

TOWN OF HAMPTON

DRIVEWAY/APRON PERMIT REQUIREMENTS

Driveway Permit Requirements

- General

A driveway or access road serving private property and intersecting with a town road shall be constructed in such a manner that it does not interfere with the existing drainage, movement of traffic or removal of snow from the town road. No person, firm or corporation shall conduct work or make improvements of any kind within a town road or associated right-of-way, including but not limited to clearing, excavating, or grading, until a permit has been obtained from the Director of Public Works or an authorized agent at least 72 hours (about 3 days) prior to the commencement of work.

- Application

Application for a permit shall be made on forms provided by the Director of Public Works and be accompanied by a sketch or drawing showing the proposed work to be done. The sketch or drawing should be in sufficient detail to facilitate an inspection of the work by Town Personnel. The Director of Public Works may require the submission of detailed plans, specifications and other engineering data with the application when deemed necessary. No permits shall be issued unless all prepared work conforms to the requirements outlined in this section and the attached driveway Detail Drawings.

- Completion Time

All proposed construction work shall be completed within 180 calendar days after issuance of the driveway permit.

- Final Approval

No Certificate of Occupancy shall be issued until the Director of Public Works approves the driveway or driveway apron. If it is a time of year that bituminous concrete mix plants are closed, or concrete aprons cannot be installed due to weather, the driveway bond will be held to ensure the work is completed in the

180-day period. Driveway completion bonds shall be in the form of a check in the amount of:

Driveway Apron -- \$3,000.00

Driveway Application -- \$20.00

Bond returned upon completion and approval of Director of Public Works.

- Application Fees and Performance Bond

Required application fees shall be submitted with the applications. In addition, a Performance Bond for the amount determined by the Director of Public Works shall be submitted. No permits shall be issued until the application fee has been paid, and Performance Bond received.

- Inspection

All construction work covered by a Driveway Permit shall be subject to the inspection and approval of the Director of Public Works or his authorized representative. It is the responsibility of the owner to notify the Director of Public Works at least 72 hours (3 days) prior to any paving of the driveway or driveway apron so that an inspection can be made of the gravel base and apron grade. Any driveway or driveway apron that is not found to be in conformance with the requirements in this section shall be reconstructed as required to conform.