TOWN OF JACKSON

OFFICE OF THE SELECTMEN

Driveway Permit Instructions

- Driveway permits are required on State, Town and Private Roads. For State Driveway Permits contact NH DOT District 1: 603-788-4641
- Meet with Road Agent at driveway location, explain any driveway issues and go over specifications.
- Permit will be issued after application is approved and signed by Road Agent and Selectmen
- Contractor to install driveway entrance to final grade and proper specifications before a final certificate of occupancy will be issued.
- Homeowner and Contractor MUST sign the Site Disturbance Notice of Intent (if applicable – SEE SITE DISTURBANCE ORDINANCE)
- Homeowner or Contractor MUST Notify the Selectmen's Office when driveway entrance is installed in its final location to receive a proper E-911 address.
- Road agent will inspect driveway with contractor at site.
- If driveway passes inspection, building inspector will be notified.
- *Please note:* Any Driveway or Private Road that needs a drainage culvert is the responsibility of land owner Per RSA 236:13 VI. All private driveway connections, including structures like culverts, remain the continuing responsibility of the landowner-even if located within the right of way. If any driveway connection threatens the integrity of the highway due to the plugged culverts, erosion, siltation, etc., the Select board or its designee can require the owner to repair it. If the owner refuses to effectuate such repairs, then the town may perform the work and assess the cost to the owner.

DRIVEWAY PERMIT APPLICATION

Town of Jackson
PO Box 268
Jackson, New Hampshire 03846
Phone: 603-383-4223 Fax: 603-383-6980

Date: _____ MAP _____ LOT # _____ Street Name: _____

Property Owner(s) Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Contractor's Name: _____

Contractor's Phone #: _____

Is Property on a Class VI Road: **YES** or **NO** (circle)

Abutters:
Name: _____

Name: _____

THIS SECTION TO BE COMPLETED BY ROAD AGENT:

Size of Culvert Approved by Road Agent: _____

Type of Culvert Approved by Road Agent: _____

Installation of Erosion Stone in ditch line: Yes _____ No _____

Is there proper sight distance? Yes _____ No _____

Is a bridge required for access? Yes _____ No _____

Comments or Conditions:

_____

_____

_____

_____

_____

Revised 12.23.2025

PLEASE READ & SIGN BELOW:

- ***ALL WORK SHALL COMPLY WITH TOWN OF JACKSON'S SITE DISTURBANCE ORDINANCE 4.1.6 (revised 2025)***
- ***HOMEOWNER AND CONTRACTOR MUST SIGN THE SITE DISTURBANCE NOTICE OF INTENT***
- ***HOMEOWNER OR CONTRACTOR MUST NOTIFY THE SELECTMEN'S OFFICE WHEN DRIVEWAY ENTRANCE IS INSTALLED IN ITS FINAL LOCATION TO RECEIVE A PROPER E-911 ADDRESS***
- ***DRIVEWAY CULVERTS: Under RSA 236:13 VI, all private driveway connections, including structures like culverts, remain the continuing responsibility of the landowner-even if located within the right of way. It is immaterial whether the driveway connection pre-dates the town's permit system. If any driveway connection threatens the integrity of the highway due to the plugged culverts, erosion, siltation, etc., the Select board or its designee can require the owner to repair it. If the owner refuses to effectuate such repairs, then the town may perform the work and assess the cost to the owner.***
- ***ALL DRIVEWAYS, NEW OR ALTERED shall comply with the following documents attached hereto: (1) Typical Rural Drive In Fill Section, (2) Typical Driveway Layout, and (3) Proper Culvert Installation.***
- ***ALL DRIVEWAYS, NEW OR ALTERED shall comply with the driveway standards contained in the town's ROAD DESIGN AND CONSTRUCTION STANDARDS (the latest addition available at the Selectmen's Office or at https://www.jackson-nh.org/road-agent-highway)***
- ***This application satisfies the requirements for a driveway permit in the Town of Jackson. It is approved on the basis of information provided by the applicant regarding his or her ownership interest or legal right to utilize the property for this use. The applicant has the burden of ensuring that he or she has a legal right to use the property. The approval of this application in no way relieves the applicant of this burden.***
- ***Homeowner hereby verifies that the proposed driveway does not encroach into the applicable setbacks. Note for example the 15 foot driveway setback from the property line contained in the Town of Jackson, NH Road Standards Exhibit B: Typical Driveway Layout, attached hereto. Homeowner is fully responsible if the driveway creates a setback issue and agrees to hold the town harmless if the driveway creates a setback issue.***

Driveway Permit Fee		**$ 75.00**
All Permits Require a Non Refundable Administrative Fee		**$ 25.00**
	TOTAL FEES	**$ 100.00**

****PLEASE MAKE CHECK PAYABLE TO THE: TOWN OF JACKSON***

Owner(s) Signature: _____ Date: _____

Owner(s) Signature: _____ Date: _____

Road Agent Approval: _____ Date of Approval: _____

Selectmen Approval: _____ Date of Approval: _____

Permits are valid for 1 year from date of issuance.

Revised 12.23.2025

REV 9.18-2025

SITE DISTURBANCE – NOTICE OF INTENT
TOWN OF JACKSON

PO BOX 268
Jackson, New Hampshire
Phone: 603-383-4223 Fax: 603-383-6980

Project Name _____ Date of Notice _____
Map & Lot Number _____ Street Address _____

Property Owner _____ Site Contractor _____
Address _____ Address _____
Telephone # _____ Telephone # _____

Preferred Contact (check one): Property Owner [_____] Site Contractor [_____]

Applicability: This applies to "Site Disturbance", removing "Vegetative Cover", for the purpose of "Land Development" (such the construction of buildings, roads, driveways, lawns, etc.) as defined in the Zoning Ord.

Reason for Site Disturbance: (check all that apply & describe):

Primary Structure Construction: [____] _____
Accessory Structure Construction: [____] _____
Driveway Construction: [____] _____
Septic System Construction: [____] _____
Lawn / Site Grading: [____] _____
Other: [____] _____

Site Disturbance Information: (check all that apply & describe):

Total proposed "Area of Site Disturbance (ASD)" (incl. perm. work, stockpiles, access roads, etc.): _____ sq.ft.
"Average Slope (S)" of natural ground across ASD (elev. difference / horiz. dist. x 100%): _____ %
Is the proposed ASD within the River Conservation District? _____ (Y/N)
Anticipated Start Date: _____ Anticipated Completion Date: _____

Exemptions and Additional Requirements: (check one)

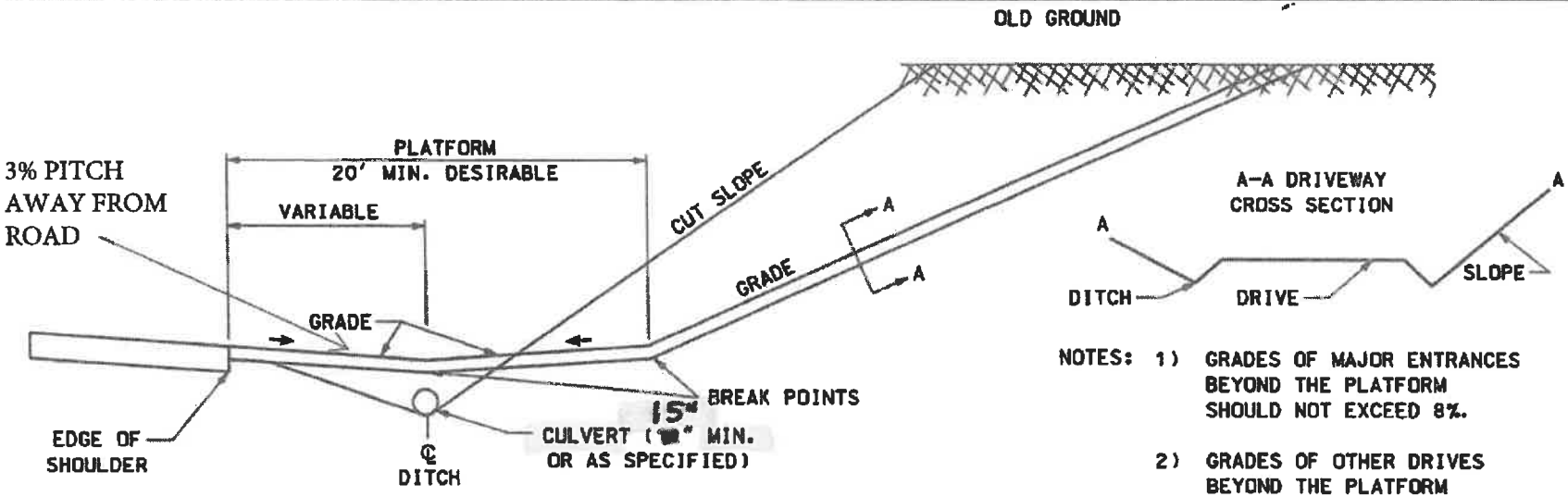
Forestry activities conducted per the provisions of NH RSA 227-J: ..... Exempt [__]
Replacement septic systems where the design flow does not increase and the use does not change..... Exempt [__]
If ASD is less than 7,500 sf or S is less than 5%.... Comply with Minor Site Disturbance requirements (see ordinance) [__]
If ASD is greater than 7,500 sf & S is greater than 5%..... Comply with Major Site Disturbance requirements [__]

Certifications (both required): I hereby attest that a Site Disturbance document has been prepared complying with the Site Disturbance section of the Zoning Ordinance, unless the activity is exempted, and is available on-site during all work, and will be implemented.

Property Owner: _____
SIGNATURE DATE

Earthwork Contractor: _____
SIGNATURE (unless activity is exempted) DATE

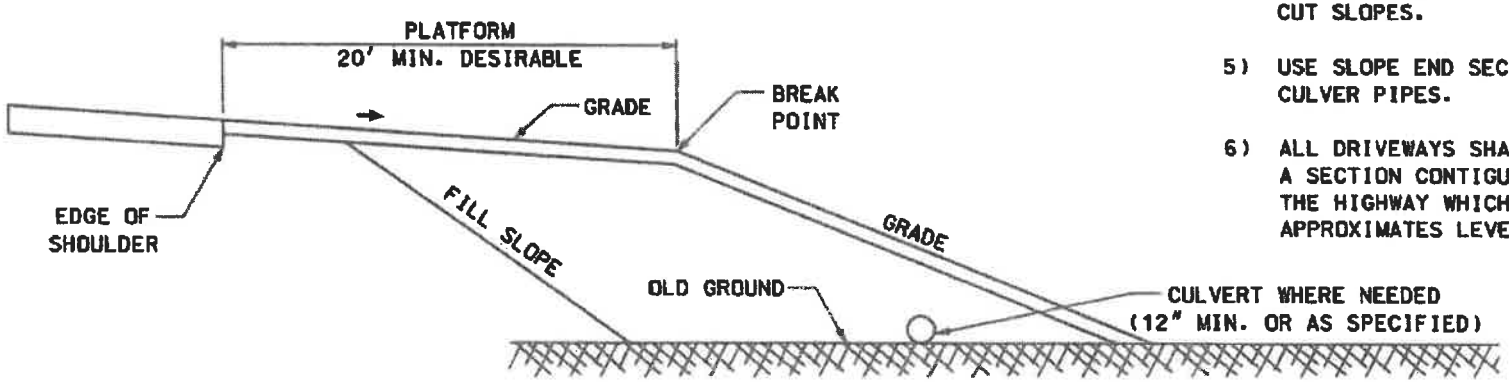
Date of Received: _____ By: _____



NOTES:

1) GRADES OF MAJOR ENTRANCES BEYOND THE PLATFORM SHOULD NOT EXCEED 8%.
2) GRADES OF OTHER DRIVES BEYOND THE PLATFORM SHOULD NOT EXCEED 15%.
3) THE ALGEBRAIC DIFFERENCE BETWEEN TWO ADJACENT GRADES SHOULD NOT EXCEED 10%.
4) DITCHES ARE RECOMMENDED FOR UNCURBED DRIVEWAYS IN CUT SLOPES.
5) USE SLOPE END SECTIONS ON CULVER PIPES.
6) ALL DRIVEWAYS SHALL HAVE A SECTION CONTIGUOUS TO THE HIGHWAY WHICH APPROXIMATES LEVEL GROUND.

TYPICAL RURAL DRIVE IN CUT SECTION

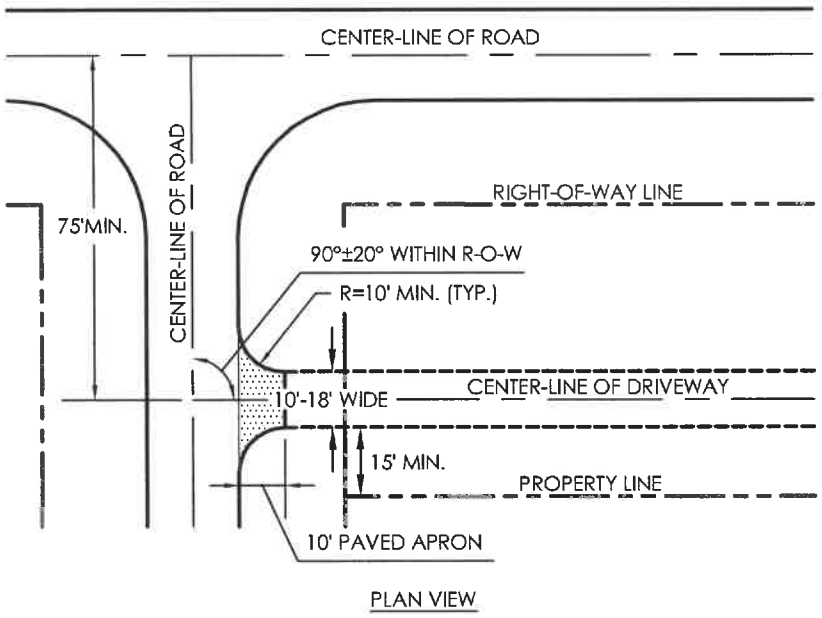


TYPICAL RURAL DRIVE IN FILL SECTION

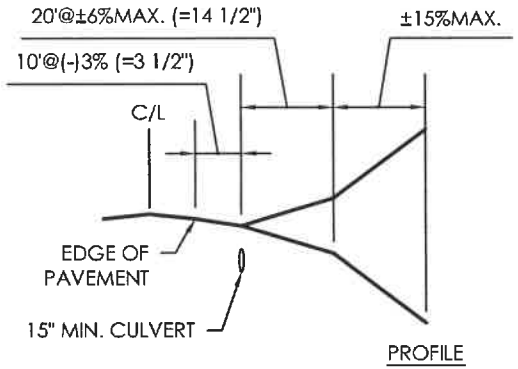
DATE
11/27/2006

DGN
FigureIX

RESIDENTIAL

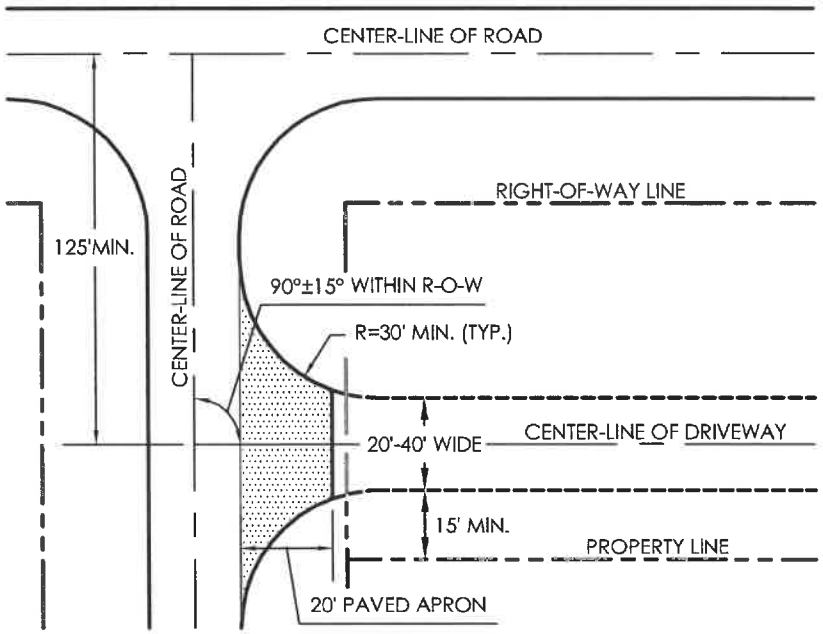


PLAN VIEW

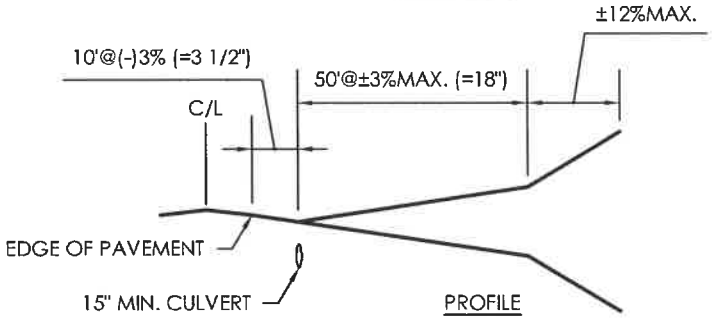


PROFILE

COMMERCIAL



PLAN VIEW



PROFILE

NOTES:

1. BOTH RESIDENTIAL AND COMMERCIAL DRIVEWAYS SHALL COMPLY WITH THE SAME SIGHT-DISTANCE REQUIREMENTS AS SPECIFIED FOR INTERSECTIONS (SEE NARRATIVE).
2. THE ALGEBRAIC DIFFERENCE BETWEEN ANY TWO ADJACENT GRADES IN A DRIVEWAY SHALL NOT EXCEED 9 PERCENT.
3. FOR RESIDENTIAL DRIVEWAYS IN EXCESS OF 500' LONG, 20' WIDE BY 100' LONG SECTIONS SHALL BE SPACED NO MORE THAN 500' APART TO ALLOW EMERGENCY VEHICLES TO PASS.
4. FOR ALL DRIVEWAYS IN EXCESS OF 500 FEET LONG, A TURN-AROUND SHALL BE PROVIDED AT THE DEAD-END TO ACCOMMODATE EMERGENCY VEHICLES (AASHTO SU Design Vehicle).

Town of Jackson, NH Road Standards	EXHIBIT B TYPICAL DRIVEWAY LAYOUT	LATEST REVISION 12/18/2006

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Proper Culvert Installation

By Justin Pelletier, UNH Civil Engineering Student & UNH T² Project Assistant

A culvert is a closed conduit used to allow the passage of water, usually from one side of a road to the other (*see Figure 1*). Use culverts as an effective way of improving drainage and decreasing erosion. While design is imperative, this article will discuss proper culvert installation techniques.

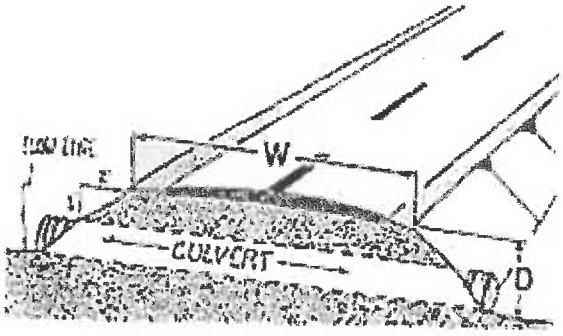

Figure 1 – Road cross-section showing culvert slope (Skorset Place Culverts Correctly the First Time)

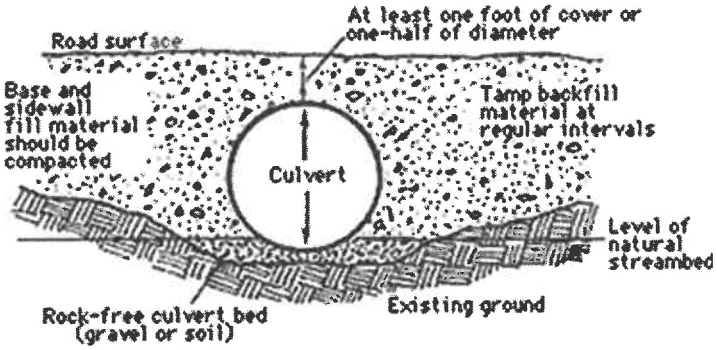

Figure 3: Cross-section of proper culvert foundation backfill and compaction.

Figure 4: Typical Headwall

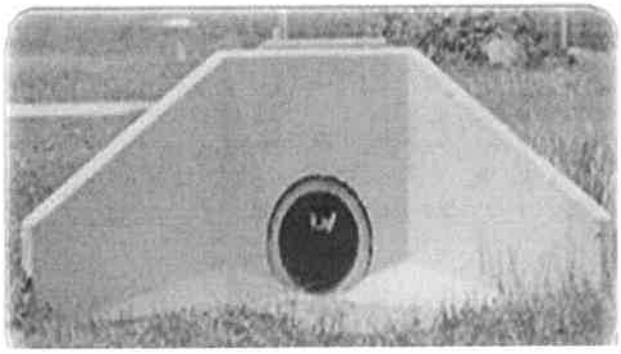

Figure 5: Header with Wing Walls

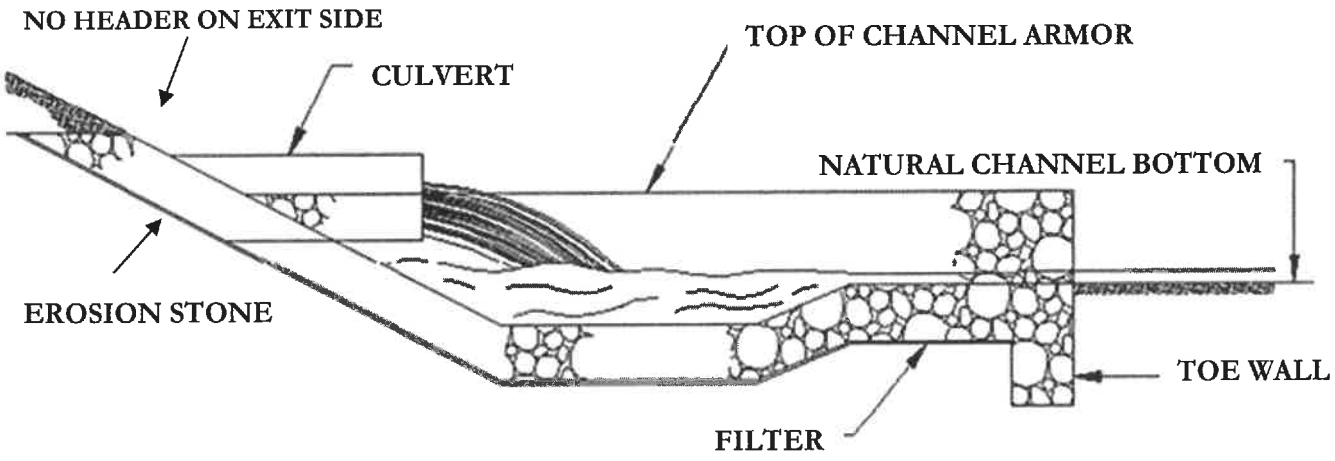

Figure 6: Depressed Type Plunge Basin

8.6 Stopping Site Distance (SSD): (amended 12/18/2006)

6.1 The following minimum stopping site distances shall be provided along alt roads as well as at alt intersections:

	Stopping Site Distance (feet)			
Design Speed (mph)	25	30	35	40
ADT<400	125	165	205	250
ADT>400	155	200	250	305

6.2 For vehicles traveling downgrades of 3 percent or more, the stopping sight distance shall be increased by multiplying it by the following factor:

Longitudinal Grade (%)	3%	6%	9%	12%
SSD adjustment factor	1.03	1.05	1.16	1.27

6.3 For horizontal and vertical curves, the height of the driver's eye shall be 3.5 feet and the height of object 2.0 feet.

6.4 For intersection design, the driver's eye approaching from the minor road shall be located 15 feet from the edge of the traveled way of the major road. Both driver's eye and the object (on the major road) shall be 3.5 feet high measured at the centerline. For residential Driveways, the driver's eye approaching the major road may be located 10 feet from the edge of the traveled way of the major road.

ZONING ORDINANCE – DRIVEWAYS & SITE DISTURBANCE

4.1.5 **Driveways** (added 3/10/2003)

All Driveways must be constructed to comply with standards set by the State of New Hampshire and the Town of Jackson. (See definition of Driveway.)

4.1.5.1 The location and design of Driveways shall minimize traffic hazards and not unduly retard traffic flow in the public right of way.

4.1.5.2 Driveways serving more than one Dwelling Unit shall be designed to accommodate prospective traffic and to meet requirements of the Zoning Ordinance and any additional requirements of the Fire Department.

4.1.5.3 Construction of Driveways shall not result in excess sedimentation, erosion, or the creation of a watercourse where one did not previously exist on neighboring or town property. (Amended 3/11/2003)

4.1.6 **Site Disturbance** (added 3/10/2009; amended 3/10/2015, 3/11/2025)

Any Site Disturbance, Land Development, or activities that alter grades or watercourses shall be designed and performed reasonably to prevent increased rate of run-off, soil loss, or Erosion from the site or lot.

4.1.6.1 Any Site Disturbance requires adherence to the published guidelines. A Site Disturbance Notice of Intent outlining the proposed work must be submitted to the Town prior to the commencement of work so as to minimize Erosion and Sedimentation. However, the preparer of the plan shall be solely responsible for the design.

4.1.6.2 All areas of Site Disturbance and Land Development still in progress at approach of winter shall be stabilized against Erosion and Sedimentation prior to November 15th, to minimize soil depletion and degradation over winter.

4.1.6.3 Before starting any Site Disturbance, a written plan shall be prepared by a qualified person and retained on-site until the site is fully stabilized. The plan shall be available for viewing by the Town or appointed staff at all times. If the plan is not being carried out or not available, the Select Board may stop all work and require the site to be temporarily seeded, mulched, and tackified within one week.

4.1.6.4 Where the Site Disturbance area is less than 7,500 square feet, the plan may include only a copy of the Site Disturbance Design Guidelines attached to certifications by the owner and all retained earthwork contractors stating that the guidelines and ordinance will be followed.

4.1.6.5 Where the Site Disturbance area is greater than 7,500 square feet, and the land surface has a grade greater than 5% a Certified Professional in Erosion and Sediment Control (CPESC), or a professional engineer licensed in New Hampshire shall prepare a grading, drainage, and erosion-control plan drawn at a scale not less than 1-inch equals 40 feet and at a contour interval not more than 2 feet. The plan shall be attached to certifications by the owner and all retained earthwork contractors stating that the plan and ordinance will be followed.

4.1.6.6 Retaining walls and boulder-retained slopes steeper than 2:1 and with an exposed face greater than eight vertical feet shall be designed by a professional engineer licensed in New Hampshire.

4.1.6.7 The Select Board or its representatives may relax the plan requirements or require amendments to the plan where it is found to not be performing reasonably.

Town of Jackson

Design Guidelines for Compliance
Section 4.1.6 Site Disturbance
Zoning Ordinance

1. General Considerations:
    a. Existing natural and topographic features, including vegetative cover and runoff flow paths and types, should be preserved to the greatest extent possible. In the event that extensive amounts of vegetation are removed, plans should call for replanting with indigenous vegetation to maximize soil stabilization and prevent Erosion.
    b. The Site Disturbance should be kept to the smallest area needed to complete the work.
    c. Consider keeping the maximum height of all new cutting or filling at no more than 15 feet, measured vertically, above or below Natural Ground Surface at any point. Where a cut slope (steeper than 5:1) is within 40 feet horizontally of a fill slope (steeper than 5:1), consider keeping the maximum height of the combined slope at no more than 20 feet, measured vertically.
2. Minor Site Disturbances: Following are suggested methods for dealing with projects that involve minor Site Disturbance (areas less than 10,000 square feet where slopes are no more than moderate).
    a. *Install Silt Fencing*: Silt fencing should be installed immediately below the Site Disturbance. Silt fence should be installed approximately parallel to the contours with the ends hooked uphill.
    b. *Divert Runoff Around Work Area(s):* Flow from above the work area should be diverted around the Site Disturbance and either re-distributed using level spreaders or returned to its original channel depending on the original flow type (e.g., sheet flow or concentrated flow). Level spreaders should be constructed by cutting into the existing ground, not by filling.
    c. *Stabilize Idle Work Areas by Mulching or Establishing Vegetation:* Where areas of exposed soil are not to be worked for a period of two weeks or longer, or when a significant rainfall event is forecast, the plans should call for stabilization with mulch unless temporary vegetation has been established. Mulch should be straw applied at a rate of two bales per 1,000 square feet and anchored with netting, tackifier, or other reliable measures. Temporary vegetation is considered established when it covers 75-percent of the soil surface (evenly distributed).
    d. *Use Sediment Basin where Dewatering is Required:* If dewatering pumps or drains may be called for, sediment-laden water should be discharged to a temporary sediment basin. The basin should be at least 1.5 feet deep, have a surface area of at least 25 square feet per 100 gallons per minute of inflow, have a length to width ratio of 2:1 or greater, have its outlet at or above its normal depth, and should discharge in a manner that does not cause Erosion.

e. *Re-Established Pre-Development Flow Conditions:* Where the construction must create a permanent diversion around work area, plans should call for one or more permanent level spreaders to be used to re-distribute the channelized flow below the permanent construction. Permanent level spreaders should be constructed by cutting into the existing ground.

f. *Stabilize Channels with Erosion Control Matting or Stone:* The bottom of all new temporary and permanent channels should be stabilized with an erosion control mat, a turf reinforcement mat, or NHDOT Class C Stone fill set on a medium strength non-woven geotextile. Check dams, spaced no greater than five vertical feet, should be installed in all channels that are not stone lined.

g. *Re-Established Vegetation:* Plans should call for all Site Disturbance that is not covered with hard surfacing (e.g., structures, pavement, stone, etc.) to be spread with loam at least four inches deep, and seeded and mulched, sodded, planted, or a combination thereof.

h. *Stabilize Steep Slopes with Erosion Control Matting:* Plans should call for all permanent slopes steeper than 3:1 to be permanently stabilized with an erosion control mat or a turf reinforcement mat installed complying with the manufacturer's written instructions. Earthen cut and fill Slopes should not exceed 2:1.

i. *Stabilize Prior to Winter:* Plans should call for all Site Disturbance to be stabilized as described in the above paragraphs prior to November 15th.

j. *Remove Sediment and Temporary Measures:* Plans should call for the removal of trapped sediment and temporary erosion control measures upon permanent stabilization. Permanent stabilization means that vegetation covers at least 75-percent of the soil surface (evenly distributed).

3. Major Site Disturbances: The following additional suggestions are offered for projects that involve major Site Disturbance (areas of 10,000 square feet or more or/and slopes are more than moderate)

   a. *Submit a Hydrologic Analysis:* It may be helpful to prepare a hydrologic analysis to assure that the proposed work will not increase the peak rate of runoff above that of the existing conditions. The analysis should include a brief narrative summarizing the methodology and results. Calculations may be prepared for both the 2-year and 25-year return period using the Natural Resource Conservation Service's (formerly SCS) TR-20 methodology.

   b. *Submit an Erosion and Sediment Control Plan:* A project-specific Erosion and Sediment Control plan of the proposed Site Disturbance area and 50 feet beyond it may be helpful in determining if the project has been designed reasonably and will be performed reasonably as required by Section 4.1.6 of the Zoning Ordinance. If such a plan is thought to be of value it should include the following:

      i. Existing and proposed topography (including proposed permanent site features such as structures, driveways, septic systems, retaining walls, etc.) with a two-foot contour interval.

      ii. Specific methods that will be used to control Erosion and Sedimentation, soil loss, and stormwater runoff, both during and after construction.

iii. Construction access routes and methods to minimize sediment tracking from construction vehicles.

It is best to have such a plan prepared and stamped by a professional engineer licensed in New Hampshire or a Certified Professional in Erosion and Sediment Control certified by CPESC, Inc. The board of selectmen (or their representatives) will generally review the design using the "Stormwater Management and Erosion and Sediment Control Handbook for Developing Areas in New Hampshire", prepared by the NHDES, RCCD, and USDA SCS, dated August 1992, or a later version (if any) in determining if the reasonably designed and performed criteria of the Zoning Ordinance have been met. Other standards or guidelines may be considered where they are appropriate to meeting the criteria.

c. *Narrative:* It is often helpful to submit a concise narrative describing the effect of the proposed development on abutting properties, roads, water bodies, wetlands and other significant existing features in the vicinity of the project. Further, it may be helpful to have the narrative prepared by a professional engineer licensed in New Hampshire or a Certified Professional in Erosion and Sediment Control certified by CPESC, Inc.