

## Town of Sugar Hill driveway regulations

1. The following regulations governing the construction and alteration of driveways, entrances, exits, and approaches to public roads under the jurisdiction of the town of Sugar Hill our adopted by the planning board in accordance with RSA 236:13 and 14
2. Permit required. No driveway entrance, exit or approach giving access to any road within the jurisdiction of the town shall be constructed or altered in any way that substantially affects the size and grade of the access within the limits of the public right away without a written permit issued by the road agent
3. Administration. The Road Agent shall administer the permit application process, perform site inspections where appropriate and issue enforcement directions in connection with these regulations.
4. Permit application. A permit application shall be obtained from and submitted to the Road Agent. The application shall contain details concerning the location, size, uses, profile, drainage structures, traffic control devices, and other information as determined by the road agent. Where required by the road agent engineering information concerning the proposed access may be required.
5. Permit fee. A fee as established by the planning board shall be submitted by the applicant to the Road Agent or designee prior to the issuance of the driveway permit to defer the cost of processing the application. The fee will not be required when a culvert in an existing driveway needs to be installed, repaired, or replaced.
6. Scope of review. The Road Agent may approve, with conditions, or disapprove driveway permit applications. In reviewing a driveway permit application the road agent shall consider the safety of the traveling public and requirements of road construction and drainage. Road Agent may prescribe appropriate grading specifications, drainage structures and traffic control devices.
7. Driveway construction standards. All new accesses shall be constructed as follows:
  - a. Driveway shall intersect the road at a 90° angle +/- 15°.
  - b. The driveway shall slope away from the roadway at ¼" per foot for a distance of at least 10 feet to ensure drainage does not enter the roadway.
  - c. A culvert with a minimal diameter of 15 inches shall be installed in the existing roadway ditch. A larger diameter may be required as determined by the road agent to accommodate flow in the ditch.
  - d. Sight distance of 200 feet must be obtained from the driveway to allow safe entrance and exit. This may require clearing of vegetation and trees.
  - e. A driveway should have a minimum width of 12 feet and be appropriately flared at the road entrance to allow safe exit and entrance
  - f. If the driveway is to a paved roadway, the first 20 feet back from the roadway must be paved.
  - g. Any other terms and specifications, deemed by the road agent to be necessary for the safety of the traveling public, protection of the public road and provision of proper drainage
8. Disturbance of public highway or sidewalk. Any public road or sidewalk disturbed during construction of the driveway should be restored to the satisfaction of the Road Agent.

9. Existing accesses. if any driveway entrance, exit or approach to a public road under the jurisdiction of the town of Sugar Hill is or becomes a potential threat to the integrity of the highway or surface, ditches investments, bridges, or other structures, or hazard to the safety of the traveling public by reason of siltation, flooding, erosion, frost, action, vegetative, culvert, improper grade, or the failure of any culvert, traffic control device, drainage structure, or any other feature, the Road Agent may issue an order to the landowner or other party responsible for such access to repair or remove such hazardous condition and to attain any and all permits required thereof. The order shall describe the hazard, prescribe the necessary corrective action or alteration, and set a reasonable time within which the action shall be completed. Such an order shall be sent by certified mail and shall be enforceable to the same extent as a permit issued under the section. If the order is not complete within the time prescribed, the Town of Sugar Hill may take action as necessary to protect the highway, and the traveling public. The owner or other responsible party shall be civilly liable to the town of Sugar Hill for its cost in taking such action.
10. Penalties. Any person who violates these regulations shall be subject to penalties in accordance with RSA 236:14 and shall be liable for the cost of restoration of the roadway to a condition satisfactory to the Road Agent.