

Procedures to Driveway Applications and the Issuance of 911 Numbers

1. Driveway permit applications are obtained from the selectmen's office.
2. Any new entrance to a road requires a driveway permit
3. Application is not considered complete without:
 - a. Sketch of property containing proposed location of driveway
 - b. Indication of width of proposed driveway
 - c. List of abutters
 - d. Signature of all owners of property
 - e. Notarized letter for agent, if applicable (used when contractor applies rather than the owner)
 - f. Check for \$75 made payable to the Town of Alexandria; \$25 if a temporary logging road permit
 - g. Class VI and/or Private Road Agreement
4. Completed application shall be submitted to the selectmen's office for review.
5. If the driveway will connect to either a town-maintained, Class VI or private road, the road agent will review the location to determine if any culverts or swales are needed and if any slope issues need to be addressed.
6. If the driveway is going to connect to a road not maintained by the town within a subdivision, the planning board will be given the application for processing.
7. Any driveway to be constructed on a Class VI or private road will require the signing of a Class VI/Private Road Agreement before the permit is issued.
8. Once a permit is issued, the owner should display the permit in a prominent place on the property.
9. When the driveway construction is complete, the owner shall notify the selectmen's office, who will in turn notify either the road agent or the planning board.
10. Once the driveway is approved, the road agent will assign a 911 address to the site, 911 will be advised of the number and a number placard will be ordered for that address.
11. PLEASE NOTE: Should the non-maintenance of your driveway result in damage to any town-owned road, you may be billed for the repairs to the road.
12. PLEASE NOTE: It is against the law to move snow across a public highway. You need to make arrangements for snow disposal on your own property.

Town of Alexandria, NH Driveway Application

Date Received: _____ Fee; ___ Cash ___ Check ___ #

Type of Road to be accessed:

___ Class IV ___ Class V ___ Class VI ___ Private ___ Other _____

Name of Road to be Accessed: _____

Purpose of Access:

___ Driveway ___ Camping ___ Commercial ___ Logging ___ Other

If Other, Explain _____

NOTE: If you are requesting access off a State Highway, you must also provide the approval from the State of NH.

Owner: _____ Map: _____ Lot: _____

Address: _____

Phone: _____ Cell: _____ E-mail: _____

Abutting landowners: (preferably with structure on land)

Map ___ Lot ___ Owner _____

Map ___ Lot ___ Owner _____

Drawing: Please attach a sketch of your lot, indicating the location of the driveway and width of the proposed driveway as well as the number of feet from each side of the driveway to your lot lines.

NOTES: Water and ice buildup must not enter the main highway at any time of the year. If this occurs, the owner will be held responsible. If the owner fails to alleviate any ice and water issues, the Town of Alexandria reserves the right to correct any deficiencies and invoice the landowner for the cost. Facilities constructed in violation of the permit specifications or the rules, shall be immediately corrected upon notification by the Town of Alexandria. All costs shall be borne by the landowner.

I, _____ understand that no deviations from this permit may be made without prior written approval by the Town of Alexandria. Failure to comply may result in revocation of the permit. To the best of my knowledge and belief, the data and information accompanying this request for a driveway is true and correct.

Date: _____ Signed: _____

Town of Alexandria, NH
Approval for Initial Construction of Driveway Access

Approval is hereby given for the applicant referenced on Page 1 to construct a driveway on land identified as Map _____ Lot _____ .

_____ There is an all season, safe sight distance of 200 feet in both directions along the highway from the location of the proposed driveway. (Road Agent to initial)

Conditions, if any, placed on this permit:

Road Agent's Signature

Date: _____

NOTE: Construction completion is required within one year of permit date. Applicant shall contact selectmen's office at 744-3220 when driveway is complete. Once the road agent has inspected and approved the driveway, a 911 number will be issued and a number plate ordered.

FINAL APPROVAL

I, _____, Road Agent for the Town of Alexandria, have inspected the driveway referenced above and find it to be acceptable.

Signature: _____

Date: _____