



LOWER POTTS GROVE TOWNSHIP

Board of Commissioners:
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DRIVE WAY PERMIT APPLICATION

Property Information:

Property Address: _____

Tax Parcel Number: 42-00-_____

Owner Name: _____ Phone: _____

Email: _____ Zoning District: _____

Contractor Information:

Name: _____ Phone: _____

Address: _____

HIC Number: _____ Certificate of insurance attached: _____

CALL WHEN PERMIT IS COMPLETE Owner Contractor

Project Description:

SKETCH OF DRIVEWAY MUST BE PROVIDED

Must provide % slope of driveway AND distance from property lines on the sketch

All application forms must be submitted to the Township Office prior to the start of any construction. Applicant in signing this form certifies that all information provided herein and in any other supporting documentation is accurate and he/she intend to comply with applicable ordinances. Township staff will review the application form and reserves the right to request more information of necessary. Township staff will notify the applicant of the permit fee after calculations. I certify the code enforcement officer or the code enforcement officer's administrator's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit. Please sign below.

Applicants Signature: _____ Date: _____

OFFICIAL USE ONLY

Fees Paid: New Driveway \$70.00 Alterations to existing driveway \$50.00 Escrow \$500

Check # _____ Amount: _____ Date: _____ Received by: _____

**PLEASE NOTE THAT CODE ENFORCEMENT HAS UP TO:
15 BUSINESS DAYS TO PROCESS A RESIDENTIAL PERMIT APPLICATIONS
30 BUSINESS DAYS FOR COMMERCIAL PERMIT APPLICATIONS**

DRIVEWAY REGULATIONS

- **Distance.** No driveway shall be closer than five (5) feet from a property boundary line.
- **Width.** The driveway shall have a minimum width of 10 feet, except that a minimum width of 15 feet shall be provided at the driveway entrance and over any swale or drainage pipe.
- **Radius.** A minimum radius return of six feet (6') shall be provided at the driveway entrance.
- **Curb.** Where curb is involved, the curb shall be depressed to a height of 1½ inches above the gutter line, and the curb depression shall be two feet wider than the driveway.
- **Paving.** That portion of a driveway, within 25 feet of the center line of the abutting road, shall be paved to the full width thereof. Such length of paving may be increased by the Township in cases of long driveways, areas of drainage problems, and/o other conditions deemed by the Township as warranting additional paving length. The paving of the driveway shall consist of two inches minimum depth of 19 mm or 9.5 mm on four inches minimum depth of crushed stone.
- **Slopes.** Within 20 feet of the edge of pavement, the slope of the driveway profile shall not exceed four percent (4%) and shall not be less than one percent (1%). Beyond such 20-foot point, the slope of the driveway profile shall not exceed thirteen percent (13%). The cross slope of the driveway paving shall be ¼ inch per foot.
- **Pipe.** The Township, upon field investigation, shall determine whether a drainage pipe shall be installed under the driveway. The design and size of the pipe, when required, shall be determined by drainage computations using a five-year storm frequency. The minimum diameter of the pipe shall be 15 inches or should match the existing pipe in the area if greater than 15 inches. The pipe shall be either plastic pipe or concrete pipe. The pipe shall be located at least six feet from the edge of pavement unless field conditions, upon Township inspection, indicate a different location. The minimum length of the pipe shall be either 20 feet or such other length as shall extend at least two feet on each and beyond the edge of the driveway paving, whichever length is greater.
- **Swale.** The Township, upon field investigation, shall also determine whether a swale shall be used. When a swale is used, the gutter shall be at least six inches lower than and at least six feet from the edge of

pavement. The requirements of this subsection may be modified by the Township as field conditions warrant.