

# DRIVEWAY PERMIT APPLICATION

## Requirements:

- A Township driveway permit IS required for the construction of a new driveway, expansion or alternation of an existing driveway, or repaving of a driveway which connects to a Township or private road. This includes temporary construction entrances.
- A State Highway Occupancy Permit from the Pennsylvania Department of Transportation is required for any driveway which connects to a State Road.
- Additional stone to an existing stone driveway, coating or sealing an existing paved driveway do not require permits.
- Driveways shall not be constructed in a manner to be inconsistent with the design, maintenance, and drainage of the street and/or adjoining swales.
- All driveways shall be configured with a vehicle turn-around so that no vehicle shall need to back up onto the street.

<b>Minimum Setback Distances from:</b>	
➤ Property lines	10 feet
➤ Fire Hydrants	5 feet
➤ Intersections	50 feet – local roads 150 feet – collector or arterial roads
➤ Wells	10 feet
➤ Septic	10 feet
<b>Minimum driveway width:</b>	8 feet (16 feet for joint use driveways)
<b>Maximum driveway width:</b>	24 feet
<b>Maximum grade:</b>	7% within 25 feet of the street right-of-way line

## Procedures:

1. Applicant completes a driveway permit application and remits fee.
2. Applicant places stakes (with colored ribbon attached) at the corners of the proposed driveway then calls the Township office for a site inspection.
3. Township staff reviews the site to verify the application information is correct. At this inspection, staff will determine if swales and/or pipes will be required in addition to the required roadway swale and other ordinance requirements.
4. Township issues the driveway permit. Applications may take up to ten (10) working days for approval, so please allow for this time in your schedule of construction.
5. Applicant contacts PA "One Call System" (1-800-242-1776) at least three working days prior to disturbing the earth with any type of powered equipment.
6. Applicant picks up driveway permit. It is the responsibility of the landowner to ensure soil and erosion control best management practices are utilized. This includes all final seeding and covering of land.
7. Applicant informs Township when construction has been completed.
8. Staff inspects construction and either approves or disapproves driveway.
9. Township provides applicant with a copy of the signed and approved application.

## Damages:

- The Hellam Township Roadmaster has the authority to determine damage.
- If damage exists to portions of the curb, sidewalk, or street in the area in which work is planned to be done, inform the Township before beginning construction. The applicant and the Roadmaster will jointly agree to the condition of the curb, sidewalk, or street in the area of construction prior to the issuance of a permit.
- Payment for all repairs of damage to the integrity of the curb or to the structure of the curb, sidewalk, or street which is a result of work down by authorization of this permit will be the responsibility of the applicant.

# HELLAM TOWNSHIP DRIVEWAY PERMIT APPLICATION

FEES DUE (office use)	PAID
NEW DRIVEWAY (\$75)	_____
DRIVEWAY ALTERATION (\$75)	_____
RESURFACING (\$25)	_____

**PRINT LEGIBLY – USING BLUE OR BLACK INK**

An incomplete application will not be reviewed until all missing information is submitted. This includes all signatures. If information is not submitted the application can be deemed incomplete and can be denied. Mark N/A if a section is not applicable.

CONTACT INFORMATION	
<i>Check box to indicate main contact</i>	
<input type="checkbox"/> Property Owner Name: _____ Mailing Address: _____ Phone(s): _____ E-mail: _____	<input type="checkbox"/> Contractor Name: _____ Mailing Address: _____ Phone(s): _____ E-mail: _____

Indicate insurance and attach a copy:  Self - provide copy of homeowners insurance  
 Contractor's Workers Compensation or Waiver

## DRIVEWAY IMPROVEMENTS

Site Address: \_\_\_\_\_ County Tax Parcel ID #: 31-000-\_\_\_\_-0\_\_\_\_-\_\_\_\_

Driveway enters onto: \_\_\_\_\_ (road name) Name of Nearest Intersection: \_\_\_\_\_

Type of material being used:  Stone  Asphalt  Concrete  Other: \_\_\_\_\_

Proposed Improvement:  New Driveway\*  Asphalt/Concrete Existing Driveway  Alter an Existing Driveway\*  Construction Entrance\*  Temporary  Permanent

Driveway Dimensions: Length x Width: \_\_\_\_\_ ft. x \_\_\_\_\_ ft. Total Square Footage\*: \_\_\_\_\_ s.f.

\*New driveways & alterations which increase the total impervious surface coverage are subject to Zoning regulations & must submit a complete site plan and lot coverage worksheet. All earth disturbance activities must meet Erosion & Sedimentation Control measures. A Stormwater Management (SWM) Permit is required for driveways covering 500 square feet or more (whether stone, asphalt or concrete). A driveway permit cannot be released unless a SWM Permit has been approved by the Township Engineer.

Distance to nearest: Intersection: \_\_\_\_\_ ft. Fire Hydrant: \_\_\_\_\_ ft.

Maximum Grade: \_\_\_\_\_ % Driveways shall **not** be sloped as to cause surface water to drain directly onto the street or onto neighboring properties. Slope cannot exceed 7% for the first 25' from the Right-of-Way (ROW)

Parking Spaces: \_\_\_\_\_ A minimum of 2 off-street parking spaces required (9'x18'). Garages and/or carports can be included and must be behind the street right-of-way line.

Proposed Start Date: \_\_\_\_\_ Proposed Completion Date: \_\_\_\_\_

## STATEMENTS AND VERIFICATION BY APPLICANT

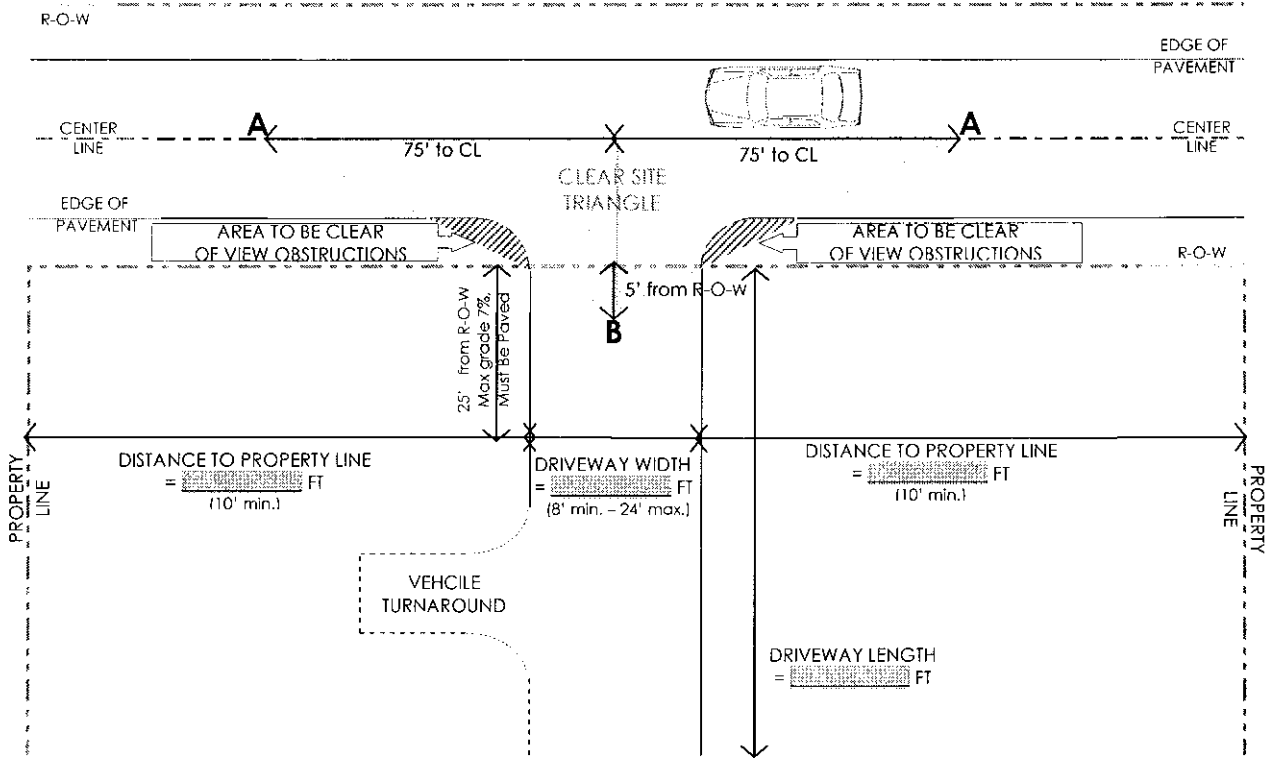
I do hereby certify that the information and statements provided on this application is true and correct to the best of my knowledge or belief. I understand and agree to the following:

1. The establishment of property lines is the sole responsibility of the property owner and applicant.
2. No construction, including moving of earth, can begin until the appropriate permits are acquired.
3. Hellam Township representatives have permission to access the property during normal business hours to perform inspections.
4. Water from the driveway may not discharge into a public street or onto neighboring properties.
5. Improperly installed driveways and driveways that are constructed without permits may be subject the owner to removal and/or relocation of the driveway.
6. Payment for all repairs of damage to the integrity of the curb or to the structure of the curb, sidewalk, or street which is a result of work down by authorization of this permit will be the responsibility of the applicant.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_  
 Signature of Property Owner \_\_\_\_\_ Date \_\_\_\_\_

# COMPLETE SKETCH BELOW

**Clear Site Triangle:** Driveways shall be located and constructed so that a clear-sight triangle is provided. Points marked A on the drawing shall be located 75 feet from a point where the centerline (CL) of the driveway and the street intersect. Point B shall be located along the centerline of the driveway on the site and 5 feet from the property/street right-of-way (R-O-W) line. No permanent obstructions and/or plant materials over three (3) feet high shall be placed within the clear sight triangle.



Improperly designed and constructed driveways can affect the integrity of the Township road. Redirecting water flow in roadway swales by improper construction of driveways can greatly influence the life of a Township road and may cause road hazards in winter. To assure that water runoff does not adversely affect the Township roads or any other property, the final decision for a swale or drainpipe (size) will be made by the Township's Roadmaster reviewing this application to include the temporary driveway installation.

OFFICE USE ONLY			
ZONING APPROVAL:	<input type="checkbox"/> YES <input type="checkbox"/> NO	SIGNATURE _____	DATE _____
ROADMASTER APPROVAL:	<input type="checkbox"/> YES <input type="checkbox"/> NO	SIGNATURE _____	DATE _____
CONDITIONS OR SPECIAL REQUIREMENTS: _____			
REQUIRES INSTALLATION OF:	<input type="checkbox"/> SLOTTED PIPE	<input type="checkbox"/> DRAIN PIPE Size: _____ ft. x _____ in.	<input type="checkbox"/> SQUASH PIPE <input type="checkbox"/> SWALE Type of Material: _____
TEMPORARY CONSTRUCTION ENTRANCE: #3 OR #4 STONE REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO			

INSPECTIONS							
	DATE	DAMAGE TO				APPROVED	SIGNATURE
INITIAL		<input type="checkbox"/> CURB	<input type="checkbox"/> SIDEWALK	<input type="checkbox"/> STREET	<input type="checkbox"/> N/A	<input type="checkbox"/> YES <input type="checkbox"/> NO	
OTHER		<input type="checkbox"/> CURB	<input type="checkbox"/> SIDEWALK	<input type="checkbox"/> STREET	<input type="checkbox"/> N/A	<input type="checkbox"/> YES <input type="checkbox"/> NO	
FINAL		<input type="checkbox"/> CURB	<input type="checkbox"/> SIDEWALK	<input type="checkbox"/> STREET	<input type="checkbox"/> N/A	<input type="checkbox"/> YES <input type="checkbox"/> NO	
COMMENTS: _____							

# LOT COVERAGE WORKSHEET

**Directions:** Complete this worksheet after taking accurate measurements of all existing impervious surfaces. All dimensions should be consistent with the attached site plan. If this worksheet is not completed or if information is left off, the Zoning Officer may deny the application or complete the worksheet using aerial photographs, previous building permits and any available site information (which may be inaccurate).

ADDRESS: \_\_\_\_\_ PIDN: \_\_\_\_\_ ZONING: \_\_\_\_\_

1. **Lot Size (1 acre = 43,560 s.f.)** Lot size can be found on deed or tax assessment paperwork. Multiply the number of acres by 43,560 to obtain the total square feet (s.f.) of the lot.

**EXISTING** (Indicate dimensions of existing structures/surfaces then multiply the dimensions to obtain s.f.)

2. House
3. Attached Garage
4. Attached Deck
5. Driveway (including stone)
6. Sidewalk/Patio
7. Detached Garage(s)
8. Decking (not attached to house)
9. Shed(s) or other accessory buildings
10. Pool (including surrounding concrete deck)
11. Barn(s)
12. Other \_\_\_\_\_

	ac.	s.f.
<b>Dimensions</b>		<b>Square Feet</b>
_____ ft x _____ ft		_____
_____ ft x _____ ft		_____
_____ ft x _____ ft		_____
_____ ft x _____ ft		_____
_____ ft x _____ ft		_____
_____ ft x _____ ft		_____
_____ ft x _____ ft		_____
_____ ft x _____ ft		_____
_____ ft x _____ ft		_____
_____ ft x _____ ft		_____

13. **Total Existing Lot Coverage** (add lines 2-12) s.f.
14. **Total % of Existing Lot Coverage** (line 13 divided by line 1, then multiply by 100) %

**PROPOSED** (Identify structure, i.e. addition, deck, garage, etc.)

15. \_\_\_\_\_
16. \_\_\_\_\_

	Dimensions	Square Feet
	_____ ft x _____ ft	_____
	_____ ft x _____ ft	_____

17. **Total Proposed Lot Coverage** (add lines 15 & 16) s.f.
18. **Total Coverage in s.f. – existing & proposed** (add lines 13 & 17) s.f.
19. **Total % Lot Coverage** (line 18 divided by line 1, then multiply by 100) %
20. **Total % Lot Coverage permitted** (provided on Page 2 of the application directions) %
21. **Total Coverage in s.f. – permitted** (multiple line 20 by line 1) s.f.

**Lot Coverage** is a percentage of the lot area which may be covered with an impervious surface. An **impervious surface** is made of materials which prevent the percolation of water into the ground. These materials include semi-impervious materials such as gravel stone and block. Examples of surfaces that should be included in lot coverage are buildings, driveways, parking areas, sidewalks, concrete pads, etc.