

DRIVEWAY PERMIT APPLICATION INFORMATION SHEET

1. Applicability

Any driveway built in Unity after April 1, 1995 requires a DRIVEWAY PERMIT. A driveway may serve up to three principal structures (e.g., house) and/or lots. An accessway serving more structures or lots is considered a road and requires a ROAD CONSTRUCTION PERMIT.

2. Driveway Requirements

A new driveway that is over 150' in length and that serves a year-round residence requires one of the following: a) a 12' travel way, a 12" gravel base, and a suitable place for a firetruck to turn around; or b) a signed statement from the Fire Chief stating that the proposed driveway appears adequate for emergency vehicle access. *NOTE: A new driveway that is shorter than 150' or that doesn't serve year-round residence is exempt from this requirement.*

New driveways built in the Rural District that intersect with a public road must be separated 200'—on average—from accesspoints created by other driveways and roads. (EXAMPLE: No more than three driveways and/or roads may be located along one side of a 600' stretch of public road in the Rural District). This requirement can be satisfied in a number of ways, including:

- a. if the proposed driveway serves a lot that has at least 200' frontage;
- b. if the proposed driveway serves 2 or 3 lots which together have at least 200' frontage;
- c. if the proposed driveway serves a lot that is part of an approved subdivision (created after April 1, 1995), and does not exceed that subdivision's plan for the number of driveways;
- d. if the applicant proposing the driveway meets the average separation requirement through agreement with neighboring property owners. *EXAMPLE: If an applicant wanted to run both a driveway and a new road through a lot he/she would need 400' of frontage. If the lot only has 300' of frontage, the additional 100' might be obtained from a neighboring lot with 800' frontage. This could be done without any transfer of land, as long as a deed notation is placed on the neighboring property saying that it now has 700' (rather than 800') available for road accesspoints.*

3. Application Procedure

An applicant shall submit a DRIVEWAY PERMIT APPLICATION and a \$20.00 fee to the Town Clerk. The CEO shall contact both the applicant and the Road Commissioner to schedule a site visit. A permit shall be issued jointly by the CEO and Road Commissioner if the requirements of Unity's *Land Use Ordinance* are met.

**TOWN OF UNITY
DRIVEWAY PERMIT APPLICATION**

DIRECTIONS: Consult DRIVEWAY PERMIT APPLICATION INFORMATION SHEET. Submit completed application to the Town Clerk with \$20.00 fee. The CEO will contact you to arrange a site visit.

1. APPLICANT

Name: _____
Address: _____
Telephone(s): _____

APPLICANT is (check one) _____ land owner _____ authorized agent
If applicant is not the land owner, he/she should bring to the Planning Board meeting a signed statement authorizing the applicant to act on the land owner's behalf.

2. LOCATION

Proposed driveway will access _____ *List name of road.*
Proposed driveway will serve: _____ 1 lot _____ 2 lots _____ 3 lots *Check one.*
Tax Map _____ Lot (s) _____, _____, _____
Consult Tax Maps at Town Office to obtain this information.

3. INFORMATION ABOUT PROPOSED DRIVEWAY

- a. Will the driveway be over 150' long and serve a year-round residence?
_____ YES _____ NO
- b. Will the driveway access a public road in the Rural District?
_____ YES _____ NO

If YES, which method will you use to satisfy the requirement that driveway and road accesspoints be separated 200' (on average)? *Check one.*
_____ the driveway serves a lot that has no more than one accesspoint for every 200' of frontage;
_____ the driveway serves lots which together have no more than one accesspoint for every 200' of frontage;
_____ the driveway serves a lot that is part of an approved subdivision (created after April 1, 1995);
_____ the driveway meets the 200' average separation requirement through agreement with neighboring property owners.

TO BE COMPLETED BY TOWN CLERK:

Application # _____ Date received _____ Date forward to CEO _____

TO BE COMPLETED BY CEO & ROAD COMMISSIONER (RC):

ACTION: _____ approved _____ denied _____ approved with conditions
CONDITIONS (if any): _____
REASONS FOR DENIAL: _____

Signature (CEO): _____ Signature (RC): _____