

Procedure for obtaining a Driveway Permit

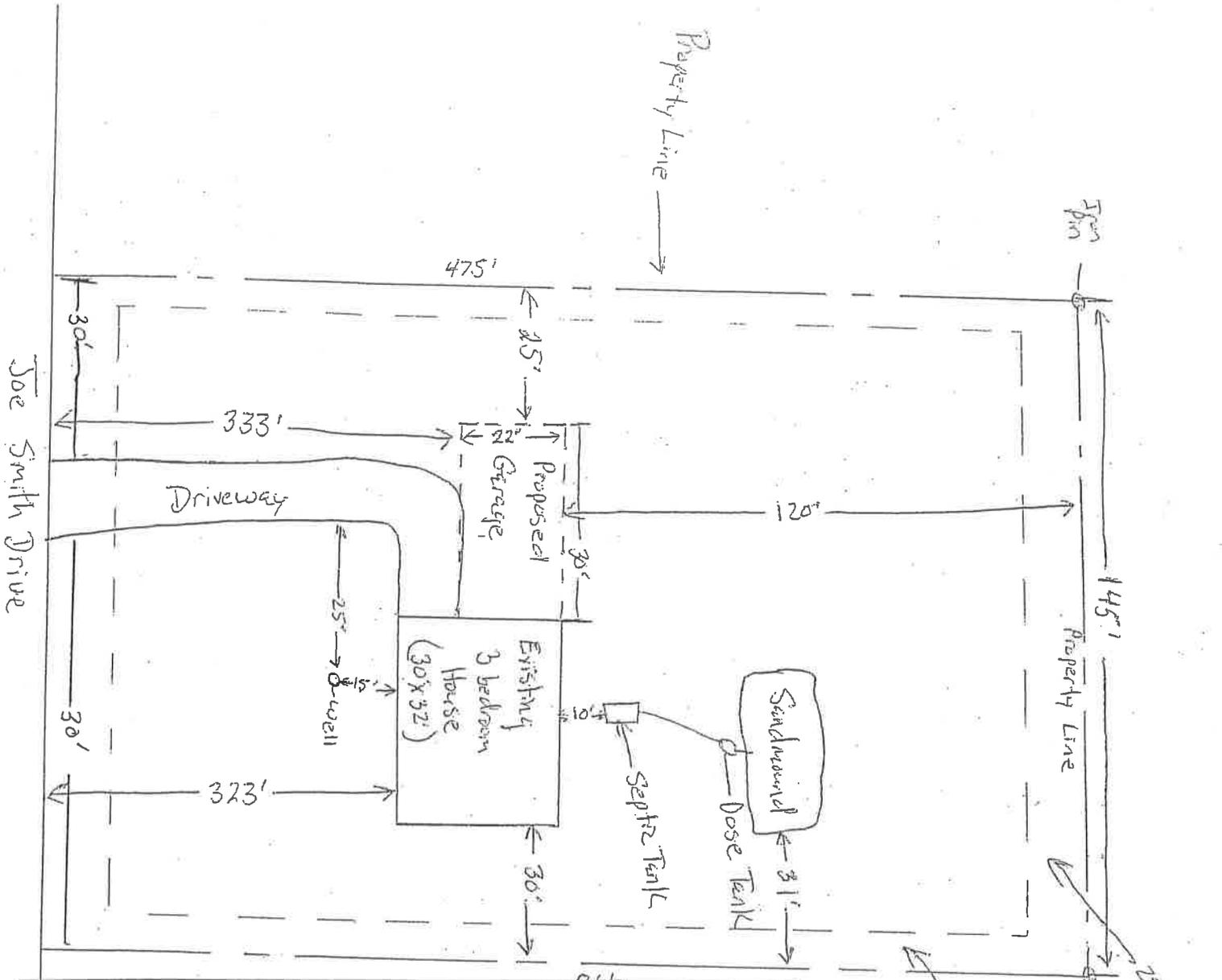
To All Applicants:

In order to obtain a Penn Township Driveway Permit, a sketch plan of your property must be attached. The plan must include the following:

1. Overall plan of the property. This does not need to show bearings but should show distances to the best of the Applicants ability.
2. Show locations of all wells, septic tanks, drain fields, existing buildings, proposed buildings, swimming pools, permanent landmarks such as large trees, driveways, electric lines, property lines, and building setbacks for the appropriate district in which you are in.
3. Please show street names and nearest intersection.
4. Show distances to all property lines.
5. The driveway shall be posted before the application is submitted. The site will be visited.
6. **Before paving** the driveway will be inspected as to the slope and site distance required.

Attached is a sample plan that can be followed. This plan does not need to be in any scale, but must show what the distances are. Please note that following this process will help speed the process along. If a proper plan is not attached the application will be rejected.

Penn Township



Joe Smith Drive

DRIVEWAY
 Sketch Plan for:
 Joe Smith
 1234 Joe Smith Drive
 Anytown, Pa 15004
 For a 22' x 30' Proposed Garage
 R-1 Residential District

APPLICATION FOR TOWNSHIP ROAD OCCUPANCY PERMIT

TOWNSHIP _____ CO. _____

Date _____ 19____

USE MAILING ADDRESS OF TOWNSHIP

Issuing Permit Fee \$ _____

Township Inspection Fee \$ _____

Route No., Road or Street Name (Where work is to be done)

Total \$ _____

Application is hereby made by _____
NAME OF APPLICANT

of _____, Pennsylvania for permission to _____
(POST OFFICE ADDRESS)

(DESCRIPTION AND PURPOSE OF WORK)

Under and subject to all the conditions, restrictions, and regulations prescribed by the Township 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 and under and subject to the special conditions, restrictions, and regulations hereinafter set forth.

Data Applicable To This Application

General. Approximate date when work will be started: _____, Approximate date when work will be completed: _____. The road surface is improved to a width of _____ feet. Distance from center of line to roadway to gutter or ditch: _____ feet. Distance from center line of road to Right-of-Way line: _____ feet.

Poles and Tower. Number of poles to be erected: _____. Nearest distance from center of road to structure: _____ feet. Distance of proposed work along the road: _____ feet.

Pipe Lines and Conducts. The improved surface of the road (will) (will not) be opened. Approximate area of openings in improved surface: _____ sq. yds. Approximate area of openings on unimproved part: _____ sq. yds. Length of trench along the road: _____ feet. Depth of trench below surface: _____ inches.

TO BE COMPLETED BY TOWNSHIP

Schedule Item No.						
Unit Fee						
Number of Units						
Total Fee						

The applicant is (an individual) (a partnership) (a corporation incorporated under the law of _____)

(Corporate Seal)

(NAME OF APPLICANT)

BY _____
(EXECUTIVE OFFICER OR AUTHORIZED REPRESENTATIVE)

GENERAL INSTRUCTIONS

Any work performed within the right-of-way of a township road, requires submission of three (3) copies of this form along with three (3) copies of a sketch showing location and details of proposed work.

Any work performed on a township road over, under, or within, the limits of a limited access state highway, requires a state permit.

The prescribed permit fee shall accompany the application and sketch. Schedules of fees are furnished on request.

THE FEE SHALL BE PAID BY CHECKS OR MONEY ORDERS, AND SHALL BE MADE PAYABLE TO THE TOWNSHIP AFFECTED.

DRIVEWAY DETAIL

PENN TOWNSHIP

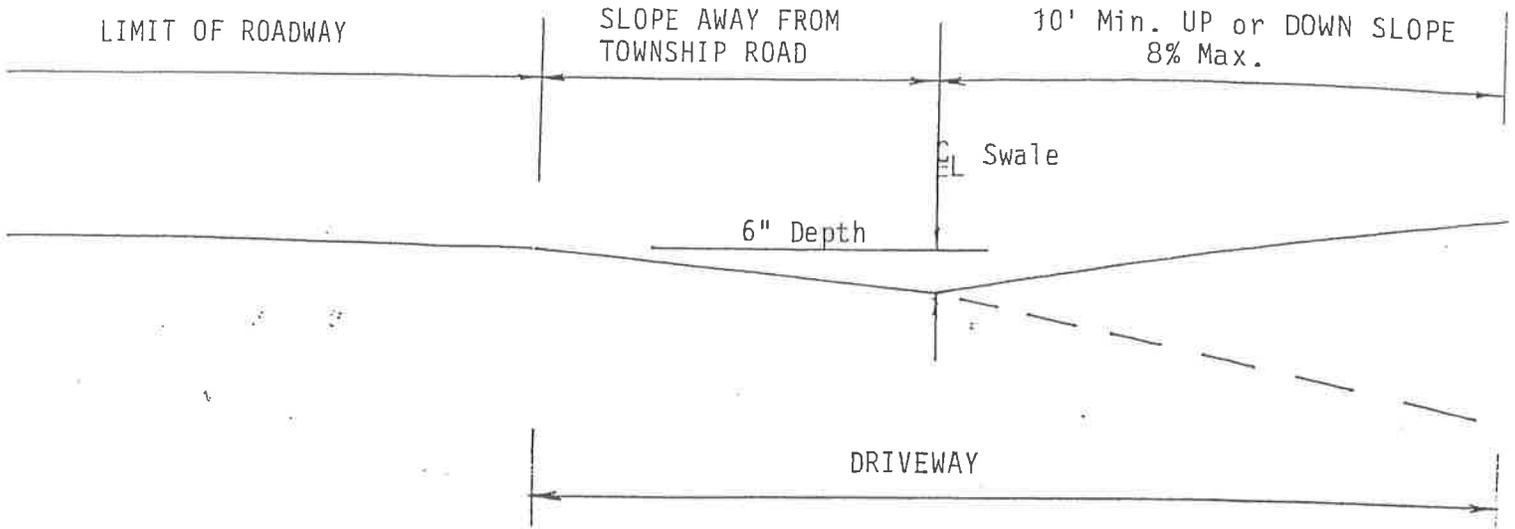
NAME OF APPLICANT _____

LOCATION _____

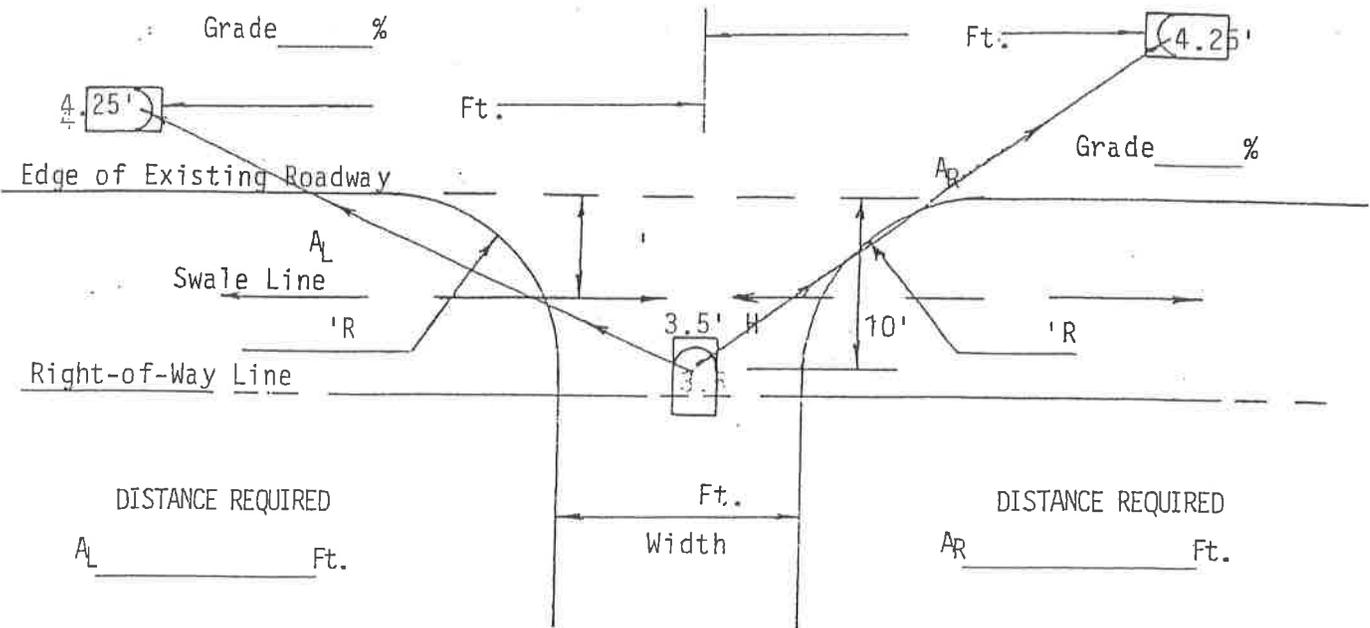
Posted Speed Limit _____

Measured By _____

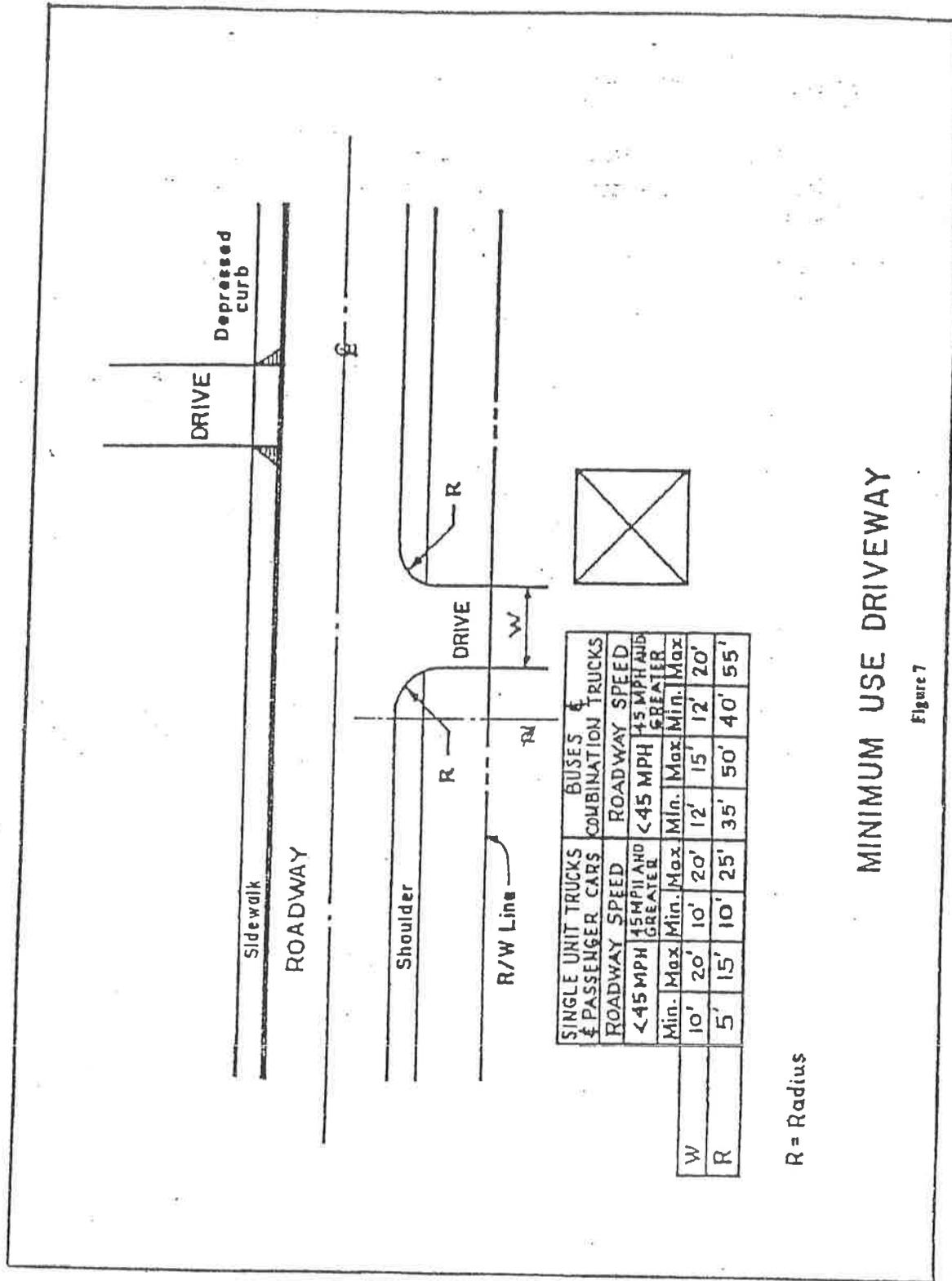
Date _____



TYPICAL CROSS SECTION



DRIVEWAY PLAN



MINIMUM USE DRIVEWAY

Figure 7

SCHEDULE OF FEES FOR HIGHWAY OCCUPANCY PERMITS



PERMIT ISSUANCE FEES

These fees are applied to the administrative costs incurred in reviewing the application and plan(s) and issuing and processing the permit, including the preliminary review of the site location identified in the application, whether or not a permit is issued and processed.

**Schedule
 Item No.**

	Unit Fee
1) Application Fee	
a) Utility	
b) Driveways	\$50.00
(i) minimum use (e.g., single-family dwellings, apartments with five or fewer units)	
(ii) low volume (e.g., office buildings, car washes)	15.00
(iii) medium volume (e.g., motels, fast food restaurants, service stations, small shopping plazas)	30.00
(iv) high volume (e.g., large shopping centers, multi-building apartment or office complexes)	40.00
c) Other (e.g., bank removal, sidewalk and curb)	50.00
2) Supplement Fee (each six-month time extension) (each submitted change)	20.00
3) Emergency Permit Card (each card)	10.00
4) Exemption (see below for list of exemptions)	5.00

GENERAL PERMIT INSPECTION FEES

These fees are applied to the costs incurred in the preliminary review of the location covered by the permit, and/or spot inspection of the permitted work, and/or subsequent inspection after the permitted work has been completed to ensure compliance with PennDOT specifications and permit provisions.

5) Driveways	
a) Each minimum use driveway	
b) Each low-volume driveway	10.00
c) Each medium-volume driveway	20.00
d) Each high-volume driveway	35.00
6) Surface Openings (These fees are calculated on the total linear feet of the opening being permitted within different areas of the right-of-way.)	
a) Total linear feet of opening each (100 foot increment or fraction thereof):	
(i) Opening in pavement	
(ii) Opening in shoulder	40.00
(iii) Opening outside pavement and shoulder	20.00
b) If a longitudinal opening simultaneously occupies two or more highway areas identified in subparagraph (a), only the higher fee will be charged. Linear distances shall be measured to the nearest foot.	10.00
7) Surface Openings of Less Than 36 Square Feet (e.g., service connections performed independently of underground facility installation, pipe line repairs) (each opening)	
(i) Opening in pavement	
(ii) Opening in shoulder	30.00
(iii) Opening outside pavement and shoulder	15.00
If an opening simultaneously occupies two or more highway areas identified in subparagraphs (i)-(iii), only the higher fee will be charged.	10.00
8) Above-Ground Facilities (e.g., poles, guys and/or anchors if installed independently of poles)	
a) Up to 10 physically connected above-ground facilities (each continuous group)	
b) Additional above-ground physically connected facilities (each pole with appurtenances)	20.00
c) Additional above-ground physically connected facilities (each pole with appurtenances)	2.00
9) Crossings (e.g., "overhead" tipples, conveyors or pedestrian walkways and "undergrade" subways or mines)	80.00
10) Seismograph — Vibroseis Method (e.g., prospecting for oil, gas)	
a) First mile	
b) Each additional mile or fraction thereof	50.00
11) Non-Emergency Test Holes in Pavement or Shoulder (each hole)	5.00
12) Other (e.g., bank removal, sidewalk and curb)	20.00

EXEMPTIONS

Permit issuance fees and general permit inspection fees are not payable by any of the following:

- 1) The commonwealth.
- 2) Political subdivisions of the commonwealth, except when placing a facility longitudinally within more than 100 total linear feet of pavement. In that case, the application and inspection fees for pavement openings will be charged.
- 3) Governmental authorities organized under the laws of the commonwealth.
- 4) The federal government.
- 5) Charitable organizations that are in compliance with Act No. 337, approved August 9, 1963, P.L. 628, as amended (churches, hospitals, schools, charitable institutions, veterans' organizations, non-profit organizations)
- 6) Utility facility owners for:
 - a) The installation of street lights at the request of PennDOT or the political subdivision.
 - b) The replacement or renewal of their facilities prior to a township resurfacing project after notice from the township.
 - c) The removal of poles and attached appurtenances.
 - d) Facilities moved at the request of PennDOT or the political subdivision.
 - e) The reconstruction or maintenance of their facilities that occupy the right-of-way under private status.

ADDITIONAL INSPECTION FEES

If the township determines that the permitted work is of sufficient magnitude or importance to warrant assignment of one or more persons to inspect the permitted work on a more than spot inspection basis, the permit will so indicate and the permittee shall be charged for additional salary, overhead and expenses incurred by each assigned inspector and the township.

OCT 15 1992