



City of Keene, NH

Street Access (Driveway) Permit Application

PROJECT INFORMATION

PROPERTY ADDRESS:

PARCEL SIZE:

TAX MAP AND LOT PARCEL #(s):

____ - ____ - ____ - ____ - ____
____ - ____ - ____ - ____ - ____

ZONING DISTRICT:

PERMIT TYPE:

- ☐ Residential Street Access Permit (for single-family & two-family homes)
☐ Commercial or Multi-Family Street Access
☐ Temporary Street Access Permit

CONTACT INFORMATION

PROPERTY OWNER

APPLICANT

(ONLY if different than property owner)

Name/Company:

Name/Company:

Mailing Address:

Mailing Address:

Phone:

Phone:

Email:

Email:

Signature:

Signature:

Printed Name:

Printed Name:

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.

☐ **Fee:** There is a \$50 fee for Driveway Permit Applications. Please make checks 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 or multi-family driveways only)

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

If you have any questions about how to complete this form and/or questions about what information should be provided with your application, please contact the City Engineer at the Public Works Department at 603-352-6550.

FOR CITY 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 SHALL BE ALLOWED TO FLOW FROM THE DRIVEWAY ONTO THE CITY OF KEENE RIGHT-OF-WAY
- ☐ DRIVEWAY SHALL NOT BLOCK STORMWATER GUTTER FLOW IN STREET
- ☐ OTHER:

EXPIRATION DATE: (Expiration date shall be 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 & MULT-FAMILY STREET ACCESS PERMIT APPLICATIONS

PLANNING BOARD (PB) CONDITIONAL APPROVAL DATE:

DATE STAMP:

CONDITIONS OF APPROVAL:

PB FINAL APPROVAL DATE:

PB CHAIR'S SIGNATURE:

DATE OF SIGNATURE:

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