



City of Nashua

Division of Public Works
Engineering Department
9 Riverside Street
Nashua NH, 03062
Tel: (603) 589-3120
Fax: (603) 589-3169
DPWpermits@nashuanh.gov

Driveway Permit Application

Minimum of **Three (3)** Days Required for Approval,
Insurance Certificate must be submitted with application.
No fee for this permit.

Date: _____
 Company: _____
 Contact Name: _____
 Phone: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Email: _____
 24 Hr Emergency phone: _____

Insurance Certificate #: _____
 Expiration Date: _____
 Insurance Agency: _____

City Use Only

Start Date: _____
 Expiration Date: _____
 Working Hours: _____
 Additional Conditions: _____

Location of driveway: _____

 Schedule Start Date: _____
 Appx. End Date: _____
 Give a brief description of any alteration to City ROW

 Give a brief description of any alteration on private property:

 Purpose of Work:
 New Driveway (With Approved Plans)
 Existing Driveway: Overlay Only
 Existing Driveway: Remove and Regrade Driveway
 Existing Driveway with alterations to City ROW
 Other _____
 Proposed width of driveway at ROW _____
(Max 24' Width)

Inspector: _____
 Inspector's Phone: _____
 Received Call: Yes No
 Date of Inspection: _____
 Condition Previous to Inspection: _____

 Condition After Inspection: _____

 Close Date: _____
 Comments: _____

MUST CALL INSPECTOR 48 HOURS PRIOR TO PERFORMING WORK, INCOMPLETE APPLICATION WILL BE RETURNED

By signing this application, the Applicant acknowledges that he/she has read and hereby agrees to comply with City of Nashua's Code Ordinance 285: Streets and Sidewalks Article II: Construction and Repair Section 285-13 Ordinance # 0-03-219 and to any other ordinances, special conditions, restrictions, and regulations that may be imposed by the Engineering Department.

Applicant's Signature: _____ Date: _____
 Approved By: _____ Date: _____

Permit is not valid without approved signature, and a City-assigned permit number.

Permit Conditions

1. The Engineering Inspector must be called 48 hours before work is to begin. All work completed in City Rights-of-Way or Easements must be inspected.
2. A Traffic Control Plan (TCP) that follows the Manual on Uniform Traffic Control Devices (MUTCD) standards is required when pedestrian, bicycle, or vehicular travel will be impeded. A minimum 48 hours advanced notice shall be provided for lane closures. A one-week advanced notice shall be provided for street closures and Permittee must notify local residents and businesses. The following City Departments must be notified when a detour is being established:

Engineering	603-589-3120	DPWpermits@nashuanh.gov
Police Dispatch	603-594-3500	
Fire Dispatch	603-594-3637	
Solid Waste Dispatch	603-589-3422	
School Transportation	603-966-1008	Transportation@nashua.edu
Transit System Dispatch	603-880-0100 ext. 1	

3. Parking spaces shall not be obstructed without approval from the Parking Department (603-589-3205 or Parking@nashuanh.gov).
4. The permit holder must have a valid Dig Safe prior to excavation.
5. Construction shall not be permitted on any street that has been paved within the last five (5) years without appropriate approvals.
6. Curbing and sidewalk disturbed by the work shall be restored by the permittee. Removed granite curbing shall be salvaged to the Four Hills Landfill.
7. This permit only applies to the specified work; any alterations require review and approval by the Engineering Department.
8. The Division of Public Works may amend or revoke this permit at any time.
9. Applicant must furnish evidence of general liability insurance in the amount of \$1mil/\$2mil aggregate naming City of Nashua as additionally insured as well as the Certificate Holder before permit is issued.
10. The driveway shall be built in accordance with the most current version of the City of Nashua's Construction Standards, and all applicable City Ordinances.
11. An analysis of a driveway's sight distance shall be required at the discretion of the City Engineer. The analysis shall be in accordance with the rules and standard practices set forth by the State of New Hampshire's Department of Transportation (NHDOT) as well as the AASHTO Policy for the Geometric Design of Highways and Streets. A minimum sight distance of 200ft shall be provided for all driveways. No driveway shall be permitted within 50ft of an intersection.
12. A detailed and dimensioned drawing shall be provided below or attached to this permit depicting the proposed work. The drawing/sketch shall include the distance along the Right of Way, frontage of all property lines, to all adjacent driveways, and to any street intersections. It shall also include the driveway width (24ft Max width at ROW for residential driveways), and the grading as it relates to the City Street (2% minimum to 8% maximum slope).

Diagram for Permit Application

Show diagram of work to be done including location, dimensions details of driveway and name of nearby cross streets

