



Driveway Application

LOWER FREDERICK TOWNSHIP

PROPERTY OWNER INFORMATION

Name(s):

Property Owners Address:

Cell/Home Phone: Email:

PROPERTY/SITE INFORMATION

Location and/or address of property where work will be performed: (only if different from address above)

Is this application for a new driveway? Yes No Is there curbing at this location? Yes No

Is this for an overlay of an existing driveway? Yes No

If for an existing driveway, will it be widened or lengthened? If so, provide dimensions: Yes No

Driveway Pipe or Swale needed or to be installed? Yes No

Description of work to be performed:

CONTRACTOR INFORMATION

Name of Contractor:

Phone: E-Mail: State License No:

APPLICATION VERIFICATION

\$25.00 dollar permit fee is owed at time of submission for resurfacing or altering of existing driveway.

\$150.00 dollar permit fee is owed at time of submission for a residential new driveway.

\$250.00 dollar permit fee is owed at time of submission for a commercial new driveway.

Please make payments via cash or check. Checks should be made payable to Lower Frederick Township.

Signature of Applicant: Date:

Office Use Only

Application Fee Paid: Check Amount:

Cash Date:

Online

Application Approval: Approved: Denied: Road Master Signature: _____

Escrow Required: Yes No Amount:

Inspected By: _____ Approved: Denied:

Return Escrow: Yes No



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DRIVEWAY REQUIREMENTS

Chapter 71 of Lower Frederick Township Driveway Ordinance

§ 71-4 Permit required in certain instances; improvement requirements.

No existing or proposed driveway in Lower Frederick Township shall be laid out, opened, installed, constructed or substantially improved unless it shall be in accordance with the following:

- A. Any driveway which requires the penetration, encroachment or occupancy of a state highway right-of-way area shall be laid out, opened, designed, installed, constructed or substantially improved in accordance with a permit issued by the Pennsylvania Department of Transportation pursuant to the provisions of Chapter 441 of Title 67 of the Pennsylvania Code.
- B. Any driveway which requires the penetration, encroachment or occupancy of a local street right-of-way area shall be laid out, opened, designed, installed, constructed or substantially improved only in accordance with a permit issued by the Lower Frederick Township permit officer under the provisions of this chapter, any other applicable ordinances of Lower Frederick Township, and such driveway regulations, provisions and specifications as may be enacted by the Board of Supervisors of Lower Frederick Township, from time to time.
- C. Except as herein provided, any driveway which causes silt, stone, debris or water to be deposited in a right-of-way area of any local street shall be improved to eliminate said discharge. A permit shall be required as set forth above if the corrective work is a substantial improvement. In those instances where a road has adequate drainage facilities to control stormwater runoff onto the road right-of-way, the permit officer has the discretion to grant an exemption from the improvement requirements set forth by this chapter.

§ 71-5 Application for permit; approval of plans; issuance of permit.

- A. Any person required to obtain a driveway permit under the terms of this chapter shall make application for the same on a form approved by the Board of Supervisors and accompanied by a fee in an amount to be determined by the Board of Supervisors.
- B. No permit as herein provided for shall be required for normal and customary maintenance and repair of an existing driveway, providing such normal and customary maintenance and repair does not constitute substantial improvement, i.e. sealing and patching.
- C. In addition to submitting to the permit officer the application and the application fee, the application shall be accompanied by the following information:
 - (1) A statement giving the location, purpose and description of all work to be done;
 - (2) A driveway sketch and driveway profile plan prepared by the applicant showing the area to be affected, existing improvements presently erected and/or constructed thereon, proposed improvements and all property boundary lines within 100 feet of the proposed driveway. The driveway sketch and driveway profile plan shall be subject to the approval of the appropriate designated Township official.
 - (3) If the discharge or passage of surface water drainage onto or within the right-of-way area of a local street will be affected, stormwater runoff calculations indicating runoff prior to and after the proposed work, when such calculations are requested by the permit officer.
 - (4) Information pertaining to the treatment of storm drainage and means of sediment and erosion control during and after the proposed work, when requested by the permit officer.
- D. The location, design and mode of construction of all driveways and drainage facilities is subject to the approval of the permit officer. The permit officer may require that the plans filed with the application shall be altered to reflect any changes or modifications which the permit officer shall deem necessary to meet the requirements of this chapter.
- E. All work shall be in strict compliance with the plans and specifications for which the permit officer issued a permit.
- F. The permit officer shall not issue a permit for any work to be performed under the terms and conditions of this chapter until such time as the permit officer shall receive from the applicant all required information and until such time as the permit officer has had an adequate opportunity to investigate and research the said application. The permit officer shall either approve or reject an application for a permit within 30 days after the permit officer has received from the applicant all information and documentation required by this chapter.



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LOWER FREDERICK TOWNSHIP

DRIVEWAY REQUIREMENTS

Chapter 71 of Lower Frederick Township Driveway Ordinance

§ 71-6 Construction standards.

- A. All driveways and related improvements shall be constructed and located in such a manner as not to impair drainage or maintenance within any street right-of-way area, alter the stabilizer of a roadway subgrade, materially change the drainage of adjacent areas, interfere with the traveling public, present a hazard to the free movement of normal street traffic, or create areas of undue traffic congestion on the highway. All surface water shall be retained on the applicant's lot whenever possible, and in no case shall the applicant channel surface water and direct it or allow it to flow in force onto lower land.
- B. All work for which a permit is required under the provisions of this chapter shall be done in accordance with the standards contained herein and any other driveway regulations, provisions and specifications adopted by the Board of Supervisors from time to time. Land developments and subdivisions shall be subject to the additional requirements of Chapter 145, Subdivision and Land Development. Driveways which access onto state highways shall be constructed to the design criteria set forth in Title 67 of the Pennsylvania Code at Chapter 441, Access to and Occupancy of Highways by Driveways and Local Roads.
- C. Driveway entrances shall be so located as to provide reasonable and safe sight distance to the operator of a vehicle departing from a driveway onto a local street. The location of all driveways is subject to approval by the permit officer. Clear sight triangles shall be provided at all intersections of driveways with local streets. The clear sight triangles shall be free from any vegetative obstructions. Within such triangles, no vision obstructing objects other than utility poles, streetlights, street signs or traffic signs shall be permitted that obscure vision above the height of 30 inches and below 10 feet measured from the center-line grade of the intersecting driveway and the local street.
- D. Clear sight triangles shall be established as per Figure A, Driveway Sight Distance Measurements, and Table X, Formula Sight Distance Table.
- E. Any repairs to a driveway for which a permit has been issued under this chapter shall be done in such a manner that the repairs shall not change the original design and specifications for the driveway, unless the new design and specifications are first submitted to the permit officer for approval. The permit officer will require the payment of the filing fee established by the Board of Supervisors.
- F. Every driveway which requires the penetration or occupancy of a paved local street shall be paved from the pavement/cartway edge for a minimum distance of 25 feet. The driveway grade within 25 feet of the cartway shall not exceed a grade of 6%. All driveways exceeding a grade of 8% with positive drainage toward the public street to which it has access shall be paved. If paving of the driveway outside of the areas designated above is required for the purposes of drainage, erosion control, and/or safety, the permit officer shall have the authority to require that such additional paving be undertaken.
- G. Curbs.
- (1) Where the roadway has no curb, driveway paving specifications shall consist of at least four inches of a compacted 2-A aggregate stone base and at least three inches of a bituminous pavement materials.
 - (2) Where the driveway intersects a road with cement concrete curb, a curb depression shall be installed consistent with the standards and specifications of the Pennsylvania Department of Transportation.
 - (3) Where the driveway intersects a road with cement concrete curb and sidewalk, six inches of wire-reinforced cement concrete driveway apron shall be constructed behind the depressed concrete curb to the back of sidewalk. The driveway apron shall not cause abrupt changes in sidewalk slope; the resulting sidewalk shall not exceed 8% grade, and sidewalk cross-slope shall not exceed 2% grade.
- H. All driveways shall have a width of at least 10 feet, and the entrance shall be rounded at a minimum radius of five feet. Residential driveways shall be a maximum of 15 feet at the street line. Commercial or multifamily properties shall be a minimum of 12 feet and a maximum of 24 feet at the street line unless otherwise approved by land development. The entire driveway entrance, including the radii, shall be located within the frontage of the property which is to be served by the driveway. No driveway shall be closer than five feet from a property boundary line, unless a shared driveway with an easement agreement is recorded.
- I. All driveways shall be located at least 50 feet from the point of intersection of the nearest street right-of-way line.
- J. No single lot or parcel of land shall have more than one driveway. If the owner of a parcel with at least 125 feet of frontage demonstrates to the satisfaction of the permit officer that an additional driveway is necessary, the permit officer may issue a permit for a second driveway in accordance with the terms of this chapter.
- K. All driveways shall have a leveling area not to exceed a grade of 6% between the edge of the cartway and the ultimate right-of-way line. All driveways must have a length of stopping area for 20 feet, measured from the cartway line not to exceed 6%.



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§ 71-6 Construction standards.

L. Cartway.

(1) The intersection of all driveways within the pavement/cartway edge shall be constructed with either a drainage swale, pipe, or trench drain at the option of the applicant and with the concurrence of the permit officer. Any structure installed must be capable of withstanding H-2O loading (as defined by AASHTO).

(2) If a drainage swale is used, it shall slope from the cartway at a grade of 6% for a minimum of eight feet from the pavement/cartway edge. If a drainage swale is used, the bottom of the swale shall be at least six inches lower than the edge of the pavement and eight feet from the edge of the pavement.

M. This criterion may be modified by the permit officer if field conditions dictate such. If a pipe is used, the size shall be determined by drainage computations using a ten-year storm frequency.

N. The minimum pipe size shall be 15 inches, and a minimum of one foot of cover is required. The pipe shall be located at least eight feet from the edge of the pavement unless field conditions, upon Township inspection, indicate modification of this criterion. The drainage pipe shall be of a length considered sufficient by the permit officer.

O. Where driveways are placed in relation to curb areas, the curb depression shall be four feet wider than the drive. The curb shall be constructed per PennDOT standard specifications.

P. The angle of a driveway as it intersections a street shall be such that a vehicle entering the driveway may do so in an orderly and safe manner with a minimum of interference to other street traffic and such that a vehicle leaving the driveway may enter safely into the lane of traffic moving in the desired direction. Driveways shall intersect streets as nearly as possible at right angles, and in no case at an angle of less than 60° or more than 120°.

Q. A driveway sketch and driveway profile plan prepared by the applicant showing the area to be affected, existing improvements presently erected and/or constructed thereon, proposed improvements and all property boundary lines within 100 feet of the proposed driveway. The driveway sketch and driveway profile plan shall be subject to the approval of the appropriate designated Township official.

§ 71-7 Maintenance.

All driveways shall be maintained by the property owner in such a manner as not to interfere with the design, maintenance, and drainage of public streets, nor the safe and convenient passage of traffic upon the local streets. All such maintenance violations shall be subject to the maximum fines which can be imposed by this chapter.

§ 71-8 Escrow deposit.

There shall be required of all those applying for driveway permits an escrow deposit as set forth by the Township's fee schedule.

A. This escrow deposit will be returned in full after the Township's Building/Zoning Officer conducts an inspection of the driveway land or entranceway to insure that all required and specifications set forth in this article were complied with.

B. If said requirements and specifications were not met or if work is not completed within one year of the date of that permit issuance, the Township may use the applicant's escrow funds to perform the necessary work. If these funds are insufficient, the applicant will be liable for any deficiency.

§ 71-9 Inspections.

A. No paving of a driveway for which a driveway permit has been issued pursuant to the terms of this chapter shall be commenced until the permit officer shall have inspected the site and approved the work performed up to the date of the site inspection. The applicant shall give the permit officer a minimum of 48 hours' advance notice before paving is commenced in order to afford the permit officer the opportunity to perform the site inspection.

B. Within 48 hours after completion of the work for which a permit was issued, the party to whom the permit was issued shall notify the permit officer of the completion of work so that the permit officer may inspect the same. If the work was not performed in accordance with the plans and specifications approved by the permit officer, the holder of the permit shall be directed by the permit officer, in writing, to take immediate steps at the permit holder's own expense toward placing the work in such conditions as to conform to the approved plans and specifications.



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§ 71-10 Requirements for subdividers.

A. The Board of Supervisors may require a subdivider to submit with his subdivision plans evidence that the standards for driveway construction established in this chapter can be met for each lot within the subdivision. The Board of Supervisors may further require subdivision plans to show a typical treatment of the construction of driveways and the handling of storm drainage and erosion and sediment control along driveways.

B. Subdivisions shall be designed to minimize the number of driveway intersections with existing streets. Wherever deemed feasible by the Township and required by the Township to minimize driveway intersections with existing Township roads, thus lessening interruptions to traffic flow and accident hazards, and to minimize erosion, sedimentation and runoff problems onto existing streets, subdivisions shall be provided with internal streets on which proposed lots will front and to which the lots will have driveway access.

C. In order to supplement the provisions identified under this chapter, all applications for a driveway permit must be in compliance with the design standards specified under Chapter 170, Zoning, and Chapter 145, Subdivision and Land Development, as such chapters may be amended from time to time.

§ 71-11 Indemnification of Township.

A. Any person, firm, corporation or other entity applying for any permit under this chapter agrees by making said application to indemnify and save the Township and its agents, servants, employees and/or contractors harmless from and against all liabilities of whatever nature arising during the performance of the work or as a result of the work for which a permit is granted, whether or not the liability arises as a result of the negligence of the person, firm, corporation or other entity to whom the permit was issued.

B. The application for a permit shall contain appropriate language indicating that the applicant agrees to indemnify and save the Township harmless as aforesaid.

§ 71-12 Violations and penalties; revocation of permit.

A. Any person who violates or permits a violation of this article shall, upon conviction in a summary proceeding brought before a District Justice under the Pennsylvania Rules of Criminal Procedure, be guilty of a summary offense and shall be punishable by a fine of not more than \$1,000, plus costs of prosecution. In default of payment thereof, the defendant may be sentenced to imprisonment for a term not exceeding 30 days. Each day or portion thereof that such violation continues or is permitted to continue shall constitute a separate offense, and each section of this article that is violated shall also constitute a separate offense.

B. The permit officer or any duly authorized agent of the permit officer of the Township may revoke any permit issued to any person, firm, corporation or other entity violating any of the provisions of this chapter.

C. The imposition of penalties herein prescribed shall not preclude the Township from instituting an appropriate action or proceeding to prevent the performance of work or acts declared to be unlawful under the provisions of this chapter, or to restrain, correct or abate a violation.

§ 71-13 Appeals.

This chapter is adopted pursuant to the Township's police power and is hereby declared not to be related to the zoning and/or land planning authority of the Township, and any person aggrieved by the application, enforcement or other adjudication made pursuant to the terms of this chapter may appeal within 30 days of said adjudication for a hearing before the Board of Supervisors of Lower Frederick Township in accordance with the applicable portions of the Pennsylvania Local Agency Law, as amended.

§ 71-14 Repealer; more stringent provisions to apply; waivers.

A. All ordinances and resolutions and parts of ordinances and resolutions inconsistent with the provisions of this chapter are hereby repealed insofar as they affect any work done after the effective date of this chapter, but said ordinances or resolutions or parts thereof shall not be repealed insofar as they apply to permits issued or acts of violations occurring before the effective date of this chapter.

B. Notwithstanding anything set forth above in this chapter, whenever the provisions of this chapter shall be inconsistent with the provisions of Chapter 170, Zoning, as amended from time to time, or other applicable Township ordinances as are from time to time in effect and the provisions of the said ordinances are more restrictive or contain more stringent requirements than are set forth in this chapter, then the provisions of the Chapter 170, Zoning, as amended from time to time, or other applicable Township ordinances shall prevail and be applicable.

C. The provisions of this chapter are intended as minimum standards for the protection of the public health, safety and welfare of the residents and inhabitants of the Township. However, if the literal compliance with any mandatory provisions of this chapter is shown by the applicant to the Board of Supervisors present at a public meeting to be unreasonable and to cause undue hardship as applied to the applicant's property, the Board of Supervisors may grant a waiver of such mandatory provisions if the waiver will not be contrary to the public interest.



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PLOT PLAN

Provide a detailed sketch of proposed driveway on this form.

Must show lot boundaries, topography cross-sections at 2' intervals for entire length of new driveway, location of all existing and proposed structures and buildings, septic system (tanks and drain field) or public sewer lines, public and private roads that border the property, streams or ponds (if applicable), easements or rights-of-way (if applicable), and proposed driveway location indicating distance between property line and driveway.

Driveway and turnaround areas must be a minimum of 5' from the property line.

Note

**If permit is for driveway overlay where curbing is present & no widening is proposed, application fee may be waived.
Blacktop cannot extend into the roadway or over the curbing.**

A large grid of 20 columns and 20 rows, intended for drawing a detailed sketch of a driveway and property boundaries.