



City of Nashua

Engineering Department
848 West Hollis St
Nashua NH, 03062
Tel: (603) 589-3120
Fax: (603) 589-3169
EngROWPermits@NashuaNH.gov

Driveway Permit Application

Minimum of **Three (3)** Days Requires for Approval,
Insurance Certificate must be submitted with application.
No fee for this permit.

Date: _____
 Company: _____
 Contact Name: _____
 Phone: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Email: _____
 24 Hr Emergency phone: _____

Insurance Certificate #: _____
 Expiration Date: _____
 Insurance Agency: _____

City Use Only

Start Date: _____
 Expiration Date: _____
 Working Hours: _____
 Additional Stipulations: _____

Location of driveway: _____

 Schedule Start Date: _____
 Appx. End Date: _____
 Give a brief description of any alteration to City ROW

 Give a brief description of any alteration on private property:

 Purpose of Work:
 New Driveway (With Approved Plans)
 Existing Driveway:Overlay Only
 Existing Driveway:Remove and Regrade Driveway
 Existing Driveway with alterations to City ROW
 Other _____
 Proposed width of driveway at ROW _____
(Max 24' Width)

Inspector: _____
 Inspector's Phone: _____
 Received Call: Yes No
 Date of Inspection: _____
 Condition Previous to Inspection: _____

 Condition After Inspection: _____

 Close Date: _____
 Comments: _____

MUST CALL INSPECTOR 48 HOURS PRIOR TO PERFORMING WORK, INCOMPLETE APPLICATION WILL BE RETURNED

By signing this application, the Applicant acknowledges that he/she has read and hereby agrees to comply with City of Nashua's Code Ordinance 285: Streets and Sidewalks Article II: Construction and Repair Section 285-13 Ordinance # 0-03-219 and to any other ordinances, special conditions, restrictions, and regulations that may be imposed by the Engineering Department.

Applicant's Signature: _____ Date: _____
 Approved By: _____ Date: _____

Permit is not valid without approved signature, and a City-assigned permit number.

Driveway Permit Rules and Regulations

1. The Engineering Department may revoke the permit at anytime.
2. The Engineering Department may include additional conditions and requirements to this permit.
3. *Curbing*
If curb is removed from public right-of-way, it shall be stockpiled at the Four Hills Landfill during regular operating hours
If driveway is widened, the curb shall be removed and reset to properly account for driveway tip downs.
4. To obtain this permit, it is the applicant's responsibility to notify the City of Nashua's Engineering Department.
5. **Applicant must furnish evidence of general liability insurance in the amount of \$1mil/\$2mil aggregate naming City of Nashua as additionally insured and Certificate Holder before permit is issued.**
6. Construction shall not be permitted on any street paved within the past five years.
7. Prior approval from the Division of Public Works will be mandatory when closing a lane on any street or setting up a road closure anywhere in the City. A minimum of 48 Hours notice will be needed for lane closures. Road closures will be required at least one week notice and local residents must be notified in advance.
8. The contractor shall notify the Engineering Department or Inspector 48 hours prior to performing any work in the City Right-of-way.
9. Approval of this application allows only the specified location described in the application. Any changes will require the review and approval of the Engineering Department before the construction.
10. Driveway permit is not valid without authorized diagram, signature and a City-assigned permit number.
11. The driveway shall be built in accordance with current City of Nashua Construction Standards, and all applicable Nashua Ordinances.
12. An analysis of driveway distance sight shall be required at City Engineer's discretion. The analysis shall be set forth in the NH Department of transportation (NHDOT) Rules for the permitting of drives and entrances to Highway and the AASHTO Policy for the Geometric Design of Highways and Streets. A minimum sight distance of 200 shall be provided for all driveways. No driveways are permitted to be within 50 ft of an intersection.
13. A detailed and dimensioned scale drawing depicting the work shall be attached to this permit in the space provided below. The sketch shall include the distance along the right of way, frontage of all property lines, to all adjacent driveways, and to any street intersections. It shall also include the driveway width (**24 ft max width at ROW for residential driveways**), and the grading as it relates to the City Street (2% minimum to 8% maximum slope)

Diagram for Permit Application

Show diagram of work to be done including location, dimensions details of driveway and name of nearby cross streets

