

Driveway Permit Application Process:

1. Submit completed application, fee, and appropriate surety (driveway should be staked out prior to submittal).
2. Town official will provide a plan view and profile view of driveway layout. The driveway permit will be issued upon completion of layout and mailed to the property owner.
3. Property owner will provide layout to contractor, as they will use the layout to construct the driveway to Town standards.
4. Upon completion of the new driveway contact the Public Works Department at 603-447-3811 ext. 23 to request an inspection.
5. Town Official will inspect the new driveway, if found in compliance with the Driveway Permit design layout the surety will be released and mailed to the property owner (or authorized agent/contractor).
6. If the driveway is not found in compliance with the Driveway Permit design layout the Property Owner will be provided feedback on how to bring the driveway up to compliance (Repeat Steps 3 to 5 until found in compliance).