



# BELMONT LAND USE OFFICE

## DRIVEWAY PERMIT

### APPLICATION INSTRUCTIONS

For Driveways accessing onto a State Highway contact  
NH DOT, District 3, 2 Sawmill Road, Gilford, NH 03249, 524-667, [District3@dot.state.nh.us](mailto:District3@dot.state.nh.us)

For Driveways accessing a Town Road or other Town-regulated road, please refer to the [Belmont Driveway Regulations](#) when completing this application and submit the application, along with all necessary supporting documents/information/\$25 fee to the [Land Use Office](#).

The application will be reviewed by the Public Works Director/designee and the Planning Board/designee. A Driveway Construction/Alteration Permit shall be issued when all applicable Regulation criteria have been met. Permits shall list all of the conditions to be met during construction.

Proposals that do not meet all applicable Regulation criteria shall be denied in writing and include options for reapplication and/or appeal.

Waiver/Appeal Process: A request to waive any part of the Regulations or to appeal an application denial must be made in writing and attached to this Application. For a waiver state the exact regulation the Planning Board is being requested to waive and the reasons for same. For an appeal state the basis on which the denial was in error.

**“Road” versus “Right-of-Way”.** Often there is a misconception that the paved or graveled constructed road is the property line for your lot or that you can measure from the center of the constructed road to find your property line. Those assumptions are most often not correct. A road right-of-way (ROW) is usually wider than just the width of the actual road and the road is seldom centered inside that ROW. The ROW is the total area that the Town owns or within which the town has the right to build and maintain a road with related drainage and to regulate proposed uses. Therefore, when you construct a driveway to access a road, there is usually a portion of that driveway (from the edge of the road to your property line) that is still within the road ROW and therefore subject to these Town Driveway Regulations. In addition, the State of NH has given towns the authority to regulate not only driveways but the authority to manage and limit stormwater runoff from private lots into the town road ROW.

Therefore, any work done on that portion of the driveway that is within the ROW of a Town Road or Town-regulated road (some additional subdivisions) requires a Driveway Permit *before* the work commences. This includes paving, re-paving or otherwise resurfacing or adjusting. Although we have asked paving contractors to make you aware of this, some homeowners have had their driveways re-paved or reconstructed only to learn after the contractor has left that it required a permit. Fees are doubled for any permits where the work has already been started and the newly constructed/paved driveway may have to be adjusted or reconstructed if it does not comply with the required standards. **Obtaining the permit is the landowner’s responsibility and failing to obtain a permit or other violations of the Regulations can result in a Violation or Misdemeanor charge.**

Once a permit has been issued and the work completed, **you must call the Land Use Office at 267-8300x119 for an inspection.** An acknowledgement of conforming work will be issued to you. Please direct any questions on the process to be followed in applying for a driveway permit to the Land Use Office.

# TOWN OF BELMONT

## PROJECT CONTACT INFORMATION

[www.belmontnh.gov](http://www.belmontnh.gov)

Medical, Fire or Police Emergencies - 911

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### **Town of Belmont - Land Use**

#### **Planning, Zoning, Building, Conservation, Code Enforcement, Site/Building/Aquifer Inspections**

143 Main Street, P.O. Box 310, Belmont, NH 03220, 603-267-8300 x 119(V), 603-267-8307(F)

Sarah Whearty, Town Planner/Zoning Administrator  
Tele Ext #113, [Planner@belmontnh.gov](mailto:Planner@belmontnh.gov)

Russell Wheeler, Building  
Tele Ext #111, [BuildingOfficial@belmontnh.gov](mailto:BuildingOfficial@belmontnh.gov)

Karen Santoro, Land Use Technician  
Tele Ext #125, [LUtech@belmontnh.gov](mailto:LUtech@belmontnh.gov)

Elaine Murphy, Land Use Administrative Asst.  
Tele Ext #119, [LandUse@belmontnh.gov](mailto:LandUse@belmontnh.gov)

Christine Drew, Land Use/Building Clerk  
Tele Ext #132, [BuildingClerk@belmontnh.gov](mailto:BuildingClerk@belmontnh.gov)

Mark Ekberg, Code Enforcement Officer  
Tele Ext #116, [CodeEnforcement@belmontnh.gov](mailto:CodeEnforcement@belmontnh.gov)

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### **Town of Belmont - Public Works**

149 Hurricane Road, P.O. Box 310, Belmont, NH 03220 - Main Phone 603-528-2677, Fax 603-267-8337

Craig Clairmont, Public Works Director  
603-937-0404 (Cell)  
[directordpw@belmontnh.gov](mailto:directordpw@belmontnh.gov)

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### **Town of Belmont – Fire - Fire Protection, NFPA Life Safety, Health, Mechanical/Heating Appliances**

14 Gilmanton Road, P.O. Box 867, Belmont, NH 03220, 603-267-8333(V), 603-267-8337(F)

Fire Chief/EMD Michael Newhall  
[BFDCchief@belmontnh.gov](mailto:BFDCchief@belmontnh.gov) / [mnewhall@belmontnh.gov](mailto:mnewhall@belmontnh.gov)

Asst. Fire Chief Deborah Black  
[BFDasstchief@belmontnh.gov](mailto:BFDasstchief@belmontnh.gov)

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### **Town of Belmont – Police - Special Duty, Traffic Control**

16 Fuller Street, P.O. Box 320, Belmont, NH 03220, 603-267-8351(V), 603-267-8359(F)

Police Chief Mark Lewandoski  
[PoliceChief@belmontnh.gov](mailto:PoliceChief@belmontnh.gov)

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**TOWN OF BELMONT  
DRIVEWAY CONSTRUCTION/ALTERATION PERMIT APPLICATION**

Pursuant to the Provisions of New Hampshire RSA, Chapter 236, Sections 13 and 14, as amended, and in accordance with the Town of Belmont Driveway Regulations, permission is requested to construct or alter the below driveway(s). The proposed location, alteration and/or construction meets all requirements of the stated regulations unless a written request for waiver is attached.

1. Land Owner's Name: \_\_\_\_\_ e-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Tele: \_\_\_\_\_

2. Contractor's Name: \_\_\_\_\_ e-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Tele: \_\_\_\_\_

3. Contact Person: \_\_\_\_\_ e-mail: \_\_\_\_\_ Tele: \_\_\_\_\_

4. Location: Street # & Name: \_\_\_\_\_ Tax Map/Lot #: \_\_\_\_\_

5. List all uses on Property: \_\_\_\_\_  
(Residence, Business, Industry, Etc.)

6. If Business – Type & Name: \_\_\_\_\_

7. Total lot frontage on Town Road (Class 5) or other Town-regulated property: \_\_\_\_\_ft  
(For properties accessing a State Highway contact NH DOT, District 3, 2 Sawmill Road, Gilford, NH, 03249, 524-6667)

8. Briefly Describe request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Is this work:  Proposed? or  Already started/completed?

10. NUMBER OF PERMITTED DRIVEWAYS FOR THIS LOT:  
 Currently Existing  Additional Requested Below

11. PROPOSED DRIVEWAY USE IS:  
 Residential  Commercial/Industrial (check all that apply)  
 Permanent or  Temporary  
(For temporary use (e.g. construction, logging, etc.) state purpose \_\_\_\_\_ and duration \_\_\_\_\_)

12. PURPOSE OF REQUEST IS:  
 Existing driveway; or  
 New driveway; or  
 Just change the use of a property the driveway accesses without any work  
(e.g. add a commercial use to a residential property or expand a commercial use)

13. TYPE OF WORK: (Check all that apply)  
 Install temporary entrance for temporary use such as logging or construction activity  
 Excavate, dig-out, alter or otherwise disturb an existing or new driveway location  
 Install, repair or replace drainage (e.g. culvert, ditch, swale)  
 Pave/Re-Pave  
 Gravel/Re-Gravel (includes any aggregate type)  
 Other surface/resurface  
 Install paved driveway apron  
**(ALL driveways accessing a paved road MUST have a paved apron)**



