



Department of Public Works  
 10 Muzzey Road  
 Hollis, New Hampshire 03049  
 Tel. 465-2246 FAX 465-3247  
[tombayrd@hollisnh.org](mailto:tombayrd@hollisnh.org)  
[bhill@hollisnh.org](mailto:bhill@hollisnh.org)

**If your driveway is on one of these roads, you'll need to contact the State for a driveway/paving permit.**

ASH (from town square to Broad St),  
 BROAD ST - RTE 130, DEPOT RD,  
 MAIN (runs into Pepperell Rd),  
 MONUMENT SQUARE,  
 PEPPERELL RD - RTE 122,  
 PROCTOR HILL RD - RTE 130,  
 RUNNELLS BRIDGE - RTE 111,  
 SILVER LAKE RD - RTE 122,  
 SOUTH DEPOT - 111A,  
 WEST HOLLIS RD

**NOTE: IF A MAILBOX EXISTS, IT MUST HAVE A 3' X 10' APRON EVEN IF LOCATED ON OPPOSITE SIDE OF THE STREET.**

Proposed Driveway Location: Street \_\_\_\_\_ Map # \_\_\_\_\_ Lot # \_\_\_\_\_

Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Land owner, if different from above: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ DaytimePhone \_\_\_\_\_

Name & Telephone Number of Paving Contractor \_\_\_\_\_

**Driveway Permit for** (circle one): Residential / Commercial / Alteration / Repair / Relocate / Repave / Temp Access

As the landowner, or agent, I hereby agree to the following conditions:

1. To construct entrance only for the bona fide purpose of securing access to the property.
2. To construct the entrance at proposed location indicated on the approved Septic plan, in accordance with all town statutes and all provisions of the Driveway Permit conditions and standard drawings for entrances as issued by the Hollis Public Works (if new driveway/home, septic plan must accompany this application).
3. To hold the Town of Hollis and it's duly appointed agents and employees not liable against any action for personal injury and/or property damage sustained by reason of the exercise of the Town Driveway Permit.
4. To furnish and install drainage structures that is necessary to maintain existing highway regardless of the location.
5. On a daily basis, to leave the highway right-of-way of the Town of Hollis free from all debris such as stones, earth and brush resulting from construction of such driveway.
6. **To post permanent street numbers, prior to start of construction, three (3") inches high, visible from either direction, as per the attached numbering ordinance to assist emergency personnel.**
7. **It is understood that this Permit must be applied for at least 3 working days in advance to allow time for inspection to determine scope of work. No work, other than standard driveway repaving will be performed until this permit has been completed and returned to the Applicant and/or Owner as indicated below.**
8. If application is for existing driveway paving or re-paving only, please contact the office once completed for inspection.
9. Should driveway paving/repaving inspection fail, applicant will be required to repair per Town Regulations.
10. For new, relocated or temp access driveway permits, an acknowledgment notice will be mailed back to you at the address you listed above with specific conditions of the permit if required.
11. **NO water from driveway shall exit onto roadway per Town Regulations.**

Pursuant to RSA 236:13 and regulations adopted hereunder, I apply for permission to construct a driveway entrance as described in this permit. I have read and understand the conditions of this application as described above and on Page 2. I have also received a copy of the Road & Driveway Specs which include the Guidelines for Construction and Mailbox Installation Policy.

Signature of Owner or Agent \_\_\_\_\_

Printed Name \_\_\_\_\_

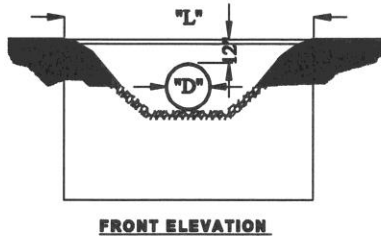
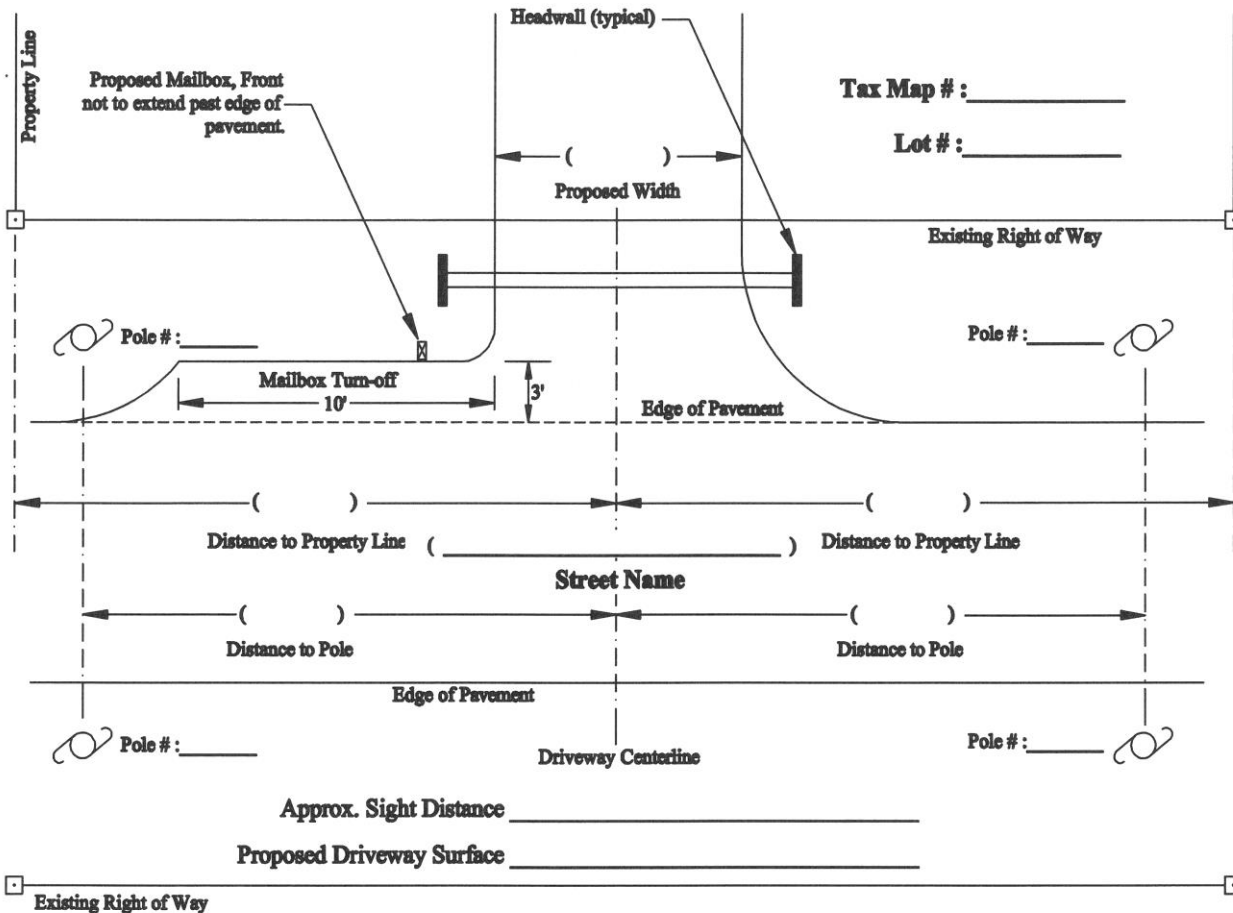
Submit this application with a check made payable to the Town of Hollis to begin the process.

**The fees are \$50.00 for a NEW driveway and \$25.00 for an existing driveway.  
 Please mail to: Hollis DPW, 10 Muzzey Road, Hollis, NH 03049**

If you have any questions, please call the DPW at 603-465-2246.

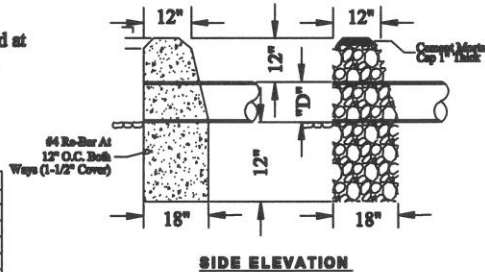
Must be filled out by applicant

## DRIVEWAY SPECIFICATIONS BASE PLAN



**\*\*NOTE\*\***  
Rip Rap Stone to be installed at inlet and outlet where slope conditions exist.

PIPE SIZE "D"	HEADWALL "L"
12"	7'-0"
15"	8'-0"
18"	10'-0"
21"	11'-0"
24"	12'-0"
30"	15'-0"
48"	21'-0"



### FIELD STONE MASONRY AND CONCRETE HEADWALL

NOT TO SCALE

## Town of Hollis, NH Driveway Permit

Date: March 28, 2007

Scale: NTS

# Town of Hollis

## Department of Public Works

### Guidelines for Driveway Construction

NOTE: These conditions DO NOT replace the Residential Driveway Permit Regulations, but are meant to instruct the Applicant on what is expected to receive a Driveway Permit.

1. All driveways shall be constructed to conform to typical driveway sections and details for the town of Hollis, NH
  2. All new driveways must have an all-season sight distance depending on the speed limit of the area. (See table)
  3. There shall be only one (1) point of access/egress per lot. See Page 1 of the Regulations for possible exceptions.
  4. All mailboxes will be placed on the left upon entering the property to facilitate municipal snow removal (location must be approved by Postmaster). All mailboxes, wherever the location including off site structures, shall have an apron to be constructed as shown in the Regulations. The mailbox will be set so the front of the box is no closer than the back of the mailbox apron.
  5. Driveways shall be a minimum of ten (10') feet in width. Entrances shall flare as it approaches the pavement to a maximum width of thirty (30') feet measured at the existing edge of roadway excluding the mailbox apron.
  6. If wetlands are crossed or infringed upon, a dredge and fill permit shall be required from the State Wetlands Board.
  7. Where required, culverts shall be a minimum of fifteen (15") inches in diameter and shall be constructed of corrugated metal, reinforced concrete, high density polyethylene pipe or approved equal. The driveway will have a minimum 3-foot shoulder on each side where it meets the culvert.
  8. Headwalls shall be constructed of stone rubble and mortar, pre-cast concrete or approved equal and installed at both ends of the culvert. All headwalls shall be constructed to the same elevation as the driveway. The depth of the culvert shall determine the width of the headwall.
  9. The driveway shall slope away from the edge of the roadway at a slope of 3% for a distance of twenty (20') feet. Driveways with an asphalt berm shall require a consultation with the Director of Public Works or his Agent.
  10. All Driveways bases shall be constructed of 12 inches of bank run gravel & 4 inches of crushed finish gravel.
  11. On all paved roads, new driveways require an asphalt apron from the road to the property line, and shall be constructed of a minimum of two (2") inches of basecoat and one (1") finish coat with emulsion applied at the joint with the road.
  12. The slope of all new driveways shall not exceed 8%. This standard shall not apply to driveways of non-occupancy structures (reference Town of Hollis Residential Driveway Permit Regulation as attached.)
  13. Driveway side slopes (4:1 to 6:1) are required to minimize hazards to vehicles that leave the driveway for any reason.
  14. All driveways shall intersect the town's roadway at a perpendicular angle to the centerline of each.
  15. Driveways not completed at the time of the Issuance of the Certificate of Occupancy shall require the Owner/Agent to file a cash bond or check to cover satisfactory completion. The cash bond shall be based on the following stipulated values:
    - Pavement Completion, including aprons \$1500.00.
    - Culvert Completion \$1000.00 each
    - Headwall Completion \$1000.00 each
    - Excavation & Filling \$500.00
    - Loam, Seed and Establish Growth \$500.00
    - Finish Asphalt \$500.00.
- These fees shall not be combined with any other payments to the Town of Hollis.
16. The Director of Public Works may make changes prior to issuance. Any adjustment after issuance must be in writing, prior to any action taking place.
  17. Driveway Permits are valid for 2 years. A permit will be considered void if no activity has begun within 6 months.

revised 12-29-15

# ***MAIL AND NEWSPAPER DELIVERY BOX*** **INSTALLATION AND MAINTENANCE POLICY**

## **1. PURPOSE:**

- a. The purpose of this policy is to allow the placement and maintenance of mail and newspaper delivery boxes (hereinafter jointly referred to as mailbox) within the right-of-way of public roads in such a manner that does not interfere with the safety of the traveling public and ability of the Public Works Department to perform road maintenance.

## **2. AUTHORITY:**

- a. The authority of the Board of Selectmen to adopt this policy is derived from RSA 41:11.

## **3. GENERAL:**

- a. The location and construction of mailboxes shall conform to the rules and regulations of the United States Postal Service, American Association of State Highway and Transportation Officials and standards established by the Town of Hollis. The potential for disabling injury and the resulting civil action is reduced when mailboxes are installed using approved methods and materials that are designed for highway safety. The Town of Hollis shall not be held responsible for damages incurred by mailbox installations.

## **4. MAILBOX DESIGN:**

- a. Mailbox shall be U.S. Postal Service Approved.

## **5. MAILBOX APRON:**

- a. A mailbox apron shall be constructed when installing or upgrading a driveway. Minimum dimensions are 3' wide and 10' long. This apron shall be paved on all paved roads and graveled on gravel roads. Aprons will be required to meet same specifications as driveways. Mailbox, apron installation and maintenance are the responsibility of the homeowner. The driveway apron may be considered part of the mailbox apron, if applicable.

## **6. MAILBOX LOCATION:**

- a. All mailboxes shall be located on left side of driveway upon entering, unless mail is delivered on opposite side of roadway (Refer to Post Office).
- b. Streets with dual directional delivery shall not have mailboxes located directly opposite each other. Dual directional delivery is not recommended by the Hollis Department of Public Works.
- c. Mailbox installations shall not block driveway sight distance.

## **7. MINIMUM SET BACK REQUIREMENTS:**

- a. Paved road with no curbing - the mailbox post shall be located no closer than 5' to the paved edge of the road and the mailbox face shall be no closer than 3' to the paved edge of the road.
- b. Paved road with curbing - the mailbox face shall be 12" behind traffic face of curb or 8" behind curb whichever is greater.
- c. Road with sidewalk - no mailbox is to be located on a sidewalk. Existing mailboxes placed in the sidewalk at the effective date of adoption or amendment of this policy may remain in place and shall be non-conforming. Future replacement of non-conforming mailboxes shall not be permitted unless there is no other practical solution.
- d. Gravel road - the mailbox post shall be no closer than 5' to the graded travel way. The mailbox face shall be no closer than 3' to the graded travel way.
- e. Guardrail - if a mailbox is located in the vicinity of a guardrail it shall be placed behind the guardrail.

- f. Setbacks - distances are minimum requirements and it is recommended that setbacks be increased whenever possible.
- g. Minimum setbacks – setback and location may be adjusted due to physical barriers “stone walls, culverts, etc.” Contact Director of Public Works.

**8. MAILBOX POST, STRUCTURE AND DESIGN:**

- a. Wood post should not exceed 4”x 4” or 4.5” round.
- b. Metal post should be hollow steel or aluminum and not to exceed 2” in diameter.
- c. Plastic molded post are acceptable and any other post stamped “US Postal Approved”
- d. Wood or metal post should be embedded into the ground no more than 2’ with no concrete or anchor plate. An anti-twist device installed on metal post is acceptable when installed to no more than 10” deep.
- e. Mailbox height should be 40” to 46” to the bottom of the box.
- f. Street address number shall be displayed using 3” numbers visible from both travel directions
- g. No more than two mailboxes should be mounted on a post. Lightweight paper boxes are acceptable.
- h. All mailboxes should be firmly attached to supports that yield or break away safely if struck by a vehicle.
- i. Cantilever and hanging type mailboxes are acceptable and encouraged.
- j. Massive mailbox supports such as stone, granite, brick, railroad ties, columns etc. are potentially hazardous and are not acceptable.

**9. DAMAGE AND SNOW REMOVAL:**

- a. Residents shall be responsible for cleaning snow around their mailbox to assure delivery of mail. The Town’s primary obligation is to insure that roadways are kept free of snow and ice. Most mailboxes are located within the public right-of-way and occasional damage to them is often unavoidable. Any Highway Department employee who knows that damage was done to a mailbox during maintenance activity shall report the incident to his / her immediate supervisor and any citizen may file a mailbox damage claim with the Public Works Department within (7) days of when the damage occurred. Upon investigation by the Director of Public Works or designee, the town may authorize a reimbursement of up to \$100 or choose to repair/replace the damaged mailbox. This amount is intended to cover any and all damages to the mailbox, post and brackets. No reimbursement in excess of \$100 shall be provided, regardless of the location, size, original cost or elaborateness of the mailbox and post. The Town of Hollis will not authorize reimbursement for mailboxes unless the plow physically hits the structure and the mailbox was installed in accordance with this policy (snow from the plow shall not be considered part of the plow).

**10. ENFORCEMENT:**

- a. A owner of a non-conforming installation will assume all risks and liabilities associated with such an installation.

**11. SEVERABILITY:**

- a. If any section, subsection, paragraph, clause, sentence, phrase, or word contained in this policy shall be declared invalid for any reason whatsoever, such decision shall not affect the remaining portion of this policy, which shall remain in full force and effect and, to this end, the provisions of this policy are hereby declared severable.

**12. ADOPTION AND EFFECTIVE DATE: \***

- a. This policy is effective immediately upon acceptance of the Board of Selectmen.

\_\_\_\_\_  
Vahrij Manoukian, Chairman

\_\_\_\_\_  
David Petry, Vice-Chairman

\_\_\_\_\_  
Mark Johnson

\_\_\_\_\_  
Mark LeDoux

\_\_\_\_\_  
Frank Cadwell

\_\_\_\_\_  
Date

**\*SIGNED COPY ON FILE AT DPW**