



WILTON, NEW HAMPSHIRE

LAND USE LAWS



DRIVEWAY PERMIT APPLICATION

APPENDIX XV

LAST AMENDED AUGUST 2, 2023

(IDENTICAL TO APPLICATION FORM WITHIN SECTION G – DRIVEWAY REGULATIONS)



WILTON LAND USE LAWS AND REGULATIONS
APPENDIX XV – DRIVEWAY PERMIT APPLICATION

PLANNING BOARD
TOWN OF WILTON, NH
DRIVEWAY PERMIT AND
REGULATIONS WAIVER APPLICATION
(Amended August 2, 2023)

Complete this form to obtain a permit to construct, alter or relocate a driveway and/or to request the waiver of any requirements that may be waived by the Planning Board. See Wilton Land Use Laws and Regulations Section G: Driveway Regulations, and Section H: Stormwater Management Regulations.

1. Property Information

Describe the lot(s) to which this application applies (the location of proposed development, construction, improvement or structure requiring the permit). If more than one lot is involved, describe them below or attach additional copies of this page.

Tax Map and Lot Number _____ Lot Size _____

Street Address _____

Zoning District (check one):

- Residential General Residence and Agricultural
- Commercial Downtown Commercial Industrial Office Park

Relevant Overlay Districts (check any that apply):

- Research and Office Park Floodplain Conservation Watershed
- Wetlands Conservation Aquifer Protection Age-restricted Housing

- Check this box if this lot is part of an approved subdivision or site plan.
- Check this box if this driveway entrance is from a State highway (please provide a copy of the state driveway permit application).

2. Owner(s)

List all owners of each lot below or attach additional copies of this page.

Name (individual(s), company or other):

Mailing address (Street, Town, State, Zip):

If not an individual, name of contact: _____

Complete one entry below for each owner:

- Daytime phone _____ Evening phone _____
- Work e-mail _____ Personal e-mail _____

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3. Applicant

Same as owner

If the applicant is other than the owner(s) (e.g., tenant, proposed purchaser, developer), provide the following information.

Name (individual(s), company or other):

Mailing address (Street, Town, State, Zip):

If not an individual, name of contact: _____

Complete one entry below:

Daytime phone _____ Evening phone _____

Work e-mail _____ Personal e-mail _____

Relationship to the Property: _____

4. Representative of the Applicant

If a representative is authorized to act on behalf of the applicant before the Wilton Planning Board or Zoning Board, or otherwise to respond to questions or provide further information about this application to those Boards, the Secretary of the Planning Board (Secretary) and/or the Land Use Administrator, provide the following information.

Name: _____

Company (if any): _____

Mailing address (Street, Town, State, Zip): _____

Complete one entry below:

Daytime phone _____ Evening phone _____

Work e-mail _____ Personal e-mail _____

(application continues next page)

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5. Required Site/Project Information

- Provide four (4) copies of a site plan/drawing describing existing and proposed driveway conditions in accordance with Section 8.0 of the Driveway Regulations.
- Complete the Driveway Permit Application Checklist attached at the back of this application form.
- Provide photos showing the existing conditions of the site.
- Provide reference to any applicable approved subdivision, site or other plan.

Yes No Are waivers of any of subsection 4.e, 5.a or 6.b of the Driveway Regulations requested? If so, identify the section(s) to be waived and provide the reason for the request. Attach an additional sheet if necessary.

Please Note:

The Secretary, Planning Board, Town Road Agent and/or Fire Chief may require additional information as deemed necessary.

Construction, alteration and/or relocation of a driveway must comply with the requirements of Section G, Driveway Regulations, Section H, Stormwater Management Regulations, and Appendix I, Road Design Standards and Specifications of the Wilton Land Use Laws and Regulations, except to the extent they are waived by the Planning Board.

Failure to complete construction, alteration or relocation of the driveway within one year following the issuance of this permit, unless extended pursuant to Section 3.0.c, and in compliance with all applicable requirements shall render this permit null and void.

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6. Abutters (if noticing is required)

Attach a list of the names and addresses of all abutters identified in Town records as of a date not more than five days prior to submitting this application. The list shall include all abutters directly across roadways and/or streams, the owner(s) of each such property, and all others identified in RSA Sections 676:4-I (d) and 676:7 I(a) and Section 4.14 of the Wilton Zoning Ordinance. Please also provide three sets of mailing labels for the abutters.

7. Fees

Include payment of the following permit and notification fees with this application. (See Appendix III to the Wilton Land Use Laws and Regulations – Application Fee Schedule.)

Driveway Permit Application Fee \$ _____

Legal Notice Fee (if noticing is required) \$ _____

Abutter Notification (if noticing is required)

_____ # of abutters x \$ _____ /abutter \$ _____

Total \$ _____

<p>Please Note: In addition, the Planning Board may require the applicant to fund an escrow account to pay the fees of professional consultants or advisors to the Board, at such times, for such purposes, and in such amounts as the Planning Board may determine (Escrow Fees).</p>

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8. Authorizations, Undertakings and Signatures

This application must be signed by the owner(s), the applicant and any representative of the applicant, as set forth below. Attach additional copies of this page, if necessary.

Owner(s):

Each undersigned owner hereby certifies that, to the best of his/her/its knowledge and belief, all of the information provided in this application with respect to the property(ies) owned by him/her/it identified above is true, complete and correct.

Name (individual(s), company or other): _____

Signature: _____ **Date** _____

Print Name and Capacity if signing on behalf of non-individual owner:

Applicant (must be executed even if the applicant is also an owner):

The undersigned applicant hereby (a) certifies, to the best of his/her/its knowledge and belief, that all of the information provided in this application is true, complete and correct; (b) agrees to be fully responsible for the payment of all fees, costs and expenses associated with this application and the project the subject hereof, including, without limitation, Escrow Fees, and (c) authorizes the above-named representative, if any, to act on behalf of the applicant before the Wilton Planning Board or Zoning Board, or otherwise to respond to questions or provide further information about this application to those Boards or the Secretary.

Name (individual(s), company or other): _____

Signature: _____ **Date** _____

Print Name and Capacity if signing on behalf of non-individual applicant:

Signature of Owner _____ **Date** _____

Representative:

The undersigned representative hereby acknowledges and accepts the applicant's authorization to act on behalf of the applicant before the Wilton Planning Board or Zoning Board, or otherwise to respond to questions or provide further information about this application to those Boards or the Secretary.

Name (individual(s), company or other): _____

Signature: _____ **Date:** _____

Print Name and Capacity if signing on behalf of non-individual representative:

(checklist on following pages)

**WILTON LAND USE LAWS AND REGULATIONS
APPENDIX XV – DRIVEWAY PERMIT APPLICATION**

**PLANNING BOARD
TOWN OF WILTON, NH**

**DRIVEWAY PERMIT APPLICATION
REVIEW CHECKLIST**

(Amended August 2, 2023)

This checklist is intended to help the applicant and staff to ensure application completeness. If there is any discrepancy between the checklist and regulations, the actual regulations shall control.

Key: Y=Yes P=Pending W=Waiver Request NA=Not Applicable

- | | <u>Y</u> | <u>P</u> | <u>W</u> | <u>NA</u> | |
|-----|--------------------------|--------------------------|--------------------------|--------------------------|---|
| A. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Four (4) copies of a scale plan/drawing. (Sec. 8.0.a) |
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Map & lot numbers and name and address(es) of owner(s). (Sec. 8.0.a.1) |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Lot boundaries, acreage and road frontage. (Sec. 8.0.a.2) |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Zoning districts for the lot(s). (Sec. 8.0.a.3) |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Lot numbers and addresses of abutters. (Sec. 8.0.a.4) |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - North arrow and bar scale. (Sec. 8.0.a.5) |
| 6. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations and dimensions of existing driveways, if any, and rights-of-way, including on abutting lots, and any existing obstructions affecting the right-of-way. (Sec. 8.0.a.6) |
| 7. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Location of proposed driveway(s), including width of driveway at entrance to right-of-way and sight distance to both left and right of driveway entrance. (Sec. 8.0.a.7) |
| 8. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Centerline distances between the proposed driveway and other driveways and distance from the centerline of the proposed driveway to intersections within 525 feet of the driveway. (Sec. 8.0.a.8) |
| 9. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Nearest distance from the centerline of the proposed driveway to side property lines. (Sec. 8.0.a.9) |
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Length of all common driveways. (Sec. 8.0.a.10) |
| 11. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Minimum width, maximum grade and minimum clearance at any point along the entire length of the proposed driveway(s). (Sec. 8.0.a.11) |
| 12. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations and dimensions of turnarounds and by-passes for emergency vehicles, if required. (Sec. 8.0.a.12) |
| 13. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Wetlands, required wetland setbacks, and distance of proposed driveway from all water bodies, wetlands and wetlands setbacks. (Sec. 8.0.a.13) |
| 14. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations of utilities and easements. (Sec. 8.0.a.14) |
| 15. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Locations of any engineered structures or systems such as culverts or swales that do or may impact the driveway. (Sec. 8.0.a.15) |
| 16. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Traffic flow patterns. (Sec. 8.0.a.16) |
| 17. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Structures on the lot. (Sec. 8.0.a.17) |
| 18. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Snow storage locations. (Sec. 8.0.a.18) |
| 19. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - A key if any symbols are used. (Sec. 8.0.a.19) |
| 20. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Parking locations. (Sec. 8.0.a.20) 3 |

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**WILTON LAND USE LAWS AND REGULATIONS
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**DRIVEWAY PERMIT APPLICATION
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This checklist is intended to help the applicant and staff to ensure application completeness. If there is any discrepancy between the checklist and regulations, the actual regulations shall control.

Key: Y=Yes P=Pending W=Waiver Request NA=Not Applicable

- | | <u>Y</u> | <u>P</u> | <u>W</u> | <u>NA</u> | |
|----|--------------------------|--------------------------|--------------------------|--------------------------|---|
| B. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Photos showing the existing conditions of the site. (Sec. 8.0.b) |
| C. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - Reference to any applicable approved subdivision, site or other plan. (Sec. 8.0.c) |
| D. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - If any waiver(s) of these Regulations is requested as permitted by Section 4.i, the section(s) to be waived and the reason for such request. (Sec. 8.0.d) |
| E. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | - The Secretary, the Road Agent, the Fire Chief and/or the Planning Board may require additional information as deemed necessary. (Sec. 8.0.e) |

Sheet 2 of 2 – End

WILTON LAND USE LAWS AND REGULATIONS
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FOR OFFICIAL USE ONLY

Application delivered to:

Name: _____

Title/Capacity: _____

Signature: _____ **Date:** _____

Driveway Plan

- Road Agent was consulted: _____
- Fire Chief was consulted: _____
- Stormwater Manager consulted (if required): _____
- Plan approved for construction by the Secretary

Secretary

Date

Completed Driveway

- Driveway inspected and approved Driveway inspected and NOT approved

Building Inspector

Date

Fire Chief

Date

Road Agent

Date