



**CITY ENGINEER  
271 MAST ROAD  
DOVER, NH 03820  
(603) 516-6450**

Dover: First in NH, First With You!

**APPLICATION FOR DRIVEWAY PERMIT**

Owner's Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please Print)

Owner's Address: \_\_\_\_\_ Telephone # \_\_\_\_\_  
\_\_\_\_\_  
Work/Cell # \_\_\_\_\_  
\_\_\_\_\_

Tax Map/ Lot Number: \_\_\_\_\_ Property Address: \_\_\_\_\_

Contractor, Name & Address: (If known) \_\_\_\_\_  
\_\_\_\_\_  
Work/Cell # \_\_\_\_\_  
\_\_\_\_\_

**APPLICATION REQUIREMENTS:**

1. Include a sketch or plan showing existing and proposed driveway locations with dimensions clearly marked.
2. Dimensions must be clearly marked and include:
  - A. Distances from side and rear property lines
  - B. Width of driveway at entrance
  - C. Frontage along the street
3. Show the direction of runoff and/or drainage patterns.
4. Application fee: \$75.00

**As the applicant, I hereby agree to the following:**

To construct driveway entrance(s) at permitted location(s) in accordance with City Ordinance Chapter 92-6 and all provisions of the driveway permit.

Signature of applicant: \_\_\_\_\_

ENGINEER'S COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CITY OF DOVER

**DRIVEWAY APPLICATION CONTROL REGULATIONS**

1. There shall be no excavation within the City right-of-way on holidays, weekends, or between the period of November 15 and April 15 per City Ordinance Chapter 152-5.
2. A 24-hour notice must be given to the Engineering Division prior to construction in the right-of-way.
3. One (1) driveway entrance is permissible, not to exceed 22 feet in width for residential, or 32 feet for commercial.
4. To hold harmless the Dover Community Services Department and its duly appointed agents and employees against any action for personal injury and/or property damage sustained by reason of the exercise of this permit.
5. Establish grades that adequately protect and promote street drainage and permit a safe and controlled approach to the street in all seasons of the year per City Ordinance Chapter 92-6-G.
6. If required, the owner shall install an approved culvert to handle surface water flows with a 12" minimum size pipe. Acceptable culvert materials are Reinforced Concrete and High Density Polyethylene. However, if the cover over the culvert is a foot or less, then Reinforced Concrete is required. The owner is responsible for maintaining the culvert.

**PLEASE INCLUDE**

- ◆ Width of proposed driveway ( W )
- ◆ Frontage Along street ( C )
- ◆ Distance from the property line, ( A or B )

**EXAMPLE ONLY DO NOT USE FOR SKETCH**

