

DRIVEWAY PERMIT APPLICATION

BOARD OF SUPERVISORS
26 FIREHALL ROAD, BLOOMSBURG, PA 17815
570.784.6178 (PHONE)
570.784.3288 (FAX)



All proposed work for the installation of driveways opening onto public roads in Hemlock Township shall adhere to the requirements under Township Ordinance 5-95, Sections 6, 7, and 8 (attached). Proposed driveway location will be inspected prior to permit approval. Applicant should place one stake at the centerline of the driveway with his or her name on it to identify the location of road entry.

1. Property address for which permit is being applied (or lot # and location): _____

2. Name of Property Owner: _____ Phone Number: _____
Current Address of Owner: _____

3. Name of Applicant/Representative: _____ Phone Number: _____

4. If you are not the property owner, has owner given consent for work being performed (check one):
 Yes No

5. Description and purpose of work:

6. Approximate dates work will begin and end: FROM _____ TO _____
(Work may not begin prior to issuance of a permit).

7. Submission of site plan required (may be hand drawn), as per Section 6 of the driveway ordinance (see attachment).

8. A \$20.00 application fee is enclosed. An application is not complete until the application fee has been received. Make checks payable to "Hemlock Township Supervisors."

Submit application to the attention of the Zoning Officer at the following address: *Hemlock Township Supervisors, 26 Firehall Road, Bloomsburg, PA 17815*. Decisions are generally rendered within 10 business days of receipt of the completed application. Questions or concerns may be directed to the Hemlock Township Zoning Officer at 570-784-6178.

Signature of Applicant: _____ Date: _____

office use only

Permit Approved Permit No. _____ Date Issued: _____

Permit Denied, for the following reason(s): _____

Hemlock Township Official: _____ Date: _____

Ordinance 5-95 Section 6, 7, and 8

(the full text of the ordinance can be obtained at the Township Office)

Section 6 – Plans: A plan shall be submitted with each application for a driveway permit and shall set forth the following information:

- a. Site plan of the driveway or proposed driveway and the intersecting road and adjacent land areas within a linear distance of 25 feet to each side of the center line of the driveway at the point of intersection;
- b. Adjacent driveways, roads, or streets within 100 feet of the center of the point of intersection of the driveway or proposed driveway with the intersecting road;
- c. Profile of the driveway or proposed driveway with existing and proposed grading within the area of the site plan and the 50-foot stretch of roads as set forth in section 6-a, above; and
- d. Any and all additional information which may be requested on the permit application form or by the Township Engineer, Roadmaster, or other official who reviews the application.

Section 7 – Review and Issuance of Permit: Once a permit application, together with the prescribed fee and all required accompanying plans, is submitted to the Township, the application and plans shall be reviewed by the engineer, Roadmaster, or other designated official of the Township, who shall then determine whether the proposed connection, method of construction, alteration, or other work to be done on the driveway or proposed driveway is such that it will:

- a. Minimize the adverse effects of storm water runoff;
- b. Protect the intersecting road from damage by the connection or alteration of an existing driveway already connected;
- c. Not increase hazardous driving conditions for users of the intersecting road; and
- d. Satisfy all of the pertinent standards set forth in Section 8, below.

If the plans meet all such criteria, then the engineer or Roadmaster or other reviewing officials as the case may be, shall so advise the Board of Supervisors of Hemlock Township whereupon the board shall issue, or cause to be issued, the permit\

If the plans are found to be deficient, or if in the opinion of the engineer, Roadmaster, or other reviewing official, the plan could be improved to better satisfy the standards set forth in Section 8, below, and other criteria set forth in this Ordinance, then the engineer, Roadmaster, or other reviewing official shall notify the permit applicant, in writing, of the change to be made, whereupon the applicant shall make such changes and return the revised plans to the engineer, Roadmaster, or other reviewing official. In such cases the applicant shall be responsible for the engineering fees incurred by the Township and shall reimburse the Township for the said engineering fees, in addition to paying the established permit fee, prior to being issued a permit. When the plans are found to be acceptable, the engineer, Roadmaster, or other reviewing official shall so notify the applicant and the Board of Supervisors of Hemlock Township, whereupon the latter shall issue, or caused to be issued, a permit in accordance with the acceptable plans, upon payment by the applicant of the established permit fee and any engineering fees required to be paid by the applicant in accordance herewith.

Section 8 – Standards:

- a. All driveways shall contain a straight length of at least 20 feet, measured from the edge of the intersecting road and extending into the lot being served.

- b. The first 20 feet (closest to the intersecting road) of any driveway shall have a grade of ten percent or less above the intersecting road. At all other points on a driveway, the maximum permissible grade shall be as follows; 20 percent for driveways (or apportions thereof) serving not more than one single-family residence, and 15 percent for all other driveways (or portions thereof).
- c. Driveways to single-family residence shall intersect roads at angles of not less than 60 degrees. All other driveways shall intersect roads at right angles, where practical, and in no case less than 75 degrees.
- d. The width of the driveway serving a single-family residence within the legal right-of-way of the intersecting road, and at any point which it is carried by a bridge or pipe, shall be a minimum of 12 feet. The minimum width of any such pipe shall be 15 feet. The minimum width of such a driveway shall be ten feet at all other points within the parcel of land being served. Where the Township determines it feasible, a shared road access for a driveway serving more than one parcel will be permissible. A shared driveway must continue as a shared driveway for a linear distance of at least 25 feet measured from the nearest edge of the intersecting road cartway. Additional length of a shared driveway may be required and approved by the Township. Such additional length shall not be permitted, however, without the express approval of the Township.
- e. (error, letter omitted in original ordinance)
- f. Driveway entrances into all non-residential single-use properties shall not be less than 20 feet in width, and shall not exceed 36 feet in width at the point of intersection with the road.
- g. The edge of any driveway shall be at least 40 feet distant from the nearest edge of the paved radius of any intersection of two roads.
- h. The curbs of non-residential driveway entrances shall be rounded with a minimum radius of 20 feet where they intersect the road cartway.
- i. Clear site triangles shall be provided all driveways entrances and shall be shown on the plans. Within such triangles, no object greater than 2-1/2 feet in height, nor any tree limbs lower than eight feet, nor any other object which will obscure the vision of the motorist, shall be permitted. Clear site triangles shall conform to the sight distance diagram and charts which are appended hereto, incorporated herein, and made a part of this Ordinance. Provided that greater distances may be required in circumstances as determined by the engineer, Roadmaster, or other Township official reviewing the plans, and in driveways intersecting roads classified as collector or arterial by the Township. Whenever a portion of the line of such a clear site triangle occurs within any proposed building setback line, such portion shall be shown on the final plan of the subdivision or land development plan and shall be considered a building setback line.
- j. Site distance for non-residential driveways, other than agricultural access driveways, shall adhere to the Penn Dot standards for non-residential driveway access to streets.
- k. The gutter line, where possible, shall be maintained as a paved gutter. It shall have a maximum depth of four inches and a minimum width of 24 inches. A pipe may be placed under the driveway entrances only when approved by the Township official or Board of Supervisors. Approval of use of a pipe will be determined by the gutter depth on each side of the driveway entrance. Where permitted, the minimum pipe size shall be determined by the Township Roadmaster, or Board of Supervisors. This provision shall not apply to agricultural access driveways.
- l. Driveways, other than agricultural access driveways, shall be graded so as to assure that surface water drainage will be discharged to the owner's property. In cases where such is not feasible, sized pipes, inlets, and/or headwalls shall be installed and gutter improvements shall be made to direct surface water drainage into the road drainage system, and not onto the cartway of the intersecting road.
- m. Any driveway having a length of 150 feet or more shall be designated and constructed so that it shall safely carry a gross vehicle weight of at least 60,000 pounds.