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**PENN**  
**TOWNSHIP**  
LANCASTER COUNTY, PA

Date Received
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## DRIVEWAY PERMIT APPLICATION

**SITE ADDRESS** \_\_\_\_\_

Subdivision Name (if known) \_\_\_\_\_ Lot No. \_\_\_\_\_

**APPLICANT** \_\_\_\_\_

Mailing Address \_\_\_\_\_

Cell Phone \_\_\_\_\_ Home or Work Phone \_\_\_\_\_ Email \_\_\_\_\_

**PROPERTY OWNER** (if different than applicant): \_\_\_\_\_

Cell Phone \_\_\_\_\_ Home or Work Phone \_\_\_\_\_ Email \_\_\_\_\_

**TYPE OF WORK:** (Check all that apply)

- New Driveway
- Paving
- Grading & Paving
- Overlay
- Widening at Street
- Other (describe) \_\_\_\_\_

For existing driveways, will driveway's footprint change?  Yes  No

Is there an existing ditch or culvert?  Yes  No **ESTIMATED COST OF PROJECT:** \$ \_\_\_\_\_

**Water Supply:** \_\_\_ Private \_\_\_ Public (Acct # \_\_\_\_\_) **Sewage Disposal:** \_\_\_ Private \_\_\_ Public (Acct # \_\_\_\_\_)

Is any part of this property located within a **Floodplain or Flood-prone area?** \_\_\_ Yes \_\_\_ No

**PERMIT REQUIREMENTS:**

A plan depicting the proposed work must accompany this application. The plan shall include the information set forth in the Driveway Ordinance, as applicable, to determine compliance with the Ordinance.

**NOTE:** If the proposed project involves new or increased impervious area, you may need to submit a Zoning Application and/or Small Project Stormwater Management Plan/Exemption Application in addition to this application.

As the property owner or authorized agent for which this application is filed, I certify that:

- All information on this application and any documents and plans submitted relative to this application is true, correct, and complete to the best of my knowledge and belief.
- This project will be constructed and/or use conducted in accordance with the approved Driveway Permit and Chapter 21 of the Penn Township Code, as set forth on Pages 2-3 herein.
- I understand that any proposed changes to this project will require approval by the Township prior to construction.

By signing this application, I hereby authorize the Penn Township Superintendent of Public Works or other Township officials to enter the property if necessary to confirm compliance with the Penn Township Driveway Ordinance.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR TOWNSHIP USE ONLY**

Approved  Disapproved \_\_\_\_\_ Date \_\_\_\_\_  
Superintendent of Public Works

**NOTES:** \_\_\_\_\_

Driveway Permit No. \_\_\_\_\_ Date Issued \_\_\_\_\_ Permit Fee \$ \_\_\_\_\_ Paid \_\_\_\_\_

## CHAPTER 21 – DRIVEWAYS

### § 21-103. Permit Required. [Ord. 2001-4, 10/8/2001, § 3]

1. No person, owner and/or contractor shall hereafter install, initiate any work, or allow the installation or initiation of any work toward the installation of a driveway without first obtaining a permit from the Township.
2. Any driveway intersecting with a state-owned road shall require the obtainment of a driveway permit from the Pennsylvania Department of Transportation.

### § 21-104. Construction Standards. [Ord. 2001-4, 10/8/2001, § 4; as amended by Ord. 2012-02, 2/13/2012]

1. All driveways shall be constructed in conformance with the following standards:
  - A. Residential Driveways. A minimum of eight-inch stone base course and a 2 1/2-inch bituminous course or equal paving approved by the Township Road Superintendent.
  - B. High Density Residential, Commercial and Industrial Driveways. A minimum of four inches 2A modified aggregate, and six inches reinforced concrete; or a minimum of eight inches 2A modified aggregate plus 2 1/2 inches "Superpave" 9.5mm Superpave wearing course top.
  - C. Stone Driveways. Consisting of a minimum of six inches of 2A or 2RC modified aggregate are permitted providing that first 15 feet measured from edge of the paved cartway of the public road is constructed to standards in Subsection 1A or B above for the required type of driveway.
2. On all corner properties fronting on arterial or collector streets there should be a minimum distance of 100 feet between the centerline of the driveway and the edge of the cartway of the street intersection.
3. On all corner properties fronting on local streets there should be a minimum distance of 40 feet between the centerline of the driveway and the edge of the cartway of the street intersection.
4. The sight distance for all driveways shall comply with the requirements for state highways prescribed by the Pennsylvania Department of Transportation as codified at 67 Pa.Code § 441.8, and amendments and addenda thereto.
5. To ensure adequate visibility, the entire frontage of the lot shall be graded to a slope of 2% to the right-of-way line.
6. Driveways shall have a minimum width of 10 feet for single-family dwellings and 16 for shared driveways; however, in any case, the maximum width shall not exceed 24 feet.
7. All driveways shall be separate from any property line by a planting strip of not less than three feet in width and from all fire hydrants a distance of five feet.
8. Driveway profiles shall conform to the slope guidelines in accordance with the PennDOT criteria. (See Figure 21-4-2)
9. Within the Residential Zoning Districts, driveway access onto a collector or arterial roadway shall be prohibited.
10. Within the Agricultural or Conservation Zoning Districts, driveway access onto a collector or arterial roadway shall be permitted provided that a paved turnaround is provided.
11. Driveways shall be protected with a clear sight triangle. Two apexes of the triangle shall be located in both directions along the street centerline, 75 feet from a point where the centerline of a driveway and the street intersect. The vertex of the triangle shall be located along the centerline of the driveway, on the site and five feet from the property or street right of way (see Figure 21-4-1). No permanent obstructions and/or plant materials over three feet high shall be placed within the clear sight triangle.

### § 21-105. Driveway Construction Not to Interfere With Roadway Drainage. [Ord. 2001-4, 10/8/2001, § 5]

1. All driveways shall be constructed in a manner that will not impede or divert the normal flow of surface drainage. At the point where any driveway adjoins a public road the driveway shall have the same degree of slope as the existing shoulder and in no case less than one inch per foot of drop, with the low point in line with the existing gutter line. Drainage pipes shall not be used in connection with the construction of any driveway

unless and until written approval is obtained from the Township Road Superintendent.

2. The Township may require that stormwater runoff calculations be submitted in order to determine the amount of additional stormwater that will be discharged onto a public road. If it is determined that the additional stormwater runoff will create problems for existing facilities, such as gutters and/or existing drainage pipes, the Township may refuse a permit until appropriate measures are taken to eliminate the potential problem.
3. All driveways shall be constructed in a manner, which will prevent mud, stones and other debris from being deposited on the right of way of any public road.

**§ 21-106. Number Per Lot. [Ord. 2001-4, 10/8/2001, § 6]**

1. Only one driveway per lot shall be permitted.
2. The Board of Supervisors may require the use of shared driveways, where possible, to minimize access points along existing and proposed roadways and access drives.

**§ 21-107. Application, Plan and Approval Procedures. [Ord. 2001-4, 10/8/2001, § 7]**

1. Any person, owner and/or contractor shall, prior to obtaining a driveway permit, file an application, on an application form supplied by the Township, reflecting and showing the location of the driveway relative to the premises and designating the course, grade, structure, materials and drainage facilities, if any, involved in the construction of the driveway.
2. The Engineer or the Road Superintendent of the Township shall review the application. The Engineer or Road Superintendent shall determine if the proposed method of constructing or making said connection, as reflected on the application, is that it will (A) minimize the adverse impact of stormwater runoff or surface drainage resulting from said connection, (B) not cause damage to the road to which the driveway is to be connected, and (C) not create or increase hazardous driving conditions for those persons using the road to which the driveway is to be connected.
3. If found satisfactory by the Engineer or Road Superintendent, he shall so advise the Board, and the Board will issue, or cause to be issued, the permit. If the plan is found deficient, or if in the opinion of the Township Engineer or Road Superintendent the plan could be improved so as to (A) minimize the adverse effect of stormwater runoff, (B) lessen drainage to the public road to which the driveway is to be connected, or (C) lessen hazardous driving conditions on the road to which the driveway is to be connected (including provisions for a clear sight triangle), the Engineer or Road Superintendent shall, by written communication to the owner, notify him of the changes to be made. The applicant shall immediately make such changes and return the revised plan to the Township. When such plan is in acceptable form, the Board shall approve or cause to be approved and the permit issued.

**§ 21-109. Fees and Costs for Processing Application. [Ord. 2001-4, 10/8/2001, § 9]**

Such fee shall accompany the application or fees, as the Board shall prescribe from time to time not exceeding the appropriate reasonable cost of processing and reviewing the application and making any necessary inspections.

**§ 21-110. Notification and Inspection Prior to Paving. [Ord. 2001-4, 10/8/2001, § 10]**

All construction in any way incidental to the installation of the driveway shall be performed in strict conformance with the approved plans. After the proposed driveway has been stoned in, but before the driveway has been blacktopped, the person to whom the permit has been issued shall notify the Township Road Superintendent. The driveway shall not be blacktopped until the stoned in area has been inspected and approved by the Road Superintendent or his designated representative.

# DRIVEWAY CLEAR-SIGHT TRIANGLE

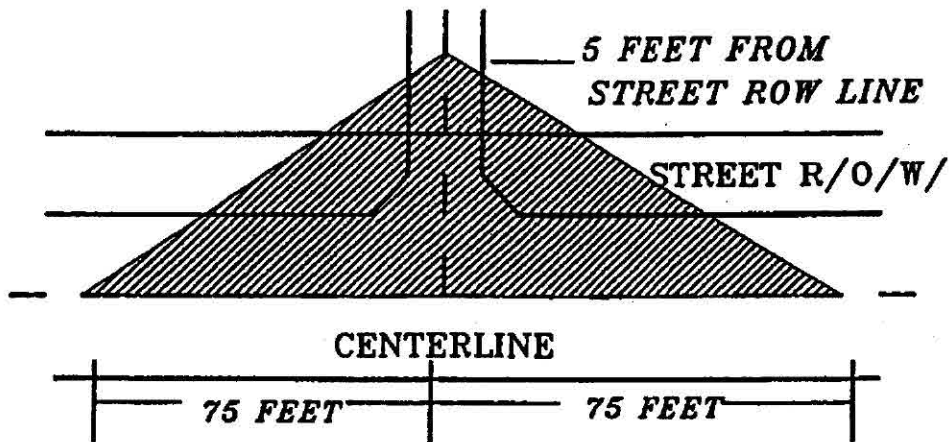
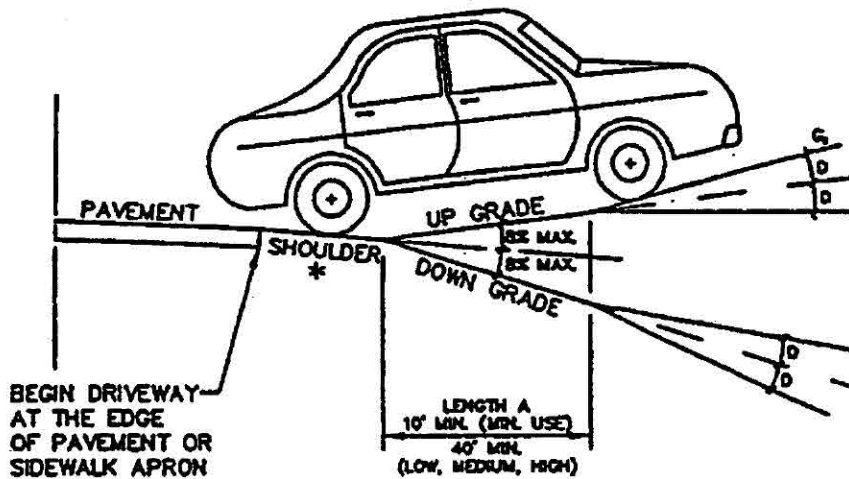


Figure 1

## DRIVEWAY SLOPE GUIDELINES



- The shoulder slope usually varies from  $\frac{1}{2}$ " per foot (4%) to  $\frac{3}{4}$ " per foot (6%). However the shoulder slope should be maintained when constructing the driveway.
- For grading changes greater than those shown above vertical curves at least 10 feet long shall be constructed and length "A" shall be increased.
- Grades (G) shall be limited to 15% for minimum use of driveways and from five percent to eight percent for low, medium, or high volume driveways within the right-of-way.

### MAXIMUM GRADE CHANGE (D)

	DESIRABLE	MAXIMUM
High Volume Driveway	0 %	+ or - 3%
Medium Volume Driveway	+ or - 3%	+ or - 6%
Low Volume Driveway	+ or - 6%	Controlled by Vehicle Clearance Or Maximum 8%



## Permit Application Fees

\*Fees listed below are due with the submittal of the application(s).

### RESIDENTIAL ZONING

Pay \$30.00 for any of the following:

- pre-fab shed
- fence
- portable swimming pool
- hot tub on an existing base
- finish a basement
- roof-mounted solar
- renewal of an expired permit for an additional year
- temporary permits for sale of seasonal items or special events

Pay \$60.00 for any of the following:

- stick-built shed
- patio
- addition
- demolition
- deck
- roof over a deck/patio
- hot tub on a new base
- grading
- paving
- excavation

### NON-RESIDENTIAL ZONING

Pay \$130.00 for any of the following:

- addition
- demolition
- excavation
- grading
- paving

### OTHER

Stormwater Application Fees:

- Stormwater Exemption - \$25.00
- Small Stormwater Project - \$300.00
- Stormwater Alternate Ag Process - \$400.00
- Major Stormwater – see full fee schedule

Pay \$40.00 for a new driveway or when paving to the street on a Township road