



City of Keene, NH

Street Access (Driveway) Permit Checklist & Review Standards

This checklist is intended to assist with filling out the [online Street Access Permit Application](#). It is not required for application submittal. If you have any questions, please call: (603) 352-5440 or email: communitydevelopment@keenenh.gov

- Projects Requiring Review:** Per Article 26.16.3 of the [Land Development Code \(LDC\)](#), a street access permit is required prior to the construction or alteration (e.g. changes to grade, length, or width) of any driveway, entrance, exit, or approach within the right-of-way of any city street, including temporary driveways, except when the driveway or its alteration is approved as part of a subdivision or site plan approved by the Planning Board or Minor Project Review Committee.
- Project Information, Contact Information, and Affidavit forms:** Required information includes the Project Address, contact information for the property owner and the applicant, and a signature or affidavit form for the property owner and the applicant. The contact information for the applicant is required only if the applicant is different than the property owner.
- Project Narrative:** A written project narrative is required for a complete application. The narrative can be typed into the text box on the online application form or uploaded as a separate attachment and should describe the proposed driveway location, dimensions, surface material, and grading/drainage mechanism (if this information is not included on the driveway diagram).
- Location Map:** A map should be submitted showing the general location of the property. The City of Keene's GIS Database (<https://www.axisgis.com/keenenh/>) can be used to create a map.
- Driveway Diagram:** A diagram showing the dimensions and drainage of the proposed driveway should be submitted as part of a complete application. Please note that all proposed driveway designs will need to comply with the standards outlined in the [LDC](#) under Article 9.3, Article 23.5.4, and Article 21.9.2 (for commercial/multi-family driveways only). These sections of the LDC are included as attachments to this document.
- Application Fee:** The application fee for a Street Access Permit is \$50. Checks should be made payable to the *City of Keene*. Credit card payments are accepted in-person or over the phone by calling 603-352-5440. This item is required in order to