

City of Portsmouth

Application for Driveway Permit

Contact Information

Dave Desfosses
djdesfosses@cityofportsmouth.com
(603) 766-1411

Forms can be completed and mailed to:

Dave Desfosses
Dept. of Public Works
680 Peverly Hill Road
Portsmouth, NH 03801

or scanned and emailed to:

djdesfosses@cityofportsmouth.com

DRIVEWAY SPECIFICATIONS:

Curb cut locations for new driveway installations shall be selected to most adequately protect the property owner and the safety of the traveling public (both pedestrian & vehicular) in all seasons of the year.

The proposed driveway shall provide a safe, independent and direct access through its own lot frontage to a public street. In cases where a proposed driveway is to be shared by two or more lots, or where warranted by traffic flows or adverse topographic conditions, the Director of Public Works may elect to have the application reviewed by such other committees or boards as he deems appropriate and/or necessary. All shared driveways shall be improved to accommodate two way traffic flow and shall be established by an easement. The easement shall address maintenance responsibilities.

Driveways shall not interfere with the free flowing drainage in the gutter line. Driveways shall be graded in accordance with the typical driveway sections (attached). If a cross culvert is deemed necessary, the installation and maintenance shall be the property owner's responsibility.

Driveways shall be located in accordance with Portsmouth Zoning Ordinance and approved site plans.

Circular driveway designs shall conform to these specifications, unless approved by the Traffic & Safety Committee.

Drive openings shall be a maximum of 24 feet wide at the curb line in residential zoning districts. Commercial and Industrial areas shall conform to the Zoning Ordinance.

No driveway shall intersect the street at less than a 60 degree angle or have a grade in excess of 10%. Driveways must have unobstructed site distance of at least 200 feet in rural areas and at least 100 feet in urban areas. The City may require greater distances where hazardous conditions exist.

Plans must be submitted with the Application for Driveway Permit and include the following information:

- Location of proposed curb cut
 - Proposed width of driveway
 - City right of way line
 - Edge of pavement
 - Existing sidewalk and curbing (and existing crosswalk if any)
 - Nearby drainage structures
 - Elimination or relocation of existing parking spaces
 - Grade changes
 - Nearest dwellings with dimensions
 - Neighboring driveway cuts with dimensions
 - Traffic control devices (traffic lights; stop signs, etc.)
 - Nearby trees, fire hydrants, fences, hedges, etc. (with dimensions)
 - Nearby utility poles (include pole number)
 - Posted speed limit on street
 - Sight distance
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No driveway shall be located within thirty feet (30') of a street intersection.

When installing a new driveway cut through an existing sidewalk, Contractor shall:

- ❖ Reset granite curbing to appropriate tip downs (1":12"). Also refer to the American with Disabilities Act (ADA).
- ❖ Back the curbing up with concrete on the street side.
- ❖ Adequately compact the crushed gravel in the reshaped driveway apron.
- ❖ Reinstall the sidewalk material (concrete, asphalt, brick) to its original depth, with proper transitions into adjacent sidewalks.
- ❖ Install good screened loam, re-seed disturbed areas, and maintain until turf is-established.

Excavated granite curbing, bricks, pavers, cobblestones, etc. are the property of the City of Portsmouth and shall be delivered to the Public Works Facility or as designated by the Director of Public Works.
