

**TOWNSHIP DRIVEWAY PERMIT**

(Construction of Common/Individual Driveway)

Permit # \_\_\_\_\_

**Owner Information**

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

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

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

Email: \_\_\_\_\_

**Applicant Information**

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

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

Phone No. \_\_\_\_\_

Email: \_\_\_\_\_

**Contractor Information**

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

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

Phone No. \_\_\_\_\_

Contractor State License No. \_\_\_\_\_

Under and subject to all the conditions, restrictions, and regulations prescribed by the Township on below hereof and on the general provisions and specifications, a true copy whereof is attached and made a part hereof, with the same force and effect as if written or printed herein, under, and subject to the special conditions, restrictions, and regulations hereinafter set forth.

**Work to Conform to Ordinance 79-2 and Chapter 81 - Driveways of the West Brandywine Township Code Book  
(See Attached Diagram)**

This application must be accompanied by the following information:

1. Two copies of plans and details
2. Contractor's Verification Application and fee

The terms and conditions embodied in this permit require the permittee to complete this work by the date specified in the permit. Where permittee fails to comply with the condition as to completion of work by the time specified, the following rules will govern.

- (a) Failure to start work by date specified for completion. Permit will be cancelled unless permittee desires an extension of time, in which case a supplemental permit may be issued.
- (b) Work started and not completed by specified date. Permittee will notify Township, prior to expiration of allotted time, of inability to complete the work on or before the date specified and request an extension of time. Such a request shall be accompanied by the prescribed fee.
- (c) Permittee not desirous of carrying out proposed work on account of change in conditions affecting it. Permittee will notify the Township prior to the date specified for completion that work will not be carried forward, returning the permit with such notice. The fee for inspection of the work will be refunded by the Township provided that they have been notified of cancellation prior to the expiration date.

The fees to be paid under the conditions in (a), (b), and (c) apply only to permits for which fees are collected in accordance with the fixed schedule.

All notices relative to time extensions on cancellations shall be forwarded to the Township where original permit issued.

*For office to fill in*

.....  
The Township Board of Supervisors may at any time revoke and annul this permit for non-performance of, or non-compliance with any of the conditions, restrictions and regulations thereof. All work under this permit to be completed on or before \_\_\_\_\_

*permit void after this date*

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

West Brandywine, PA \_\_\_\_\_ 20\_\_\_\_

Parcel Number: \_\_\_\_\_

Approved:        Yes        No

Total Fee: \$50.00

Reason Not Approved: \_\_\_\_\_

\_\_\_\_\_  
West Brandywine Township

**Applicant is subject to conditions set forth in Article 167-48 of the  
West Brandywine Township  
Subdivision & Land Development Manual**

**§ 167-48 – Private Driveways**

The following standards shall apply to individual and common private driveways:

**A. General**

- (1) In order to provide a safe and convenient means of access, all driveways may not exceed a slope of 5% (one foot height in 20 feet of length) within the street right-of-way as well as within 25 feet of the right-of-way line. Where a drive enters the street through a cut in a ground bank, the shoulders and slope of the cut may not exceed a 2 to 1 horizontal to vertical ratio. Grades on any other portion of driveways shall not exceed 14%. In addition, driveways shall be paved where grades exceed 7%.
- (2) Private driveways whether individual or common on corner lots shall be located at least 40 feet from the point of intersection of the nearest street right-of-way lines.
- (3) Driveways shall comply with the provisions of Chapter 81, Driveways, of the Code of the Township of West Brandywine.
- (4) In any subdivision or land development, no more than two parallel fifty-foot private driveways serving single interior lots shall be permitted. An area equal to two lots conforming to the appropriate zoning district area and bulk regulations shall separate parallel private driveways.

**B. Common Private Driveways**

- (1) A common private driveway may serve no more than two contiguous lots or units.
- (2) Common private driveways shall have a minimum cartway width of 12 feet, paved to Township specifications.
- (3) No parallel and immediate adjacent common driveways are permitted. All common driveways shall be separated by an area to two lots, which conform to the appropriate zoning district area and bulk regulations.
- (4) An easement of access shall be defined to the satisfaction of the Board, and included on the plan and deeds of record.
- (5) Common driveways shall be permitted upon approval and establishment of escrow for all improvements.

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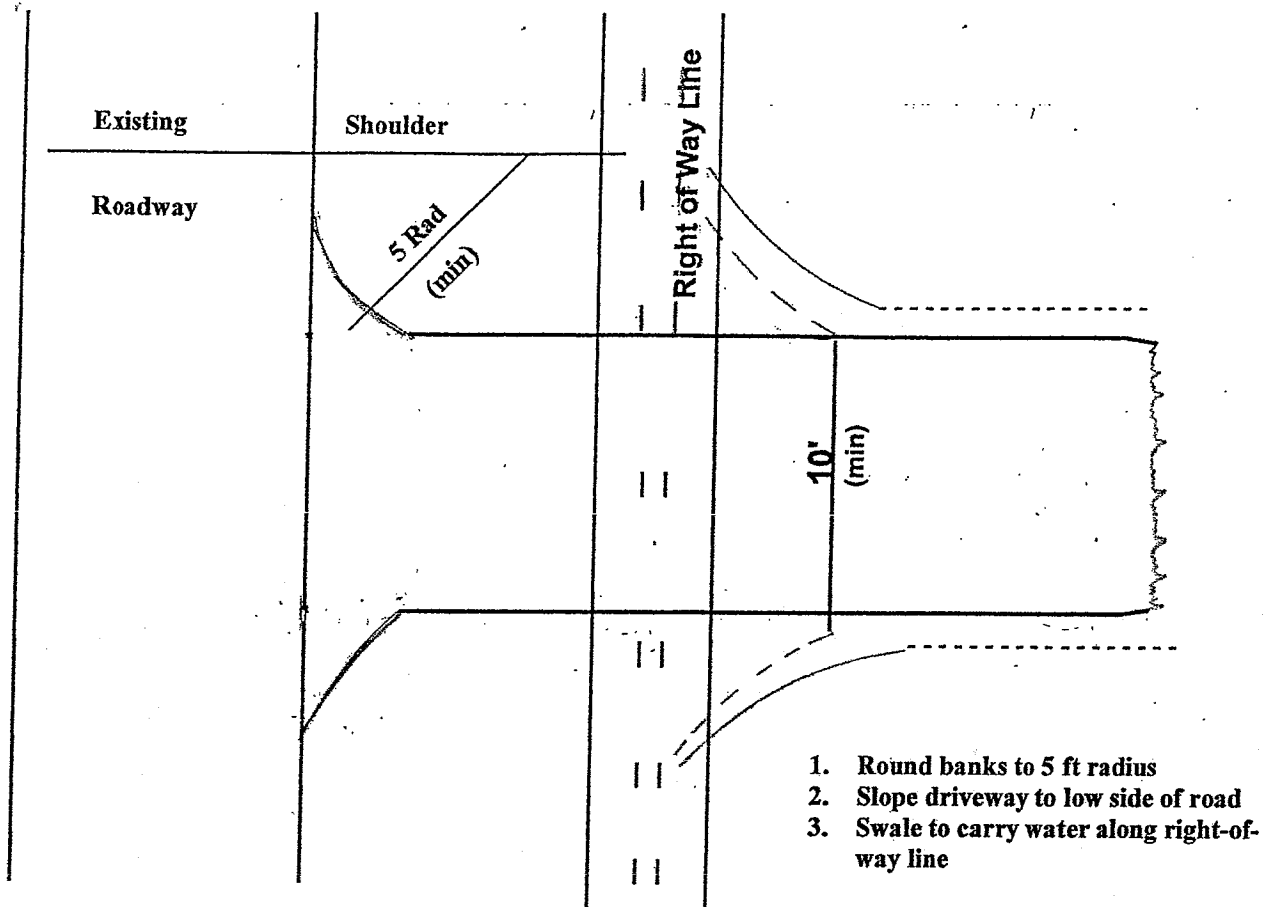
**Applicant is subject to conditions set forth in  
Chapter 81 of the  
West Brandywine Township Code Book**

**§ 81-8 - Maintenance**

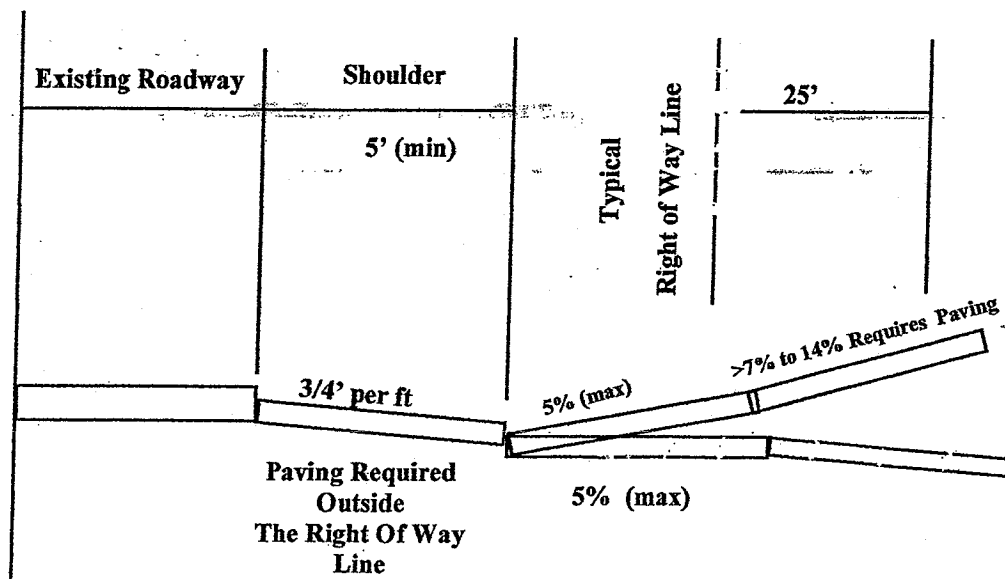
All driveways, adjacent areas and areas between such driveways including channelization, paving, drainage, etc., installed by the permittee shall be maintained by the property owner in such a manner as not to interfere or be inconsistent with the design, maintenance and drainage of the Township road, or the safe and convenient passage of traffic upon the road. The term “adjacent area” shall apply only to that area within the permittee’s property or property line extended.

**§ 81-9 – Inspection**

- A. Work authorized by a “road occupancy permit” for construction of an access driveway shall be performed at such time and in such a manner as to conform to all requirements and standards specified therein. Such work will be inspected by a representative of the Township immediately upon receipt of the completion notice from the permittee or at date of expiration of the permit.
- B. If an inspection of the work discloses that it is not being or has not been properly performed, the permittee will be notified, in writing, by the Township to take immediate steps, at his own expense, toward placing the work in such condition as to conform to said requirements and standards. Proper distribution of the completion report shall be made immediately following the inspection.



**PLAN**



**SECTION**

**WEST BRANDYWINE TOWNSHIP**

**SINGLE FAMILY RESIDENTIAL  
TYPICAL DRIVEWAY TREATMENT**

**West Brandywine Township Procedure and Required Documentation for Permit Applications**

- Original, signed permit applications are accepted; electronic versions may be sent to [permit@wbrandywine.org](mailto:permit@wbrandywine.org)
- Residential permit applications shall include one (1) set of all supporting information consisting of site plan, structural/building plans and specifications, and, if necessary, manufacturer's installation instructions; an additional electronic copy may be sent to [permit@wbrandywine.org](mailto:permit@wbrandywine.org)
- Commercial permit applications shall include one (1) hardcopy and one (1) electronic copy of all supporting documents including site plan, and structural/building plans and specifications; shall be prepared and signed by a registered Engineer/Architect. Additional copies may be required at the discretion of the Plans Reviewer and/or Building Code Official. Electronic copies shall be sent to [permit@wbrandywine.org](mailto:permit@wbrandywine.org)
- All applications shall provide a site plan showing the size and location of new construction and existing structures on the site and distances from lot lines. For demolition permit applications, the site plan shall show construction to be demolished, the location and size of existing structures, and construction that are to remain on the site or plot.
- All Contractors engaging in home improvement services within West Brandywine Township shall comply with Contractor Insurance Verification Requirements: Ord. 2021-03, Adopted 8/5/2021.
- Permit applications, once deemed complete, are allotted a review period of 15-business days for Residential applications; 30-business days for Commercial applications; 45-Calendar days for Grading applications.
- Grading Permit Fee of \$350.00 covers one (1) hour Engineer review time, one (1) site visit by Code Officer and Administrative costs. In the event of additional reviews, applicant is required to establish an escrow with the Township in an initial amount of \$500.00 and maintain a minimum balance requirement of \$250.00 each month thereafter, until the issuance of a Use and Occupancy permit is granted. Applicant shall submit W-9 to establish escrow.
- Approved permit applications shall be issued once permit fees are satisfied according to the current Fee Schedule as adopted by the Township Board of Supervisors

# COUNTY OF CHESTER ASSESSMENT OFFICE

313 W. MARKET STREET, SUITE 4202, P.O. BOX 2748, WEST CHESTER, PA 19380

**JONATHAN B. SCHUCK, MBA CPE**  
*Director of Assessment*

610-344-6105  
Fax 610-344-5902  
[www.chesco.org](http://www.chesco.org)

Dear Property Owner:

As you have applied for a building permit from your municipality, the county Assessment Office would like to advise you of the steps surrounding our involvement in the process. We would like to make sure that you are aware of what will take place during construction and after the improvement is finished.

- 1) The municipality is required to supply a list of all building and zoning permits to the Assessment Office monthly.
- 2) An assessor will visit your property when they are in your municipality (generally rotate through every 2 - 3 months).
- 3) When arriving at your property, the assessor will come to the front door and identify themselves wearing a Chester County I. D. badge and will present a business card. They will ask you questions about the building permit and may need to measure the improvements (from the outside).
- 4) If you are not home when the assessor arrives, a business card will be left with a note on the flip side of the card. The assessor will proceed to the improvement and measure if the work is sufficiently complete. Otherwise, they will mark it for a revisit the next time they are in the municipality.
- 5) Please cooperate with the assessor, as he or she is simply trying to get the correct information about your improvement, so there will be no mistakes on the county record.
- 6) After the construction is finished or 30 months has elapsed your improvement will be assessed and added to your property record card.
- 7) You will receive a notice from our office changing your assessment reflecting the addition of the new improvement. If you require more information, please call our office at 610-344-6105 and ask to speak to the assessor assigned to your municipality.

It is the intention of this letter to inform you of the assessment process so that you realize that we will be visiting your property. Please note that due to time constraints we generally do not make appointments, unless absolutely necessary. Please be patient when an assessor knocks on your door and answer any questions to the best of your ability. Thank you for your anticipated cooperation.

Sincerely,

Jonathan B. Schuck  
Director

WEST BRANDYWINE TOWNSHIP CODE ENFORCEMENT OFFICE

198 Lafayette Road

West Brandywine, PA 19320

Phone: 610-380-8200 Fax: 610-384-4934

**CONTRACTOR'S INSURANCE VERIFICATION**

**FEE PER CURRENT FEE SCHEDULE**

DATE: \_\_\_\_\_

Contractor's engaging in any and all types of home improvements shall register with West Brandywine Township Codes Office prior to commencing home improvements within the Township. A check shall accompany completed application, made payable to West Brandywine Township.

Please complete the application in its entirety. Sign and date application, include current Certificate of Insurance naming West Brandywine Township as the Certificate Holder, specifying minimum general liability and workers compensation limits as outlined below. If you are filing a self-employment or religious exemption, and are not required to carry Workers Compensation Insurance, **please complete and have notarized the attached Affidavit for submittal along with the Application. If the Affidavit is not completed, processing of the application will be delayed. Also include a copy of your State Registration Certificate.**

The following minimum insurances are required to obtain a valid Registration Certificate:

- a. General Liability - 1) Per Occurrence - \$500,000; 2) Per Personal Injury - \$500,000; 3) Property Damage - \$1,000,000
- b. Workers Compensation and Employer's Liability - 1) Each Accident - \$100,000

***VALID FOR ONE YEAR FROM DATE OF ISSUANCE***

**CONTRACTOR INFORMATION:**

Contractor's Name: \_\_\_\_\_

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

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

\_\_\_\_\_

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

Email: \_\_\_\_\_

Names of principal partner or officer: \_\_\_\_\_

Type of Contractor: \_\_\_\_\_

Number of Employees: \_\_\_\_\_ If you have no employees and you do not have worker's compensation insurance, please complete attached Affidavit, sign, notarize, and include with this application.

Municipalities presently certified in: \_\_\_\_\_

Certificate of Insurance attached: ☐ Yes ☐ No

**CERTIFICATION: THE ABOVE STATEMENTS ARE TRUE AND CORRECT.**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

WEST BRANDYWINE TOWNSHIP CODE ENFORCEMENT OFFICE

198 Lafayette Road

West Brandywine, PA 19320

Phone: 610-380-8200 Fax: 610-384-4934

Worker's Compensation Insurance Coverage to comply with Act 44 of 1993

## AFFIDAVIT

**To be completed if Applicant is a contractor claiming exemption from providing Worker's Compensation Insurance, i.e. if you have no employees or claiming exemption on religious grounds, the Affidavit must be completed, signed and notarized. Contractor's Insurance Verification process will be delayed if Affidavit is not completed.**

Name of Applicant: \_\_\_\_\_

Federal or State Employer or Tax Identification No: \_\_\_\_\_

The undersigned swears or affirms that he/she is not required to provide Worker's Compensation Insurance under the provisions of Pennsylvania's Worker's Compensation Law for one of the following reasons as indicated:

☐

Contractor and sole proprietor without employees-Contractor prohibited by Law from employing any individual to perform work pursuant to this Building Permit unless Contractor provides proof of insurance to the Township.

☐

Contractor exempt on religious grounds qualified under Section 304.2 of the WC Act.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

***Subscribed and sworn to before me this*** \_\_\_\_\_ ***day of*** \_\_\_\_\_

\_\_\_\_\_  
***Signature of Notary Public***

\_\_\_\_\_  
***My Commission Expires:***