



CITY OF PORTSMOUTH  
DEPARTMENT OF PUBLIC WORKS (DPW)  
**DRIVEWAY RULES AND PROCEDURES**

The purpose of a driveway permit is to secure access from a private property to the public right-of-way. It is required when a new access is requested or an existing access is being altered. The repaving of an existing driveway in-kind does not require a permit.

**1.0 Driveway Permit Application Process:**

- 1.1 The applicant shall apply for a permit online through the City's permitting center at: <https://portsmouthnh.viewpointcloud.com>.
- 1.2 At time of application, the applicant shall provide a detailed sketch or plan showing information as outlined below:
  - Address of property
  - Location of proposed curb cut
  - Proposed width of driveway
  - City right-of-way line
  - Edge of pavement
  - Any existing sidewalks and curbing (and existing crosswalk, if any)
  - Nearby drainage structures
  - Elimination or relocation of existing parking spaces
  - Grade changes
  - Nearest structures with dimensions
  - Neighboring driveway cuts with dimensions
  - Traffic control devices (traffic signals, stop signs, etc.)
  - Nearby trees, fire hydrants, fences, hedges, etc. (with dimensions)
  - Nearby utility poles (include pole number)
  - Posted speed limit on street
  - Only PDF format will be accepted
- 1.3 Cost for the construction of driveway aprons in the city's right-of-way is the responsibility of the homeowner.
- 1.4 Sketch or plan will be uploaded at time of application through City's permitting center at: <https://portsmouthnh.viewpointcloud.com>
- 1.5 The permit will be approved and printed through the City's permitting center at: <https://portsmouthnh.viewpointcloud.com>
- 1.6 Effective July 1, 2017 a permit fee of \$50.00 will be charged.
- 1.7 Applicant is required to contact DPW for a final inspection after construction is completed.

## **2.0 Prior Approvals:**

- 2.1 Commercial and/or Industrial driveways, approved by the Planning Board as part of the site review process, do not require a permit through DPW.

## **3.0 Specifications:**

- 3.1 Sketch or plan must meet requirements outlined in this section.
- 3.2 Curb cut locations for new driveway installations shall be selected to most adequately protect the property owner and the safety of the traveling public (both pedestrian & vehicular) in all seasons of the year. The proposed driveway shall provide a safe, independent and direct access through its own lot frontage to a public street. In cases where a proposed driveway is to be shared by two or more lots, or where warranted by traffic flows or adverse topographic conditions, the Director of Public Works may elect to have the application reviewed by such other committees or boards as he deems appropriate and/or necessary. All shared driveways shall be improved to accommodate two-way traffic flow and shall be established by an easement. The easement shall address maintenance responsibilities.
- 3.3 Driveways shall not interfere with the free flowing drainage in the gutter line or roadside swales. Driveways shall be graded in accordance with the typical driveway sections (see below). If a cross culvert is deemed necessary, the installation and maintenance shall be the property owner's responsibility.
- 3.4 Driveways shall be located in accordance with Portsmouth Zoning Ordinance and approved site plans. Expansion of a driveway or parking on a parcel must also conform to the Portsmouth Zoning Ordinance.
- 3.5 Circular driveway designs shall conform to these specifications unless approved by the Parking and Traffic Safety Committee.
- 3.6 Drive openings shall be a maximum of 24 feet wide and a minimum of 10 feet wide at the property line in residential zoning districts.
- 3.7 No driveway shall intersect the street at less than a 60 degree angle or have a grade in excess of 10%.
- 3.8 Stopping sight distance (SDD) should generally be determined in accordance with the latest version of the American Association of State Highway and Transportation Officials (AASHTO) publication, "A Policy on Geometric Designs of Streets and Highways". Minimum required stopping sight distance must be based on the design speed, observed 85<sup>th</sup> percentile speed, or posted speed limit (whichever is highest) of the major street. The decision point on a minor approach should be 14.5 feet from the edge of the major road travel way. The sight line distance should be measured along the roadway. The sight lines must not cross over private land unless under the applicant's control. Stopping sight distance is measured from an eye height of 3.5 feet to an object height of 2 feet above street level. The 2 foot object should be at the driveway side edge of the travel lane. For speeds of 20 mph on a level roadway, a

minimum stopping sight distance of 115 feet is needed. For speeds of 30 mph, a minimum SSD of 200 feet is needed. The City reserves the right to require greater distances where hazardous conditions exist.

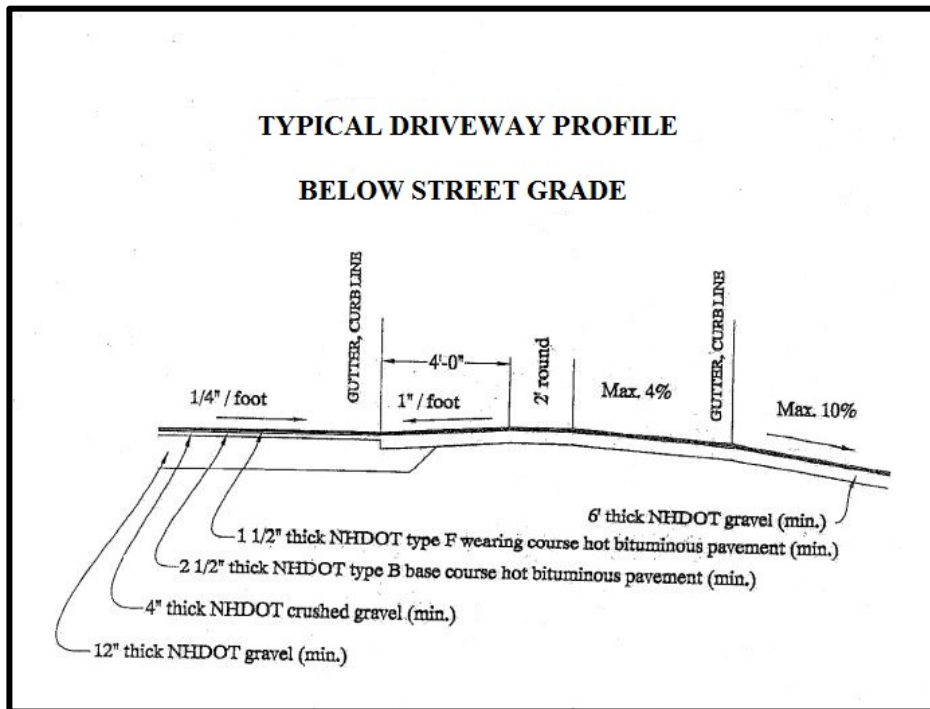
3.9 No driveway shall be located within 30 feet of a street intersection. When installing a new driveway cut through an existing sidewalk, applicant shall:

- Reset granite curbing and sidewalks to appropriate tip downs (1":12") or 8% max grade. Also refer to the Americans with Disabilities Act (ADA).
- Back the curbing up with concrete on the street side.
- Adequately compact the crushed gravel in the reshaped driveway apron. If the driveway apron is in the right-of-way, it shall be asphalt surfaced.
- Reinstall the sidewalk material (concrete, asphalt, brick) to its original depth, with proper transitions into adjacent sidewalks.
- Install good screened loam, re-seed disturbed areas, and maintain until turf is established.
- Corner radii shall be 3 feet unless approved as otherwise, and shall not encroach on abutting parcels.

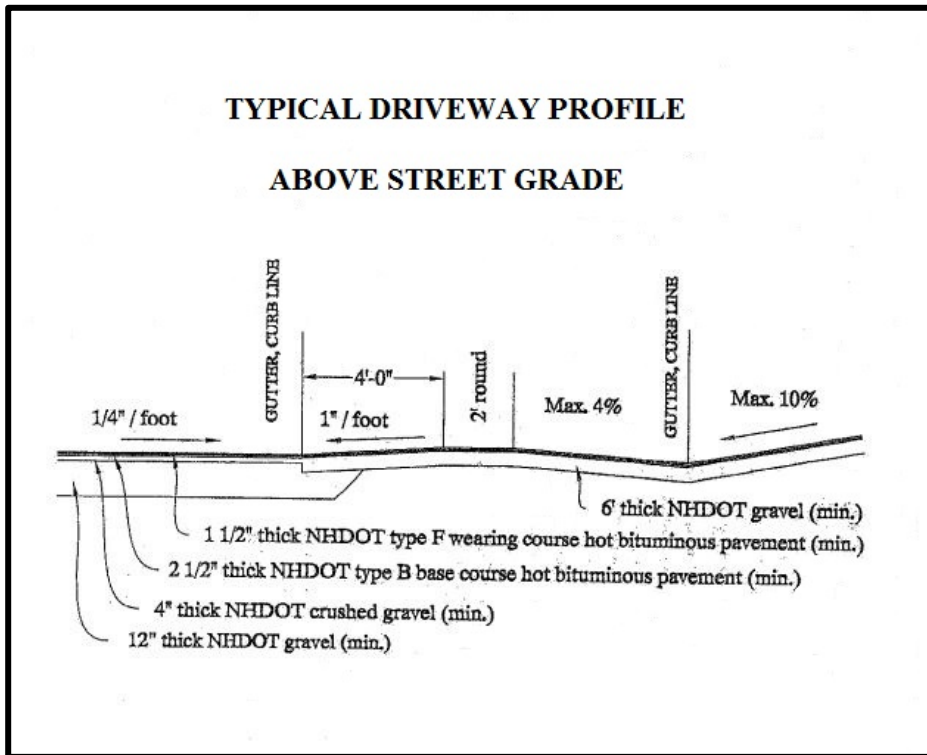
3.10 Excavated granite curbing, bricks, pavers, cobblestones, etc., are the property of the City of Portsmouth and shall be delivered to the Public Works Facility or as designated by the Director of Public Works.

#### 4.0 Typical Driveway Profiles:

##### 4.1 Below Street Grade Profile



4.2 Above Street Grade Profile:



5.0

**Notes:**

The City of Portsmouth reserves the right to deny any permits when:

- Proposed driveway does not conform to the requirements of the Portsmouth Zoning Ordinance;
- Proposed driveway does not conform to the Driveway Specifications that are part of this permitting process; or
- Proposed driveway would present an unreasonable safety risk to the public.

Please contact the following City staff member for questions:

**Dave Desfosses**

**Department of Public Works**

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