



City of Keene, NH

Street Access (Driveway) Permit Application

If you have questions about how to complete this form, please contact the Public Works Department at (603) 352-6550.

SECTION 1: PROJECT INFORMATION

PROPERTY ADDRESS: 	PARCEL SIZE:
	ZONING DISTRICT:
TAX MAP PARCEL #(s): ----- -----	PERMIT TYPE: <input type="checkbox"/> RESIDENTIAL STREET ACCESS PERMIT (for single-family & two-family homes) <input type="checkbox"/> COMMERCIAL & MULTI-FAMILY STREET ACCESS PERMIT <input type="checkbox"/> TEMPORARY STREET ACCESS PERMIT

SECTION 2: CONTACT INFORMATION

PROPERTY OWNER	APPLICANT <i>(If different than property owner.)</i>
NAME/COMPANY: 	NAME/COMPANY:
MAILING ADDRESS: 	MAILING ADDRESS:
PHONE: 	PHONE:
EMAIL: 	EMAIL:
SIGNATURE: 	SIGNATURE:
PRINTED NAME: 	PRINTED NAME:

SECTION 3: SUBMITTAL REQUIREMENTS

LOCATION MAP: This map should show the general location of the property. The City of Keene's [GIS Database](http://axisgis.com/keenenh/) (axisgis.com/keenenh/) can be used to generate a map.

DRIVEWAY DIAGRAM: This diagram should show the dimensions and drainage of the proposed driveway.

FEES: There is a \$50 fee for Driveway Permit Applications. Checks should be made payable to the City of Keene. Credit card payments are accepted in-person or by calling 603-352-5440.

DESCRIPTION OF PROJECT: The proposed design of a driveway will need to comply with the standards outlined in the [Land Development Code \(LDC\)](#) under Section 9.3, Section 23.5.4, and Section 21.9.2 (for commercial/multi-family driveways only). These standards are attached to this application form.

PLEASE PROVIDE A BRIEF DESCRIPTION OF THE PROPOSED DRIVEWAY LOCATION, DIMENSIONS, SURFACE MATERIAL, AND GRADING/DRAINAGE MECHANISM (IF NOT INCLUDED ON THE DRIVEWAY DIAGRAM).

SECTION 4: CITY ENGINEER VERIFICATION

FOR OFFICE USE ONLY

HAS THE ZONING ADMINISTRATOR REVIEWED THE APPLICATION FOR COMPLIANCE WITH THE APPLICABLE ZONING STANDARDS?
(Including but not limited to setbacks, lot coverage, location to the rear of either the front setback or front building line.)

- YES
- NO

DATE OF ZONING ADMINISTRATOR APPROVAL:

DOES THE PROPOSED DRIVEWAY COMPLY WITH ARTICLE 12 OF THE LDC REGARDING HILLSIDE PROTECTION? (If not, the property owner may need to apply for a Hillside CUP.)

- YES
- NO

APPLICATION STATUS:

- APPROVED
- DENIED
- APPROVED WITH CONDITIONS

CONDITIONS:

- NONE
- CULVERT REQUIRED UNDER DRIVEWAY.
- NO DRAINAGE IS TO BE ALLOWED FROM THE DRIVEWAY ONTO THE CITY OF KEENE RIGHT-OF-WAY.
- DRIVEWAY NOT TO BLOCK GUTTER FLOW IN STREET.
- OTHER: _____

EXPIRATION DATE: (Expiration date shall not exceed 2-years from the date of permit issuance.)

FOR RESIDENTIAL STREET ACCESS PERMIT APPLICATIONS:

CITY ENGINEER'S SIGNATURE

DATE

PROPOSED DATE OF DRIVEWAY INSPECTION:

FOR COMMERCIAL STREET ACCESS PERMIT APPLICATIONS:

PLANNING BOARD (PB) CONDITIONAL APPROVAL DATE:

CONDITIONS OF APPROVAL:

PB FINAL APPROVAL DATE:

PB CHAIR'S SIGNATURE:

DATE OF SIGNATURE:

DATE STAMP: