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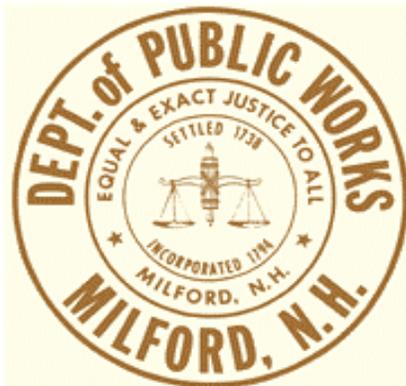
# ***TOWN OF MILFORD, NEW HAMPSHIRE***

## ***RESIDENTIAL DRIVEWAY PERMIT REGULATIONS***



*Adopted August 19, 2008*

*Revised: March 30, 2010*



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**SECTION I. AUTHORITY**

The Town of Milford Planning Board hereby adopts the following regulation pursuant to its authority as set forth at RSA 236:13.V, and establishes that hereafter no driveway accessing private residential property to a public way in the Town of Milford shall be constructed without compliance with this regulation.

**SECTION II. PURPOSE**

In as much as driveways and entrances are in effect, intersections, they require certain controls as to size, location and construction in order to provide safe and efficient access to property fronting on the public way, as well as surface drainage in and around said driveway, and for the purpose of such control this regulation is enacted.

**SECTION III. PERMIT**

Anyone desiring to construct, alter, or relocate a driveway in order to obtain access to an existing public way or a proposed street or public way, shall first apply for and obtain a permit from the Director of Public Works. This permit shall provide for the construction or relocation of such driveway in accordance with the specifications provided in the driveway permit form, which is available at the Department of Public Works and Community Development offices. The driveway location as indicated on the approved septic plan is the ONLY driveway to be utilized unless the Director of Public Works or the Planning Board authorizes a change in writing. Permanent house numbers will be assigned by the Building Department at the time the driveway permit is issued and shall be located so as to be clearly visible from the roadway at start of construction.

**SECTION IV. ACCESS POINTS**

- A.** If a property is adjacent to a side road the access to the main road should be via the side road.
  
- B.** Curb cuts shall be limited to one per residential lot, except where the Director of Public Works has determined that a second cut is warranted. A scale drawing indicating the features necessitating the second access must be submitted for the DPW Director to make a determination. A second cut may be granted under the following conditions:

1. A second curb cut is necessary for access to a secondary use or structure, and the physical constraints of the lot, including natural features, unusual lot shape or size, or elevation change necessitates the second access.

2. A second curb cut is necessary to allow handicapped access for an individual who is a permanent resident of the property.

C. A permit is required from the Department of Public Works for any temporary access entrance. A bond in the amount of \$1,500 may, at the discretion of the Director of Public Works, be required to guarantee restoration of the area disturbed by the temporary access.

D. Street areas and the public right-of-way shall be cleared daily of debris such as mud, stone, construction vehicles and equipment.

## **SECTION V. DESIGN REQUIREMENTS**

- A. The design of the proposed driveway construction shall conform in all aspects to the "Typical Drive Profile Controls" as shown in Appendix I, and the Department of Public Works, Infrastructure Design, Construction and Administration Standards. It is understood that the applicant shall confer with the Director of Public Works who shall determine specifications as to sloping, culverts, headwalls and other aspects of construction of said driveway only when it deviates from the typical profile and standards. The deviations shall be noted in writing on the Driveway Permit. Upon written application, the Director of Public Works may waive any of the design requirements when it is shown that strict compliance would cause undue or unnecessary hardship, so long as such waiver shall not result in any injury to the public health or welfare.
- B. All driveways shall be a minimum of ten feet (10) in width. Entrances shall flare as it approaches the pavement to a maximum width of twenty four feet (24) measured at the existing edge of roadway.
- C. Flat driveway side-slopes (4:1 to 6:1) are required to minimize hazards to vehicles, which leave the pavement for any reason. All paved roads shall require an asphalt apron from roadway to the property line, said apron being constructed of a minimum of three (3") inches of asphalt with emulsion applied at the joint with the town road.
- D. All new driveways established to serve structures intended for human occupancy shall have a maximum grade of ten (10%) percent. The purpose of the maximum grade requirement is to ensure public safety and accessibility for emergency vehicles. This standard shall not apply to driveways intended to serve non-occupancy structures, such as utility service buildings, and other private ways intended for purposes such as logging, silviculture, agriculture, and recreational access.
- E. All driveways shall approach the edge of pavement at a grade of not more than 4% for a distance of no less than 20 feet.
- F. All driveways shall intersect the Town's roadway at a perpendicular angle to the center line.
- G. Where required, culverts shall be at least fifteen (15) inches in diameter and shall be constructed of reinforced concrete, high density polyethylene pipe or approved equal. The driveway will have a minimum of three (3) foot shoulders on each side where it meets the culvert.
- H. Headwalls shall be constructed of either pre-cast or cast-in-place concrete. No stone and mortar headwalls shall be permitted. Where head walls are not applicable, pre-manufactured flares will be placed on each pipe end.
- I. All season safe sight distance is defined as a line which encounters no visual obstruction between two points, each at a height of 3 feet, 9 inches above the pavement, and 10 feet from the back from the road pavement to

represent the critical line of sight between the operator of a vehicle using the access and the operator of a vehicle approaching from either direction.

**J. Driveway Design features:**

1. Drive way design features for all districts except Residential “A” and Open Space Conservation Subdivisions:

Maximum width at property line	24 feet
Minimum tangent between drives	100 feet
Minimum distance from intersection	100 feet

2. Drive way design features for Residential “A” utilizing both municipal sewer and water and Open Space Conservation Subdivisions:

Minimum tangent between drives	50 feet
Minimum distance from intersection	50 feet

3. Safe sight distance shall be compatible with the maximum speed limit posted on the road:

***SPEED LIMIT (mph) SIGHT DISTANCE (feet)***

15 – 25 MPH	200 feet
26 – 35 MPH	300 feet
36 – 55 MPH	400 feet

- J.** In cases of rear lots with private ways to local streets, the above requirements for minimum tangent between drives and maximum frontage drives shall not apply.

**SECTION VI. EASEMENT AND BOND**

**A.** The applicant shall, at the discretion of the Director of Public Works, be required as a condition of the granting of the Driveway Permit, to provide to the Town of Milford, its successors or assigns, an easement for the purpose of entering upon the premises of the applicant to control or maintain surface drainage on the property and do all things necessary for, and incidental to, such drainage easement in question.

**B.** The applicant may be required to provide a bond to the Department of Public Works for a minimum of \$1,500, or an amount necessary as security for the proper construction of any culverts, piping, ditching or other efforts incidental to and necessary for the proper discharge and control of surface drainage in and around the vicinity of the proposed driveway as well as the proper construction of the driveway entrance both on the property of the applicant or on the property of the Town of Milford as deemed necessary by the Director of Public Works .

**D.** Failure to begin construction within one year of application approval will render the driveway permit null and void. Failure to complete construction within one calendar year from date of posting of bond shall result in the automatic calling of same unless extended by the Director of Public Works.

E. Funds may be withdrawn from the bond by the Town of Milford and applied against the cost of said construction which the Town of Milford is obliged to complete. No funds shall be expended at any site in excess of the amount of the bond pertaining to said site.

## **SECTION VII. SEPARABILITY**

The invalidity of any provision of these regulations shall not affect the validity of any other provisions.

## **SECTION VIII. ENFORCEMENT**

The Milford Board of Selectmen and the Director of Public Works are charged with the power and authority to enforce the provisions of these regulations.

## **SECTION IX. AMENDMENT**

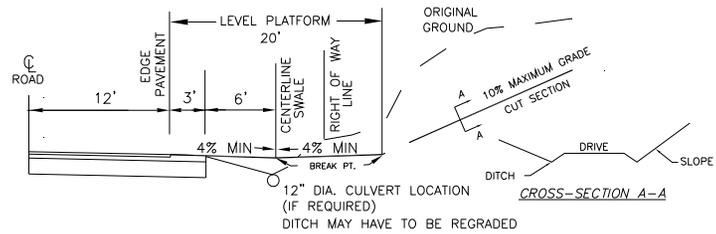
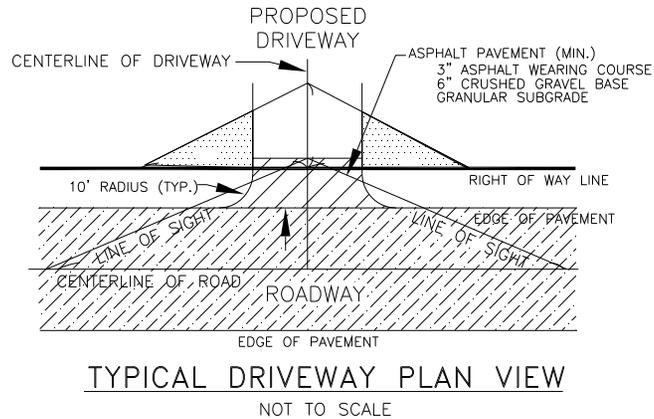
These Regulations may be amended by the Planning Board following a noticed public hearing on the proposed amendment. All amendments will take effect upon approval by a majority of the Board and filed with the Milford Town Clerk.

**SECTION X. APPENDIX**

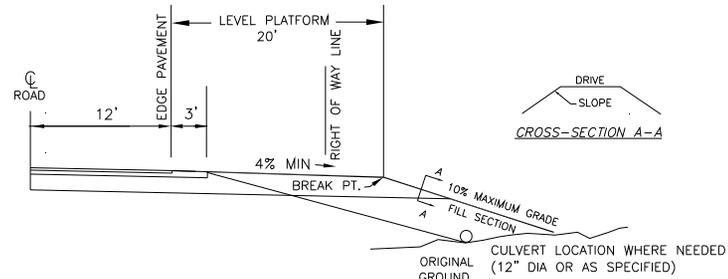
**Figure 1: Driveway Detail**

DRIVEWAY CONSTRUCTION REQUIREMENTS:

1. ALL DRIVEWAYS CONNECTED TO TOWN ROADS MUST BE BUILT AND MAINTAINED BY THE HOMEOWNER OR HIS/HER REPRESENTATIVE IN ACCORDANCE WITH THESE SPECIFICATIONS.
2. DRIVEWAYS CAN NOT DIVERT OR INTERRUPT THE NATURAL OR DITCHLINE FLOW OF RUNOFF. IN MOST CASES, THIS CAN BE ACCOMPLISHED THROUGH THE INSTALLATION OF A REINFORCED CONCRETE PIPE OR CORRUGATED ALUMINUM METAL PIPE CULVERT (12" MINIMUM OR AS SPECIFIED HEREIN) UNDER THE DRIVEWAY WITH PROPER ALIGNMENT AND GRADE.
3. WHERE SHALLOW DITCHLINES EXIST AT THE CREST OF A TOWN ROAD OR NATURAL DRAINAGE COURSES DISCHARGE RUNOFF FROM THE TOWN ROADWAY, DRIVEWAYS MAYBE REQUIRED TO BE DEPRESSED AT A POINT BEYOND THE ROAD SHOULDER TO ACCOMMODATE THE FLOW OF SURFACE WATER. (SEE TYPICAL DRIVEWAY PROFILE DETAILS BELOW).
4. LINE OF SIGHT SHALL COMPLY WITH SECTION V.H OF THESE STANDARDS
5. THERE SHALL BE NO PERMANENT STRUCTURE CONSTRUCTED, BELOW OR ABOVE THE FINISH GRADE, THAT IS CONTAINED WITHIN THE TOWN RIGHT-OF-WAY. IT SHALL BE THE APPLICANT'S RESPONSIBILITY TO DETERMINE THE LOCATION OF THE RIGHT-OF-WAY LINE (PROPERTY LINE).



**TYPICAL DRIVEWAY - CUT CROSS SECTION**  
NOT TO SCALE



**TYPICAL DRIVEWAY - FILL CROSS SECTION**  
NOT TO SCALE

**TYPICAL DRIVEWAY DETAILS**

NOT TO SCALE

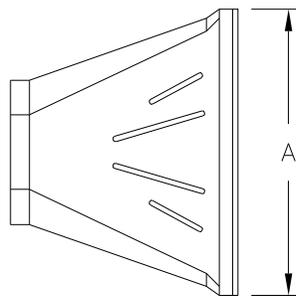
DEPARTMENT OF PUBLIC WORKS

rev. 6/16/08

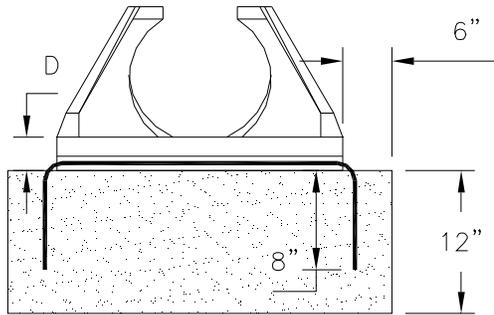
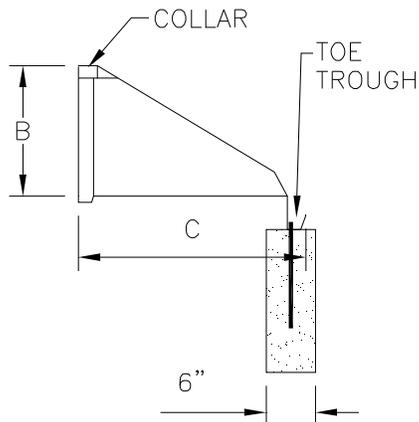


**Figure 2: Flare End Detail**

DIMENSION	PIPE DIAMETER (INCHES)					
	10/12	15	18	24	30	36
A	42	41	49	59.5	88	88
B	14.5	19	22	28	36	43
C	33	34	43	48	63.5	66.5
D	6	6	6	6	6	6



THE INVERT OF THE PIPE AND THE END SECTION SHALL BE AT THE SAME ELEVATION.



CONCRETE ANCHOR WITH REBAR TIE DOWN IN TOE TROUGH.

## FLARED END SECTION – HDPE

HANCOR HI-Q FLARED END SECTION OR EQUAL

JUNE 6, 2002  
SCALE: NONE