



# **Streamlining Road Permit Requests**

**Navigating Mud Season with Efficiency**



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## How may we help?

Access service information and apply online – all from here.

Search for something like "6 Year Septic Pumping Waiver Request" or "Driveway Access Application"

### Discover Online Services

Choose below to browse services by department



New User & Frequently Asked Questions (FAQ)  
Contact Form

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Planning & Zoning  
Alternative Energy Systems Certificate of Zoning Compliance, Temporary Structure Certificate of Zoning Compliance + 6 more

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General Government  
Boat Launch & Dock Authorization Form, Application for Use of Town of Sunapee Facilities + 6 more

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## How may we help?

Access service information and apply online – all from here.

Search for something like "6 Year Septic Pumping Waiver Request" or "Driveway Access Application"

You can find the application for Permit to Travel on a Town Posted Road under the General Government Section.

### Discover Online Services

Choose below to browse services by department



New User & Frequently Asked Questions (FAQ)  
Contact Form

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General Government  
Boat Launch & Dock Authorization Form, Application for Use of Town of Sunapee Facilities + 6 more

[Explore](#)



## General Government

Please find permit applications relating to general Town Ordinances & Regulations.  
Any questions, please call (603) 763-2212 or visit [www.town.sunapee.nh.us](http://www.town.sunapee.nh.us).

### Apply Online

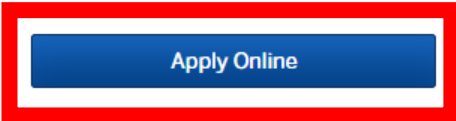
Permit to Travel on a Town Posted Road	<b>Select</b>
Application for Use of Town of Sunapee Facilities	Select
Boat Launch & Dock Authorization Form	Select
Beach and Transfer Station Sticker Application 3-Year (Property Owners)	Select
Beach and Transfer Station Sticker Application 1-Year (Renters)	Select
Beach and Transfer Station Guest Pass	Select
6 Year Septic Pumping Waiver Request	Select
Submission of Septic Pumping Documents	Select

Hit the “Select” button next to Permit to Travel on a Town Posted Road.

Please review the permit instructions then click the "Apply Online" button.



[General Government](#) / [Permit to Travel on a Town Posted Road](#)



## Permit to Travel on a Town Posted Road

### Permit Instructions:

1. The person or business name (Applicant) shall be listed in the name section of the permit and shall be the responsible party for any damage to the Town's Road(s) that may be incurred.
2. The date the Applicant is seeking authorization shall be included in the DATE section of the permit. **No more than one day shall be authorized unless prior written approval is received from the Highway Director.**
3. The time(s) that the Applicant is seeking authorization shall be included in the TIME section of the permit.
4. The name of all of the roads that the Applicant is seeking authorization to travel on shall be listed under the NAME of ROADS to be USED section of the permit. Road names can be found on the Town's GIS maps at [https://www.axisgis.com/tri\\_townnh/](https://www.axisgis.com/tri_townnh/)
5. Permits shall be submitted at least 24 hours in advance of the DATE that the person or business is seeking authorization.
6. Permits will be returned to the Applicant. Permits must be printed, and a copy kept with the driver of the vehicle traveling on Town posted roads at all times.
7. If a permit must be denied (due to temperatures that are forecast to exceed 32° Fahrenheit or due to poor road conditions), we will notify the person or business that applied and will propose an alternate DATE and TIME for their consideration.

Any questions please contact the Highway Business Manager, Jenn McClaine at [jenn@town.sunapee.nh.us](mailto:jenn@town.sunapee.nh.us) or (603) 763-5060 option 1

STEP 1:  
Confirm your contact information.

Fill out all necessary fields and then hit "Next".

Town of Sunapee, NH My Account Jennifer

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Have a project #? Step 1 of 5 · [Save Draft and Exit](#)

**Permit to Travel on a Town Posted Road**

**Confirm your contact information**  
Ensure your contact information is up-to-date so that we can get in touch with you if needed.

<b>First Name</b> Jennifer	<b>Last Name</b> 	
<b>Email address</b> jenn@town.sunapee.nh.us	<b>Phone Number</b> 603-763-5060 ext. 1	
<b>Address 1</b> 621 RT 11	<b>Address 2 (Optional)</b> 	
<b>City</b> Sunapee	<b>State</b> New Hampshire	<b>ZIP/Postal Code</b> 03782

Next > Revert

# STEP 2 : Complete all General Information.

- Choose either Individual or Commercial under "Type of Use".
- Hovering over the "?" icon will reveal specific instructions or requirements for the information entry.

After filling out the form, click on "Next" to proceed.

Town of Sunapee, NH My Account Jennifer

Have a project #? Step 2 of 5 Save Draft and Exit

Permit to Travel on a Town Posted Road

**General Information**

First Name \* Jennifer

Last Name \* McClaine

Type of Use \* Individual

Date of Request \* 02/15/2024

Date of Use \* 02/15/2024

Time of Expected Use \* 7am to 9am

**\*NOTE: This date is weather dependent. This date must be within three days of the date of request.**

**Next >**

Town of Sunapee, NH My Account Jennifer

Have a project #? Step 2 of 5 Save Draft and Exit

Permit to Travel on a Town Posted Road

**General Information**

First Name \* Jennifer

Last Name \* McClaine

Type of Use \* Commercial

Date of Request \* 02/15/2024

Date of Use \* 02/18/2024

Time of Expected Use \* 7am to 9am

Name of Business \*

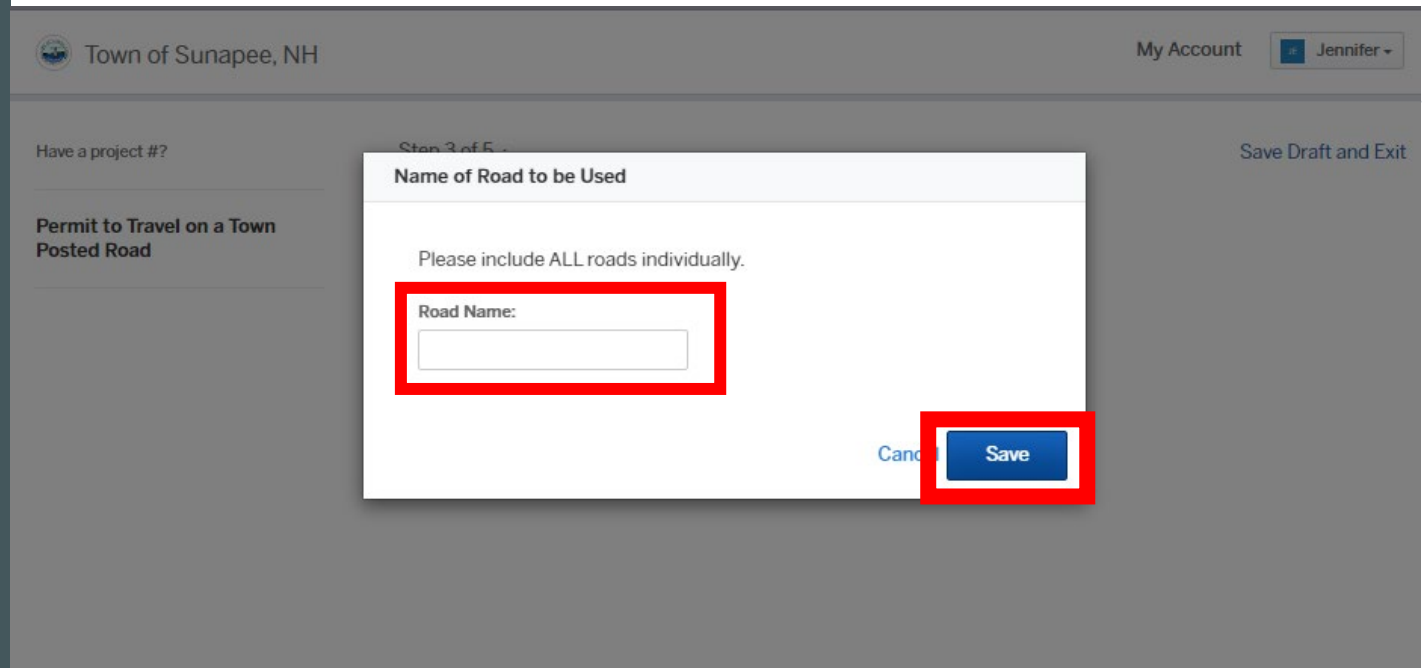
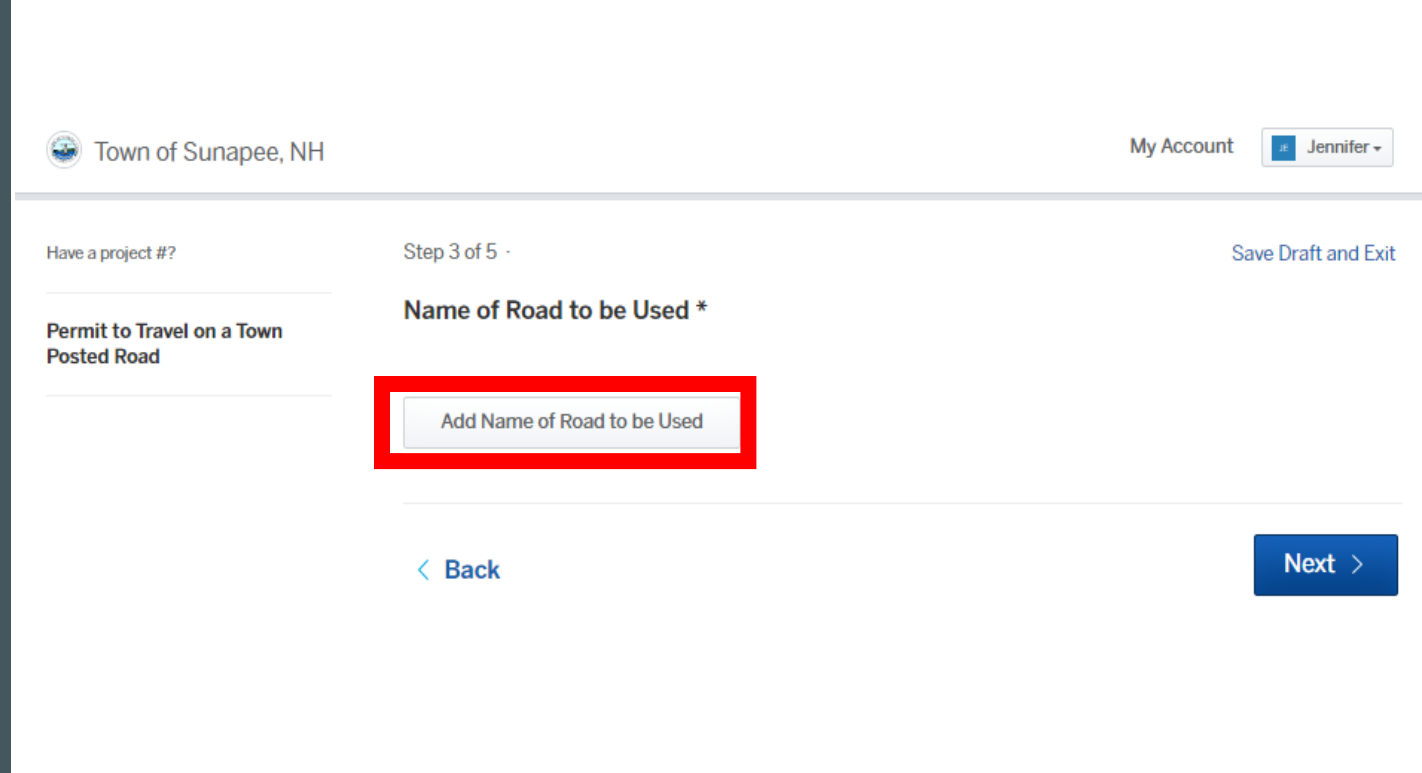
**This should be the name of the company on the vehicle traveling the road.**

**\*NOTE: This is not a guaranteed time for approval.**

STEP 3:  
Name of Road(s) to be used.

Click “Add name of road to be used”, enter the road name and then hit “Save”.

\* If multiple roads are to be used, repeat above.  
All roads are to be entered individually.





STEP 3:  
Name of Road(s) to be  
used *(continued)*.

Once you have all the roads added, hit “Next”.

Town of Sunapee, NH My Account # Jennifer ▾

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Have a project #? Step 3 of 5 - [Save Draft and Exit](#)

**Permit to Travel on a Town Posted Road** **Name of Road to be Used \***

Road Name:

Road 1	<a href="#">Edit</a> <a href="#">Remove</a>
Road 2	<a href="#">Edit</a> <a href="#">Remove</a>

[Add Name of Road to be Used](#)

---

[< Back](#)[Next >](#)

# STEP 4: Signature & Authorization.

After reviewing, check the box confirming your acknowledgment of all rules and requirements.

A 'Digital Signature' box will appear to type your Full Legal Name and hit "Sign".

Add the date and then click "Next" to continue.

Have a project #?

Step 4 of 5

Save Draft and Exit

Permit to Travel on a Town  
Posted Road

## Signature & Authorization

1. The person or business name (Applicant) shall be listed in the NAME section of the permit and shall be the responsible party for any damage to the Town's Road(s) that may be incurred.
2. The date that the Applicant is seeking authorization for shall be included in the DATE section of the permit. No more than one day shall be authorized unless prior written approval is received from the Highway Director.
3. The time(s) that the Applicant is seeking authorization for shall be included in the TIME section of the permit.
4. The name of all of the roads that the Applicant is seeking authorization to travel on shall be listed under the NAME of ROADS to be USED section of the permit. Road names can be found on the Town's GIS maps at [www.town.sunapee.nh.us](http://www.town.sunapee.nh.us)
5. Permits shall be submitted at least 24-hours in advance of the DATE that the person or business is seeking authorization.
6. Permits must be printed, and a copy kept with the driver of the vehicle travelling on Town posted roads at all times.
7. In the event that a permit must be denied (due to temperatures that are forecast to exceed 32° Fahrenheit or due to poor road conditions), we will notify the person or business that submitted the application via e-mail and will propose an alternate DATE and TIME for their consideration.

I have reviewed all rules and requirements \*

Date \*

MM/DD/YYYY

### Digital Signature

Full Legal Name

Type Name

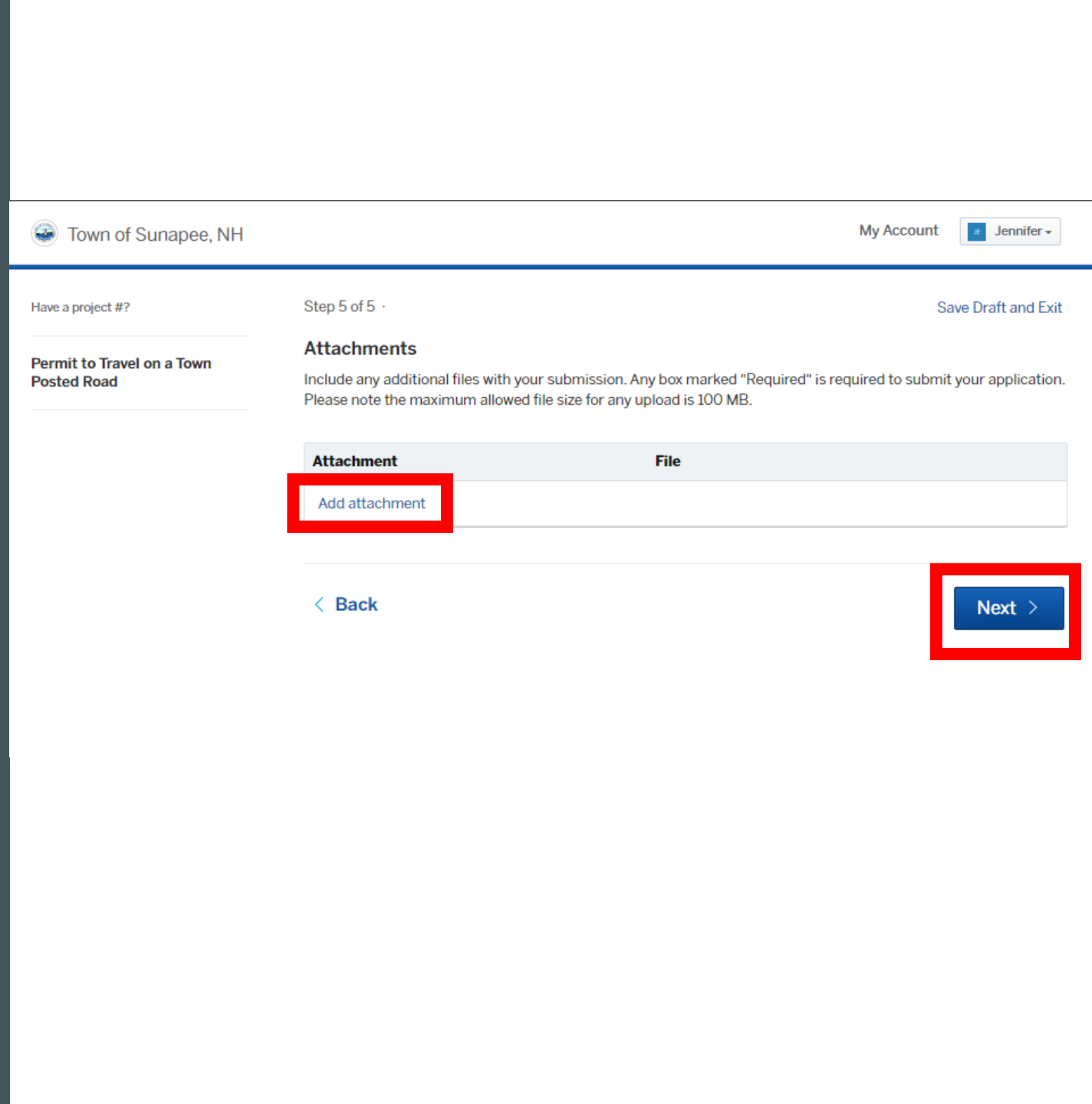
Cancel

Sign

Next >

# STEP 5: Attachments.

Add any relevant files, if applicable, and then proceed by clicking "Next".





Have a project #?

[Save Draft and Exit](#)

# Confirm your submission:

Carefully review all entered information and make any necessary edits to ensure accuracy.

Once satisfied, click on "Confirm and Submit" to proceed.

## Confirm your submission

Please ensure you've filled everything completely and accurately, then click "Confirm and Submit" below.

### Permit to Travel on a Town Posted Road

#### Contact Information

[Edit ...](#)

Jennifer Martell

Email address

jenn@town.sunapee.nh.us

Phone Number

603-763-5060 ext. 1

Mailing Address

621 RT 11 , Sunapee, New Hampshire 03782

#### General Information

[Edit ...](#)

First Name \*

Jennifer

Last Name \*

McClaine

Type of Use \*

Individual

Date of Request \*

02/15/2024

Date of Use \* ?

02/18/2024

Time of Expected Use \* ?

7am to 9am

#### Name of Road to be Used

[Edit ...](#)

Road Name:

Road 1

Road 2

I certify under possible penalty of perjury under the laws of this jurisdiction that the preceding information is true and correct.

[Back](#)[Confirm and Submit](#)

# Administrative & Highway Director Review:

After confirming your submission, it will show that your application is in process. You will also receive an automated email that your application has been submitted successfully.

The image shows two screenshots related to a permit application process. The top screenshot is a web application interface for the Town of Sunapee, NH. It displays the permit details: "Permit to Travel on a Town Posted Road" with ID "PRP-24-6". The status is "Administrative Review", which is highlighted with a red box. Below this, it says "In progress. This step is in progress." and "Expiration date and time will be added at this step." There are links for "Your Submission", "Attachments", and "Guests (0)". A "Message the reviewer" section includes a text input field and a "Send Message" button. The bottom screenshot is an email notification from the Town of Sunapee, NH, with the subject "[EXTERNAL]Application submitted". The email is addressed to Jennifer McClaine and contains a "CAUTION" warning. The main content of the email states "Your application has been submitted successfully!" and provides the permit details: "Type: Permit to Travel on a Town Posted Road" and "Number: PRP-24-6". A "View Details" link is provided at the bottom of the email content.

Town of Sunapee, NH

Permit to Travel on a Town Posted Road  
PRP-24-6

Your Submission  
Attachments  
Guests (0)

**Administrative Review**  
In progress. This step is in progress.  
Expiration date and time will be added at this step.

Message the reviewer

Send Message

[EXTERNAL]Application submitted

Town of Sunapee, NH <noreply@opengov.com>  
To Jennifer McClaine

Thu 2/15/2024 5:00 PM

If there are problems with how this message is displayed, click here to view it in a web browser.

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Town of Sunapee, NH

Your application has been submitted successfully!

Type: Permit to Travel on a Town Posted Road  
Number: PRP-24-6

[View Details](#)

Powered by OpenGov

After Administrative & Highway Director reviews are finished, if your submission is approved, you'll receive an automated email confirming issuance of your document.

Click on "View Document" within the email to access it on OpenGov for printing.

Select "Print document".

[EXTERNAL] Document issued for PRP-24-6


TO Town of Sunapee, NH <noreply@opengov.com>  
To Jennifer McClaine

Thu 2/15/2024 5:21 PM

If there are problems with how this message is displayed, click here to view it in a web browser.

You don't often get email from noreply@opengov.com. Learn why this is important

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

  
Town of Sunapee, NH

Document Permit to Travel on a Town Posted Road was issued.

**Type:** Permit to Travel on a Town Posted Road

**Number:** PRP-24-6

[View Document](#)

Town of Sunapee, NH My Account Jennifer

Permit to Travel on a Town Posted Road  
PRP-24-6

Your Submission  
Attachments  
Guests (0)

- Administrative Review
- Highway Director Review
- Permit Approval**

**Permit Approval**  
Issued. Your document is ready.

**Issued:** Feb 15, 2024

**Print your document**  
Print this document and retain for your records.

[Print Document](#)

Ask a question about this

[Send Message](#)



This is an example of what the permit will look like when printed.

It will include an Expiration Date and a Timeframe of Use.

The form should be kept with the vehicle operator and/or the company possessing the permit in case of any stops while traveling on a posted road.

## Town of Sunapee Permit to Travel on a Town Posted Road



Permission is hereby given to travel on the Town's posted road(s) listed below, for the given date(s) and during the listed time(s).

**\*NOTE:** Travel over posted roads is prohibited at all times when the ambient air temperature exceeds 32° Fahrenheit. The vehicle operator and/or company holding the permit is responsible for any road damage incurred.

Permit No.: PRP-24-6

Date Issued: February 15, 2024

Name: Jennifer McClaine ,

Name of Roads to be Used: Road 1

Name of Roads to be Used: Road 2

Date of Use: February 18, 2024

Expiration Date:

Timeframe of Use:

**(This form is to be with the vehicle operator and/or company holding the permit)**

You can also access all your issued permits conveniently through your dashboard.

Town of Sunapee, NH My Account Jennifer ▾

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- Your Records**
- [Applications](#)
- [Projects](#)
- [Permits & Docs](#)
- [Payments](#)
- [Inspections](#)

JE

**Jennifer McClaine**

jenn@town.sunapee.nh.us

**Permits & Documents**

	Issued	Expires
Permit to Travel on a Town Posted Road <small>Permit to Travel on a Town Posted Road -</small>	Feb 15, 2024	--

[View All](#)



**For any questions, please reach out  
to Jenn McClaine, Highway  
Business Manager, at  
(603) 763-5060 option 1 or  
email [jenn@town.Sunapee.nh.us](mailto:jenn@town.Sunapee.nh.us)**