Any new entrance to a road requires a driveway permit.

Driveway permit application is not considered complete without:
- Sketch of property containing proposed location of proposed driveway
- Indication of width of proposed driveway
- List of abutters
- Signature of all property owners
- Check for $75 made payable to the Town of Alexandria ($25 if the permit is for a temporary logging road)
- Class VI and/or Private Road Agreement, if applicable.

Completed application will be submitted to the Selectmen’s office for review.

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. The Road Agent and Fire Chief will inspect the Class VI road to confirm that the road is satisfactory for the safe passage of all emergency vehicles.

Construction of the driveway should not begin until the driveway permit has been signed.

When driveway construction is complete, the owner shall notify the Selectmen’s office, who will in turn either notify the road agent for final review.

Once the driveway has been 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.

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.
- It is against the law to move snow across a public highway. You need to make arrangements for snow disposal on your own property.
Property Owner(s) Name: _______________________________________________________________

Property Owner(s) Address: ______________________________________________________________________________

Contact Phone: ______________________________________________________________________________

Contact Email: ______________________________________________________________________________

Location of Property: Map_____ Lot ______ Road ________________________________________________

Type of Road to be Accessed:

☐ Class V (town-maintained)
☐ Class VI (not maintained by town)
☐ Private (not maintained by town)
☐ Other: ____________________________________________

If road is a State Highway, you must contact NH DOT for a driveway access permit.

Purpose of Access:

☐ Residential driveway
☐ Commercial driveway
☐ Logging access
☐ Other: ____________________________________________

Abutting landowners: (preferably with driveway access and/or structure on the land)

Map: ________ Lot: ________ Owner Name: ______________________________________________________

Map: ________ Lot: ________ Owner Name: ______________________________________________________

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, the property owner, 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.

Property Owner Signature: _____________________________________________ Date: ________

Property Owner Signature: _____________________________________________ Date: ________
Approval for Initial Construction of Driveway Access

Approval is hereby given for the applicant 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 roadway from the location of the proposed driveway. (Road Agent to initial)

Conditions, if any, placed on this permit:

_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

___________________________________________  ______ _______________
Road Agent Signature      Date

NOTE: Construction completion is required within one year of permit date. Applicant shall contact Selectmen’s Office at 603-744-3220 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.

___________________________________________  ______ _______________
Road Agent Signature      Date
Inspection for Construction on Class VI Roads

We, the undersigned, do signify that we have inspected ______________________, a Class VI road in the Town of Alexandria, and find the following:

___ The road is in satisfactory condition for the safe passage of all emergency vehicles from where it intersects ____________________________ to the point where highway access has been permitted for ____________________________. We thereby confirm that building access can be issued for this section of ____________________________.

Residents of a Class VI road are required to perform maintenance of the road at their own expense and to maintain the road in safe and reasonable condition.

___ The road is NOT in satisfactory condition for the safe passage of all emergency vehicles from where it intersects ____________________________ to the point where highway access has been permitted for ____________________________. The road was found to be unsatisfactory for the following reasons:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Date: __________________________

__________________________________
Alexandria Fire Chief

__________________________________
Alexandria Road Agent
NOTICE, AGREEMENT, AND RELEASE OF MUNICIPAL LIABILITY AND RESPONSIBILITY PER NEW HAMPSHIRE RSA 674:41

Agreement Date: ________________________________________

Owner(s) Name & Address: ________________________________________

________________________________________

________________________________________

________________________________________

Property Location:  _______________________________ _________

Property Tax Map/Lot: _____________________________ ___________

WHEREAS, the Owner(s) of certain real property in Alexandria as described in recorded at Book _________, Page ______ (hereinafter referred to as “property”) at the Grafton County Registry of Deeds; WHEREAS, the portion of __________________________ (hereinafter referred to as “road”) upon which the Owner(s)’ real property fronts is a Class VI highway, private road or right of way; and WHEREAS, the Town has authority and discretion to vote to allow building of a single-family dwelling on Owner(s)’ property upon terms and conditions herein contained and upon filing of this notice pursuant to RSA 674:41;

NOW, THEREFORE, the Town and Owner, for consideration, agree as follows:

1. Town votes to allow Owner(s) to construct a single-family dwelling, to be constructed in conformity with all state and local regulations and laws on the Owner(s)’ property.

2. Town shall not, by approval of this building, accept or incur responsibility for maintenance, including snow plowing, nor liability for any damages resulting from the use said road by Owner(s) or those using the road for access to Owner(s)’ property.

3. Owner(s) shall be responsibility for maintaining access to the property over said road in a reasonable and safe condition and hereby releases and discharges the Town and its officers, agents, and employees from maintaining said road.

4. Owner(s) shall indemnify and save harmless the Town from any claim of any nature, whether in tort or otherwise, against the Town for any loss or damage, including those incurred through failure to provide any municipal service, including police, fire, and
ambulance services, arising out of the condition of said road as a class VI road, private road or right of way in any way.

5. Owner(s) shall assume responsibility for transporting any children residing on the property to the nearest regular school bus stop.

6. Owner(s) shall assume responsibility for maintenance and repair of said road and agrees that, at the owner(s) expense, or at the expense of the owner(s) and the other owners of property similarly located on said road, Owner(s) shall clear and maintain said road to a width of not less than twenty (20) feet, and to repair and maintain the travelled portion of said road in a good and passable condition.

7. The construction and occupancy of a single-family dwelling authorized by this agreement shall not be deemed to constitute evidence of public necessity and convenience requiring layout or alteration of said road as a class VI road, private road, or right of way.

8. This agreement shall be binding on Owner(s) heirs, successors, and assigns.

9. The Owner(s) agree to stipulate and pass this agreement at any transfer of this property.

10. The Owner(s) understand and agree that this agreement and release shall be recorded at the Grafton County Registry of Deeds before beginning construction, as required under RSA 674:41, I (c)(3).

11. This agreement shall remain in force so long as that portion of said road is not legally required to be maintained by the Town. The obligation to indemnify shall apply to any incident occurring while this agreement is in effect.

Owner ___________________________ Witness ___________________________

Owner ___________________________ Witness ___________________________

Town of Alexandria, by its Selectmen, duly authorized

Selectman ___________________________ Witness ___________________________

Selectman ___________________________ Witness ___________________________

Selectman ___________________________ Witness ___________________________