applicant \_\_\_\_\_ Mailing Address \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Email: \_\_\_\_\_

Land owner, if different from above: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Name & Telephone Number of Paving Contractor \_\_\_\_\_

**Driveway Permit for** (circle one): Residential / Commercial / Repave / Alteration / Relocate / Temp Access

As the landowner or agent, I hereby agree to the following conditions:

- 1. ALL NEW HOME DRIVEWAY APPLICATIONS SHALL INCLUDE A SEPARATE PLAN SHOWING THE DRIVEWAY ACCESS ONTO TOWN ROAD/PRIVATE WAY AND SHALL CONTAIN DIMENSIONS (in 100' increments) FROM MIDDLE OF DRIVEWAY TO BOTH SIDE LOT LINES.**
- 2. NO water from driveway shall exit onto roadway per Town Regulations.**
- To construct entrance only for the bona fide purpose of securing access to the property.
- To construct the entrance at proposed location indicated on the approved Septic plan, in accordance with all town statutes and all provisions of the Driveway Permit conditions and standard drawings for entrances as issued by the Hollis Public Works (if new driveway/home, septic plan must accompany this application).
- To hold the Town of Hollis and its duly appointed agents and employees not liable against any action for personal injury and/or property damage sustained by reason of the exercise of the Town Driveway Permit.
- To furnish and install drainage structures that is necessary to maintain existing highway regardless of the location.
- On a daily basis, to leave the highway right-of-way of the Town of Hollis free from all debris such as stones, earth and brush resulting from construction of such driveway.
- To post permanent street numbers, prior to start of construction, three (3") inches high, visible from either direction, as per the attached numbering ordinance to assist emergency personnel.**
- It is understood that this Permit must be applied for at least 3 working days in advance to allow time for inspection to determine scope of work. No work, other than standard driveway repaving will be performed until this permit has been completed and returned to the Applicant and/or Owner as indicated below.**
- If application is for existing driveway paving or re-paving only, please contact the office once completed for inspection.
- Should driveway paving/repaving inspection fail, applicant will be required to repair per Town Regulations.
- For new, relocated or temp access driveway permits, an acknowledgment notice will be mailed back to you at the address you listed above with specific conditions of the permit if required.
- All driveways shall be constructed to conform to typical driveway sections and details for the town of Hollis, NH

14. All new driveways must have an all-season sight distance depending on the speed limit of the area.
15. There shall be only one (1) point of access/egress per lot. See Page 1 of the Regulations for possible exceptions.
16. All mailboxes will be placed on the left upon entering the property to facilitate municipal snow removal (location must be approved by Postmaster). All mailboxes, wherever the location including off site structures, shall have an apron to be constructed as shown in the Regulations. The mailbox will be set so the front of the box is no closer than the back of the mailbox apron.
17. Driveways shall be a minimum of ten (10') feet in width. Entrances shall flare as it approaches the pavement to a maximum width of thirty (30') feet measured at the existing edge of roadway excluding the mailbox apron.
18. If wetlands are crossed or infringed upon, a dredge and fill permit shall be required from the State Wetlands Board.
19. Where required, culverts shall be a minimum of fifteen (15") inches in diameter and shall be constructed of corrugated metal, reinforced concrete, high density polyethylene pipe or approved equal. The driveway will have a minimum 3-foot shoulder on each side where it meets the culvert.
20. Headwalls shall be constructed of stone rubble and mortar, pre-cast concrete or approved equal and installed at both ends of the culvert. All headwalls shall be constructed to the same elevation as the driveway. The depth of the culvert shall determine the width of the headwall.
21. The driveway shall slope away from the edge of the roadway at a slope of 3% for a distance of twenty (20') feet. Driveways with an asphalt berm shall require a consultation with the Director of Public Works or his Agent.
22. All Driveways bases shall be constructed of 12 inches of bank run gravel & 4 inches of crushed finish gravel.
23. On all paved roads, new driveways require an asphalt apron from the road to the property line, and shall be constructed of a minimum of two (2") inches of basecoat and one (1") finish coat with emulsion applied at the joint with the road.
24. The slope of all new driveways shall not exceed 8%. This standard shall not apply to driveways of non-occupancy structures (reference Town of Hollis Residential Driveway Permit Regulation).
25. Driveway side slopes (4:1 to 6:1) are required to minimize hazards to vehicles that leave the driveway for any reason.
26. All driveways shall intersect the town's roadway at a perpendicular angle to the centerline of each.
27. Driveways not completed at the time of the Issuance of the Certificate of Occupancy shall require the Owner/Agent to file a cash bond or check to cover satisfactory completion. The cash bond shall be based on the following stipulated values: Pavement Completion includes **Aprons \$1500.00, Culvert Completion \$1000.00 each, Headwall Completion \$1000.00 each, Excavation & Filling \$500.00 Loam, Seed and Establish Growth \$500.00 and Finish Asphalt \$500.00**. These fees shall not be combined with any other payments to the Town of Hollis.
28. The Director of Public Works may make changes prior to issuance. Any adjustment after issuance must be in writing, prior to any action taking place.
29. Driveway Permits are valid for 2 years. A permit will be considered void if no activity has begun within 6 months.

Pursuant to RSA 236:13 and regulations adopted hereunder; I apply for permission to construct a driveway entrance as described in this permit. I have read and understand the conditions of this application as described above and on Page 2. I have also received a copy of the Road & Driveway Specs which include the Guidelines for Construction and Mailbox Installation Policy.

Signature of Applicant: \_\_\_\_\_ Printed Name \_\_\_\_\_

Submit this application with a check made payable to the Town of Hollis to begin the process.

**The fees are \$50.00 for a *NEW* driveway and \$25.00 for an existing driveway. Please mail to:**  
**Hollis DPW, 10 Muzzey Road, Hollis, NH 03049**

If you have any questions, please call the DPW at 603-465-2246

**Town of Hollis**  
**Department of Public Works**  
Guidelines for Driveway Construction

**NOTE:** These Conditions DO NOT replace the Residential Driveway Permit Regulations, but are meant to instruct the Applicant on what is expected to receive a Driveway Permit.

1. **ALL NEW HOME DRIVEWAY APPLICATIONS SHALL INCLUDE A SEPARATE PLAN SHOWING THE DRIVEWAY ACCESS ONTO TOWN ROAD/PRIVATE WAY AND SHALL CONTAIN DIMENSIONS (in 100' increments) FROM MIDDLE OF DRIVEWAY TO BOTH SIDE LOT LINES.**
2. All driveways shall be constructed to conform to typical driveway sections and details for the town of Hollis, NH
3. All new driveways must have an all-season sight distance depending on the speed limit of the area. (See table)
4. There shall be only one (1) point of access/egress per lot. See Page 1 of the Regulations for possible exceptions.
5. All mailboxes will be placed on the left upon entering the property to facilitate municipal snow removal (location must be approved by Postmaster). All mailboxes, wherever the location including off site structures, shall have an apron to be constructed as shown in the Regulations. The mailbox will be set so the front of the box is no closer than the back of the mailbox apron.
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