TOWN OF FREMONT
Office of Selectmen
PO Box 120
Fremont NH 03044-0120

TELEPHONE (603) 895-2226
FACSIMILE (603) 895-3149

PROCEDURE FOR POSTING A DRIVEWAY BOND

The Town of Fremont has adopted Driveway Regulations. Within these regulations, there are outlined criteria for completion of all driveways on Town Roads. Copies of these regulations are available at the Selectmen's Office or at www.Fremont.nh.gov.

The following is the list of items that need to be completed in order for your driveway to be approved by Fremont's Road Agent:

1. A "Driveway Permit Application Form" must be completed and submitted along with the required fee. (Forms are provided by the Building Inspector, Selectmen's Office or can be downloaded from the Town website.)
2. A site visit to obtain an initial approval of the application by the Road Agent.
3. Construction and completion of all work as approved within the application.
4. Final approval and sign-off by the Fremont Road Agent.

A minimum of a thirteen (13) foot apron is to be paved in from the roadway. (See Driveway Regulations Article 7). If final paving and apron work is not completed prior to the need for an occupancy certificate, a cash escrow bond of $2,000.00 payable to the Town of Fremont has to be posted at the Selectmen's Office. This money is held in escrow by the Town Treasurer and reimbursed upon satisfactory completion of work required by Road Agent and his final signature on the Driveway Permit. The work must be complete within six months of the date of the posting of the bond; else the work may be completed under the direction of the Town's Road Agent and all funds shall be forfeited.

This escrow bond needs to be posted by check or cash. The bond is maintained by the Treasurer and is subject to a $2.00 per month maintenance fee. Return of this money would be less the administrative fees and any costs incurred by the Town, plus interest earned.

The owner should complete a request to post such a bond; or can submit such request in a letter form requesting this bond, including name, address, property map and lot number.

Please complete and return the next page, which will serve as an application for the posting of a bond in lieu of paving your driveway apron now.

TOWN OF FREMONT NH
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DRIVEWAY BOND APPLICATION REQUEST

Date of Application: _____

Please complete this form and submit with a check or cash in the amount of $2,000. Checks should be made payable to: Town of Fremont

Property Owner's Name: _____

Mailing Address: _____

Contact Telephone Number: _____

Contact Email: _____

Address of Property: _____ Map _____ Lot _____

Owner is advised that the Town Treasurer charges an administration fee of $2.00 per month for all escrow accounts, and this deposit is subject to that fee. Any interest earned on the account, less the administration fee, is refunded to the homeowner upon successful completion of driveway improvements, upon approval and signature of the Road Agent.

Owner acknowledges that a Request For Release of Driveway Bond Funds Form must be submitted for release of the escrow.

Owner acknowledges that the work must be completed within six (6) months of the posting of this bond; else the work may be completed under the direction of the Town's Road Agent and all funds are forfeited.

Owner Signature: _____ Date: _____

Witness Signature _____ Printed Name: _____

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_____

Date Paid: _____ Check #: _____

Date check forwarded to Treasurer for escrow deposit: _____

Road Agent Final Approval Signature: _____

Date of Inspection: _____ Date of Final Approval: _____

Comments:

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REQUEST FOR RELEASE OF DRIVEWAY BOND FUNDS

Please complete this form and submit to the Fremont Selectmen's Office once your driveway has been completed. You are responsible to contact the Road Agent for a final inspection, as he will be asked to sign this form.

Date of Request: _____

Property Owner's Name: _____

Mailing Address: _____

Address of Property: _____

Map _____ Lot _____

We hereby certify that our driveway has been constructed to the Town of Fremont Driveway Regulations and Specifications, and hereby certify it is complete and ready for final inspection. We have contacted the Road Agent for this final inspection and notified him that this request has been filed.

_____
Owner Signature

_____
Owner Signature

Return check should be made payable

to: _____

** Attach initial Request for Driveway Bond Application Form

FOR TOWN USE ONLY

Road Agent Final Approval Signature: _____

Date of Inspection: _____ Date of Final Approval: _____

Comments:

Date letter of final release sent to Treasurer: _____

Check received from Treasurer: _____

Letter sent to homeowner with final check: _____

Town Agent Signature: _____