

Town of Campton
 Building Permit RSA 674:41 Class VI and Private Roadways
 Checklist for Completeness

	Provided?		Comments
	Yes	No	
All applications shall submit a signed "Agreement and Release" document with fee for recording.			
Corresponds in its location and lines with: A street on a subdivision plat approved by the planning board. Plan # _____ If yes, no further information is needed.			
A copy of a map or stamped survey, provided by the applicant drawn to scale showing:			
• the location and size of the lot and its relation to the Class VI or private road and the Class V or better road, which gives access to the Class VI or private road;			
• the specific location of all proposed structures;			
• the location and length of the driveway giving access to the structures from the Class VI or private road;			
• if wetlands exists, wetlands delineation by a certified wetlands scientist, on the property that could be impacted, and indication whether a State Wetlands permit application has been submitted.			
A road plan that includes the private or Class VI road(s) that provide access to the approved driveway on the property and the proposed improvements. The plan shall include the stamp of a NH licensed engineer with confirmation that the road(s) indicated on the plan meet or exceeds the emergency lane criteria noted in guidelines.			
A written road maintenance agreement if there is more than one party who will be residing on the road in question or the applicant agrees in writing to assume 100% of the road maintenance costs for the portion of the Class VI or private road affected. Applicant shall address the need for a potential turnaround for emergency vehicles in order to avoid or eliminate a dead-end road. Applicant agrees to record agreement upon approval.			
Distance to Class VI Road identified and meets the 200 foot guideline.			
Grade of the Road identified and is 12% or less.			

FOR INTERNAL USE ONLY-IF APPLICATION APPROVED

	Received	Date	Comments
Copy of recorded Agreement & Release			
Written permit for road work from BOS			
Security received and escrow account created			
Time limitations:			
Building Permit (6 months)			
Construction Commence (12 months)			
Road Improvements Commence (6 months)			

Application for Building Permit on Class VI Roadways Flow Chart



Application for a building addition, new residential unit or structure.

Complete packet provided to Planning Board from Code Enforcement Officer including items on application checklist.

Review and comment by the Planning Board.

Emergency Lane information sent and reviewed by Road Agent

Complete packet provided to the BOS with Planning Board and Road Agent comments. BOS determine approval, condition approval or denial or permit application. Notice of BOS decision provided to applicant by Town Administrator. Agreement & Release signed by BOS and recorded.

If approved or conditionally approved, escrow account set up by Town Administrator

Town Administrator will notify Code Enforcement when permit may be issued following completion of escrow and/or all conditions being met.