TOWN OF HANOVER, NEW HAMPSHIRE
PUBLIC WORKS DEPARTMENT

Tel. (603) 643-3327
Fax. (603) 643-0736

Hours of Operation: 7:00 AM - 3:30 PM

DRIVEWAY PERMIT GUIDELINES

1. **Application Page (Page 1):**
   
a. The application fee of one hundred and forty dollars ($140.00) for Public Works ($90) and Zoning code ($50) review is non-refundable. Check should be made payable to the Town of Hanover.
b. Map and Lot number is required.
c. A diagram of location, design, etc., is required. In addition, **location or re-location of existing driveway should be staked out on the property** so that this can be looked at by Town personnel.
d. **Application** page and **Permit** page should be signed by both Owner and Applicant before returning application/permit to Public Works (this is done in order to save you time).

2. **Permit Page (Page 2):**
   
a. All that is required on this page is the signature of both the Owner and the Applicant. Again, this is done to save you time in the application process. Otherwise you would need to come back in once the permit has been approved and sign. We will fill out the other information from the first page of your application.
b. Please return the Application page, Permit page, drawing and/or diagram, along with your check to the Hanover Public Works Department. Once received, we will review the permit, go to the property and examine the proposed driveway location. You do not need to be present for this however, it is important that the proposed driveway location be staked out for this visual inspection.
c. Any conditions or requirements from this department will be made in writing and attached to the permit. The permit will then be sent to the Town’s Planning & Zoning Department for final approval. Once approved, a copy of the permit is mailed to the Owner and/or Applicant.

If you have any questions regarding this process, please do not hesitate to call the Public Works Department at (603) 643-3327 or the Planning & Zoning Department at (603) 643-0708.
Application is hereby made by __________________________________________________ whose address is ______________________________________________________ Phone No. _____________________ for property owner _____________________________________ whose address is__________________________________________________________ to construct an entrance(s) to and on the __________________ side of __________________________ Street (or highway) in the TOWN OF HANOVER at a point ____________ feet from (road/street, stream, property line, etc.) ______________________________. It is proposed to use the entrance(s) for access to (business, residence, etc.) ______________________________.

Upon approval of the location of the entrance(s), it is agreed that:

1. Any entrance(s) constructed is/are for the bona fide purpose of securing access to said property and that the highway right-of-way shall not be used for any other purpose than travel.

2. The grade of the entrance(s) is to be such as will permit a safe and controlled entrance to the highway at all seasons and so designed that any water from the entrance will discharge into the highway gutter or drainage system.

3. Such drainage structures as are necessary to maintain existing highway drainage are to be furnished by the applicant, and are to be of design approved by the TOWN OF HANOVER. The applicant agrees to maintain or replace any structure as necessary when its condition requires such action to protect the highway or drainage system.

4. No entrance(s) or drainage installation constructed on the right-of-way as an exercise of this permit shall be relocated or its dimension altered without written permission of the TOWN OF HANOVER.

5. Said entrance(s) shall be constructed in accordance with the TOWN OF HANOVER standard drawings of entrances which are attached and become a part of this permit, if any.

6. Applicant must attach to this application a sketch of the lot showing the layout of the proposed driveway and location of building, if applicable.

7. Such exceptions or additional provisions as may be deemed necessary by the TOWN OF HANOVER, as indicated on the second page of this application, are acceptable.

8. It is agreed that the landowner will hold harmless the TOWN OF HANOVER and its duly appointed agents and employees against any action for personal injury or property damage sustained by reason of the exercise of the permit.

Date: ________________________ , 20 _____  Signed: ________________________________

(Applicant)

Signed: ________________________________

(Property Owner)

Distribution:
Applicant: __________
Property Owner: __________
Code Dept: __________
PW Dept: __________
TOWN OF HANOVER
DRIVEWAY ENTRANCE PERMIT

Permit # : ____________

Pursuant to the appropriate By-Law and regulation of the TOWN OF HANOVER, you are hereby GRANTED permission to construct _______________ entrance(s) at (location of entrance as described on application):

on TAX MAP NO. ___________ LOT NO: ______________.

It is proposed to use said entrance(s) for access to (residence, business) ________________________________.

Failure to adhere to the provisions of this application and permit shall render this permit null and void.

Additional provisions and exceptions:

______________________________________________________________________________

_______________________________________________________________________________________

_______________________________________________________________

________________________

This permit is hereby accepted and its provisions agreed to this ________ date of ______________, 20 ___.

This permit expires December 31st of the year of issuance.

Signed: _________________________________________

(Applicant)

Signed: _________________________________________

(Property Owner)

Address: _________________________________________

(Property Owner)

Approved by: ________________________________

(Director or Assistant Director of Public Works)

For the TOWN OF HANOVER

Conforms with the Town of Hanover’s Planning and Zoning Regulations:

_______________________________________

(Director of Planning & Zoning or designee)

For the TOWN OF HANOVER

HANOVER CODE OF ORDINANCES AND REGULATIONS

Section 12. Driveways: It shall be unlawful to construct or maintain any driveway, entrance, or approach within the limits of the right-of-way of street or highway without a written permit from the Town of Hanover. The Town manager is authorized to make such rules and regulations as to the grade and location of driveways, entrances, and approaches on said highways as will adequately protect and promote the safety of the traveling public, but s/he shall in no case deny access to property abutting the highway. No permit shall be required for any existing driveway entrance or approach unless the grade or location of the same is changed. Culverts or other drainage facilities less than fifteen (15) inches in diameter shall not be allowed.

Section 13. Penalty: Whoever violates any provision of Section 12 or the rules and regulations made under authority thereof shall be fined not more than One Hundred Dollars ($100) and, in addition, shall be liable for the cost of the restoration of the highway to a condition satisfactory to the Town of Hanover.

Note: Not available on-line at this time are the Driveway Specifications and Zoning Ordinance related to driveways. However, hard copies of these can be obtained at the Public Works Department and will also be attached to your approved driveway permit.
Minimum culvert size
15" x 20' cooled
5' each side for drainage & snow.

---

Right-of-Way

CULVERT

---

EDGE OF PAVEMENT

---

Center Line of Road

TYPICAL DRIVEWAY

---

No Scale
Richard Bauger
2/87
Owner responsible for restoration of ditches and slopes.

**TYPICAL DRIVEWAY PROFILE—LAND HIGHER THAN ROAD**

**TYPICAL DRIVEWAY PROFILE—LAND LOWER THAN ROAD**

Earth cutting may be required.

Earth fill may be required.
(6) The home occupation does not create excess traffic beyond that expected in a residential setting; the weekly average of vehicle trips from all sources to the premises does not exceed 16 per day;

(7) In connection with the home occupation, there are not more than five deliveries per week by a truck having a gross vehicle weight rating of up to 18,000 pounds, and no deliveries by a truck having a gross vehicle weight rating of more than 18,000 pounds; and

(8) There are not more than three vehicles not registered to a resident of the premises parked outside on the premises at any one time in connection with the home occupation.

704 Driveways

704.1 No restrictions on the number or size of driveways apply in the B, D, I, BM, or OL districts. In all other districts, the following restrictions apply.

A. A lot may contain one driveway that leads from the access road to an enclosed garage or covered carport or parking area.

B. A driveway may not be more than 14 feet wide, except where additional width is necessary to provide an adequate turning radius or where it is necessary for vehicles to enter or leave a garage or enclosed carport the vehicle opening of which is more than 14 feet wide. In such cases a driveway may be the width of the vehicle opening of the garage or enclosed carport and extend from the front of this opening towards the front lot line a maximum distance of 30 feet.

704.2 A shared driveway is a single roadbed through a required front setback. The portion of an approved shared driveway serving an adjoining lot is not a second driveway and does not require a special exception.

704.3 All driveways must be located at least 75 feet from a street line intersection for all uses except for one-family and two-family dwellings and uses in the D districts.

704.4 The Zoning Board of Adjustment may approve a special exception for the following driveway uses as follows:

A. The following uses may be approved as special exception:

(1) Where a lot has frontage on more than one street and where such streets do not intersect each other, or on a corner lot in the RR or F districts, one driveway per frontage, provided that the driveways on the lot do not connect or otherwise provide vehicular access between streets;

(2) One or more additional driveway providing access to one or more portions of a lot not accessible by the driveway serving the principal use on the lot; and

(3) A portion of a driveway that exceeds the width limitation of permitted accessory use.

B. In considering a request for a special exception under this section, in addition to the criteria of Section 207, the Zoning Board of Adjustment shall find that the following standards are satisfied:
(1) Notwithstanding Section 1004.5 no vehicles may be parked within the front setback of any driveway subject to a special exception;

(2) The additional curb cut or extra width does not adversely affect the movement of vehicles or pedestrians using the streets and sidewalks in the area;

(3) The additional curb cut or extra width does not adversely affect the parking of vehicles along the streets in the area; and

(4) The use does not present a hazard to vehicles or pedestrians using the streets and sidewalks in the area.

705 Garages and parking

705.1 A garage for occupants and visitors is permitted as an accessory use in all districts. Parking space is permitted as an accessory use in accordance with Article X, Off-Street Parking.

705.2 No accessory garage may occupy more than ten percent of the lot area, except that in a D district there is no restriction on the percentage of the lot area that may be occupied by an accessory garage structure.

705.3 In the RO, GR, and SR districts, 600 square feet of space is allowed for a garage in addition to the allowance of 25 percent of the gross floor area of the principal building, whether or not the garage structure is attached to the principal building on the lot.

706 Off-street loading

Off-street loading facilities must be provided for all institutional, commercial and industrial uses. Such facilities must be spaced logically, conveniently located for bulk pickups and deliveries, scaled to the delivery vehicles expected to be used, and accessible to such vehicles when required off-street parking spaces are filled. Required off-street loading space may not be included as off-street parking space.

707 Gardens and animals

707.1 Soil cultivation, crop harvesting, and the raising or keeping household animals not for gainful business are permitted as accessory uses in residential districts.

707.2 The keeping of poultry, horses, or other domestic animals whether or not for gainful business is permitted as an accessory use in the F and RR districts.

707.3 The keeping of poultry, horses, or other non-household animals not for gainful business is permitted as an accessory use by special exception in the SR, GR and I districts.

708 Bed and breakfast

708.1 The use of an owner-occupied dwelling as bed and breakfast may be approved as accessory use by special exception. Accessory use as bed and breakfast may also occupy