

## **TOWN OF CROYDON NEW HAMPSHIRE**

### **Process for the Construction of a Single Family Home or Duplex on existing land that is zoning compliant**

- Step One:** Obtain a driveway permit if property currently does not have an approved driveway, if approved attached copy to building permit application. (Form Attached). State Roads require State Permits and must be obtained prior as well.
- Step Two:** Obtain a State Approved Septic System that meets the States minimum standards for the size and number of bedrooms allowed. This must be presented with the Building Permit Application
- Step Three:** Obtain a Building Permit, (Form Attached) which requires the following documents to be included –
- A: Approved Driveway Permit
  - B: Approved State Septic Design
  - C: House Plans detailing size and number of bedrooms, basement finishes
  - D: A Drawing or sketch of the home and septic locations on the property map with distances from setbacks (35FT from other property lines min)
- Step Four:** Obtain Certificate of Compliance from the Selectboard. When the project is complete request a Certificate of Compliance which will verify the size, number of bedrooms and set back distances meet the plan. (Form Attached)

## **TOWN OF CROYDON**

### **DRIVEWAY REGULATIONS**

#### **NOTE:**

- 1 *A Town Driveway Permit is needed for the opening of any driveway onto a Town Road or onto a road that is expected to be accepted by the Town of Croydon.*
- 2 *No building Permits for a structure will be ISSUED unless there is an existing driveway permit.*
- 3 *The Town of Croydon approval is in two parts: (a) design approval, and (b) construction approval . The design and construction must be in conformance with the Town of Croydon Driveway Regulations, as amended.*

#### **DRIVEWAY**

*Application shall be made to the Selectmen or their designate for any driveway that enters a Town Highway. **Such application shall contain a sketch or plan with all necessary information, so that they may determine if it meets the following minimum standards.***

***Designate is Croydon Road Agent.***

#### **DRIVEWAY WITH NEGATIVE GRADE**

The driveway at a distance of twenty feet (20) from the shoulder of the road, will be no more than one (1) foot lower than the shoulder grade. Beyond that point, a reasonable vertical curve will be used to meet up to fifteen (15) percent maximum negative grade.

#### **DRIVEWAY WITH POSITIVE GRADE**

The driveway at a distance of six (6) feet from the shoulder of the road, will be a minimum six (6) inches lower than the shoulder grade. At a distance of twenty (20) feet from the shoulder of the road the driveway grade will be no more than eighteen (18) inches higher than the shoulder grade. Beyond that point, a reasonable vertical curve will be used to meet up to fifteen (15) percent maximum positive grade.

#### **DRIVEWAY SURFACE**

All driveways, for a minimum of twenty-five (25) feet from the shoulder, shall be surfaced with a minimum of twelve (12) inches of clean bank run gravel.

#### **DRIVEWAY DRAINAGE**

All driveways entering on the Town Road in locations that have, or require a side drainage ditch, shall have a culvert of the size, length, and gauge specified by the Selectmen or their designate. Such culvert will have proper pitch and a minimum cover of twelve (12) inches. Inlet and outlet ditches shall be as required for good drainage. All driveways in cuts will have side ditches at least twelve (12) inches below driveway grade.

**TOWN OF CROYDON, NEW HAMPSHIRE  
DRIVEWAY APPLICATION FORM**

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

A driveway permit is needed for the opening of any driveway onto a Town road or onto a Town-approved road. A **state driveway permit** is required for a driveway onto a state maintained road. **NO** building permit will be issued unless there is an approved driveway permit on file.

Property Owner: \_\_\_\_\_

Property Address: \_\_\_\_\_

Phone Number: (days) (Eves) \_\_\_\_\_

Applicant (if other than Property Owner): \_\_\_\_\_

Tax Map: \_\_\_\_\_ Lot: \_\_\_\_\_

Check One:    *New Construction*    ☐        *Modify existing*    ☐        *Temporary Driveway*    ☐

As the landowner(s), We/I hereby agree to the following conditions:

- 1        A set of plans must be submitted with the application.  
          I understand that the plans must be approved first and that the actual construction must also be approved. I may be subject to fines if the construction is not in conformance with the approved plans.
  
- 2        To bear all construction and materials Including required drainage structures) necessary to complete the driveway to the Town of Croydon's satisfaction.
  
- 3        To hold harmless the Town of Croydon and it's duly appointed agents and employees against any action for person injury and /or property damage sustained by reason of exercise of this permit.
  
- 4        To abide by the provisions of the Driveway Regulations and the specifications below:
  - a.        That the driveway be constructed in the location and with the dimensions as diagrammed on an attached sheet.
  - b.        That any change or exceptions to the below specifications have written approval of the Road Agent.
  - c.        That the Highway Department has the right to remove or correct - at the owner's expense - any driveway entrance not build in accordance with the Town of Croydon's Driveway Regulations or as outlined on this application form.
  - d.        Private Driveway connection, including structures such as culverts, remain the continuing responsibility of the landowner, even those located within the Right-of-Way.
  - e.        If proposed driveway crosses a stream or a wetland applicant should refer to State of New Hampshire Wetlands Rules.

Landowner(s) Signature(s)

DATE

\_\_\_\_\_

\_\_\_\_\_



## TOWN OF CROYDON, NEW HAMPSHIRE ROAD AGREEMENT AND RELEASE

Now comes \_\_\_\_\_, hereinafter referred to as Owner(s)  
of Map: \_\_\_\_\_ Lot: \_\_\_\_\_, Town of Croydon, County of Sullivan, State of New Hampshire.

The Town of Croydon hereinafter referred to as "Town", a municipal corporation existing under the laws of the State of New Hampshire, and agrees as follows:

Whereas Owner(s) are the owner(s) of certain real property on \_\_\_\_\_ road as stated in deed recorded in Book \_\_\_\_\_ Page \_\_\_\_\_ at the Sullivan County Registry of Deeds.

Whereas the relevant portion of said \_\_\_\_\_ road upon which the Owner's real property fronts is a Class VI Highway as classified by New Hampshire Revised Statutes Annotated 229:5 VII.

Whereas the Town has agreed to issue a building permit for the construction of a single family residence on said real property upon the filing of the within notice pursuant to New Hampshire Revised Statutes Annotated 674:41.

Now therefore that Town and Owner(s) \_\_\_\_\_ on behalf of themselves, their heirs, legal representatives, successors and assigns, covenant and agree as follows:

- 1 The Town shall allow Owner(s) \_\_\_\_\_ to construct a residence pursuant to a Building Permit issued by the Town on the Owner's property on \_\_\_\_\_ road.
- 2 The Town neither assumes responsibility for maintenance, including snow plowing, nor liability for nor damages resulting from the use of Roads.
- 3 Owner(s) \_\_\_\_\_ their heirs and assigns shall be responsible for maintaining access to the subject property and does hereby forever release and discharge the Town, it's officers, agents and employees from the obligation of maintaining \_\_\_\_\_ road and from any claim of any nature, whether in tort or otherwise, which Owner(s) \_\_\_\_\_ might have against the Town for any loan or damage including those incurred through failure to provide municipal services including police, fire and ambulance services arising out of the condition of the roadway from the point wherein \_\_\_\_\_ road are Class VI Highways.
- 4 That Owner(s) \_\_\_\_\_ assume responsibility for transporting any children to the nearest regular school bus stop.

## ROAD AGREEMENT AND RELEASE continued

5 That Owner(s) \_\_\_\_\_ assumes responsibility for maintenance and repair of \_\_\_\_\_ road, and agrees that at his/her expense or at the expense of himself/herself and other owners of property similarly located on \_\_\_\_\_ road, to clear and maintain the said \_\_\_\_\_ road to a width of not more than that designated by the Selectmen, and to repair and maintain the traveled portion of \_\_\_\_\_ road in a good and passable condition. Any repair, maintenance, reconstruction, or paving work done with respect to \_\_\_\_\_ road shall not involve or include the cutting or removal of trees, of the tearing down or destruction of stone walls, or portions thereof, except with the prior written consent of the Board of Selectmen. This does not affect the right of the Road Agent to remove portions of trees, shrubs, vegetation and other natural or man made obstructions which may interfere with the safe travel on said road.

6 Whereas \_\_\_\_\_ road to remain a full public highway and that the owner shall not prohibit members of the public from utilizing the highway for any purpose for which public highways may be used.

Prior to beginning any such repair, reconstruction or paving work Owner(s) shall apply to the Board of Selectmen in writing, setting forth the nature and scope of the proposed work. The Board shall consider the application at its next regular scheduled meeting and shall request the Planning Board to make recommendations to the Board of Selectmen establishing satisfactory minimal restoration of the highway, shoulders, ditches, embankments, and travel surfaces. In the event that the Board of Selectmen feel they need technical advice with respect to the conditions to impose, they may, at the expense of the Owner(s) provide a bond in an amount satisfactory to restoration of the highway. The stipulations required by the Selectmen in this agreement are made pursuant to the following applicable Revised Statutes Annotated 236:9-12.

\_\_\_\_\_  
*Property Owner Signature*

\_\_\_\_\_  
*Property Owner Printed name*

\_\_\_\_\_  
*Property Owner Signature*

\_\_\_\_\_  
*Property Owner Printed name*

\_\_\_\_\_  
*Date:*

\_\_\_\_\_  
*Witness*

Town of Croydon  
By its Selectmen, Duly Authorized

\_\_\_\_\_  
*Select Board Print Name*

\_\_\_\_\_  
*Select Board signature*

\_\_\_\_\_  
*Select Board Print Name*

\_\_\_\_\_  
*Select Board signature*

\_\_\_\_\_  
*Select Board Print Name*

\_\_\_\_\_  
*Select Board signature*

FEE OF \$25.00 payable to TOWN OF CROYDON to cover Registry costs.

# BUILDING PERMIT

**All areas must be filled in or building permit will be denied.**

1. Has a septic design been approved ? YES NO
2. Are you building on a **CLASS VI** road? YES NO  
If **YES**. **STOP HERE.** Read attached article
3. Are you building on **CURRENT USE LAND**? YES NO  
If **YES**. **STOP HERE.** BOS must submit A-5, LAND USE CHANGE TAX FORMS.  
before building permit can be completed. **NEW MAPS MUST BE SUBMITTED.**
4. Are you building closer than 35 feet from all of your boundaries? YES NO  
If **YES**. **STOP HERE.** You must see the Zoning Board for a variance hearing.  
before building permit can be completed.  
**If you have a Zoning Board approval/denial it must be attached.**
5. Are you adding a **new dwelling or bedrooms** to a current dwelling? YES NO  
If **YES**. **STOP HERE.** You must see the Selectboard for a Septic approval.  
before building permit can be completed. **MUST PRESENT CURRENT PLANS IF ADDING ON.**
6. Are you building at/near a body of water? YES NO  
If **YES**. **STOP HERE.** You must retrieve forms from, DES on-line. [www.des.nh.gov/cspsa](http://www.des.nh.gov/cspsa)

Tax Map \_\_\_\_\_ Lot \_\_\_\_\_ DEED BOOK & PAGE \_\_\_\_\_  
**attach property card**

Name(s) of property owner(s) \_\_\_\_\_  
**ALL OWNERS on the deed.**

Mailing Address of property owner(s) \_\_\_\_\_

Phone: \_\_\_\_\_

Permit requested for: please describe what you want to build.

size: \_\_\_\_\_ height: \_\_\_\_\_

type of improvement \_\_\_\_\_

basement walls or foundation: \_\_\_\_\_

Person requesting permit: \_\_\_\_\_

Phone & Address \_\_\_\_\_

**(owners signatures required on next page)**



TOWN OF CROYDON  
NEW HAMPSHIRE  
**BUILDING PERMIT Application Continued**

**NO DWELLING** can be occupied before a Operational Approval is granted for a septic system.

Subdivision and Individual Sewage Disposal System (ISDS) Design Rules at Env-Wq 1000 ("the rules").

In all cases, Operational Approval is required before any new ISDS is put into operation. Failure to receive Operational Approval can result in removing the illegal ISDS and replacing it, administrative fines, Cease and Desist orders, and involvement of the New Hampshire Department of Justice.

**Building on a Class VI road.**

The owner agrees to the limitations of the Town of Croydon's responsibility and liability, and the owner is responsible for any road maintenance and repair work. **RSA 231:93**

Prior to performing any road repair or maintenance work, the owner MUST obtain approval of the governing body or highway agent under RSA 236:9. The notice should also describe types of work where the owner has permanent recorded permission to perform , together with any other conditions.

The Class VI road is a public highway, and the owner shall not prohibit authorized public use.

Pursuant to **RSA 41:11** , the governing body retains full authority to regulate the public use of the highway, including the applicant's use, and the erection of unlocked gates or bars.

**A copy of the road agreement will be sent to the Sullivan County Registry of Deeds.**  
**FEE OF \$25.00 payable to TOWN OF CROYDON to cover Registry costs.**

**All owners of this property must sign this form below.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PERMIT GRANTED on this date** \_\_\_\_\_

**SELECT BOARD** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Building Permit valid for 1-year from date issued.**

Permit fee \$35.00 received by \_\_\_\_\_ Date: \_\_\_\_\_

3/27/2019 revised by BOS

*If applicable a copy of the Road Agreement is attached to this application.*

# TOWN OF CROYDON

## Request for Certificate of Compliance

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Map/Lot: \_\_\_\_\_/\_\_\_\_\_

Date Completed: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Address: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_

=====

### CERTIFICATE OF COMPLIANCE TOWN OF CROYDON NEW HAMPSHIRE

Date: \_\_\_\_\_ Selectboard Member: \_\_\_\_\_ Map / Lot: \_\_\_\_\_/\_\_\_\_\_

Address: \_\_\_\_\_

Permit Number: \_\_\_\_\_

The above construction that was completed on \_\_\_\_\_ is hereby compliant to the size and setback rules as specified on the building permit and town ordinances. The Homeowner/Builder is responsible for any and ALL INSPECTIONS of the home. This Certificate certifies compliance only to the towns two requirements and in no way represents the structure is compliant in any other manner.

\_\_\_\_\_  
Selectman Signature