



LOWHILL TOWNSHIP

7000 Herber Rd
New Tripoli, PA 18066
610-298-2641

DRIVEWAY / ROAD OCCUPANCY PERMIT

****PLEASE READ THIS DOCUMENT BEFORE FILLING OUT THIS PERMIT APPLICATION****

Driveway Permits and or Road Occupancy permits are required for any new, altered or expanded private or commercial driveway, or for any any proposed work in and along a Township Road and its rights-of-way except for a driveway that ingresses or egresses onto a State Road. Permits for driveways on a State Road must be obtained from the local office for PA Department of Transportation.

The applicant shall be fully responsible for any damage done to a township road during the construction of the private driveway.

REQUIREMENTS AND INSTRUCTIONS FOR A DRIVEWAY / ROAD OCCUPANCY PERMIT ARE:

1. Application:

Complete ALL questions. If a question does not pertain to you, please mark N/A, as not applicable.

The Property Owner must sign this permit application.

All applications must be accompanied with three (3) copies of the site plan with the proposed driveway shown on the plan and drawn to scale. The drawing must be signed and dated by the Applicant.

2. Fees

Correct permit fees including any required escrows as shown in the Lowhill Township Fee Resolution must accompany the permit application. The application package will not be considered complete or processed by the Zoning Office until all fees are paid. Acceptable forms of payment are Cash or Check. Please make all checks payable to "Lowhill Township".

3. Worker's Compensation Information:

A Worker's Compensation Insurance Certificate is required at the time of application for the contractor performing the work. If the contractor is self-employed, they must sign a notarized affidavit provided by the township.

4. Site Plan Requirements:

All driveway plans must be staked out before prior to permit application review. All driveway plans must be shown as a contoured engineered site plan grading plan with steep slopes, elevations, swales or drainage facilities, trees and other utilities along the the proposed area of the driveway and must clearly shown on the plan. **Please refer to Lowhill Township Ordinance 2012-02 for the proper design of your proposed driveway.** All recorded easements and right-a-ways must be shown on the site plan. All driveways must be 10' from the property line at least 10' wide and placed outside any easements. All driveways must have a permanently paved asphalt or concrete surface. All existing trees over 6" in diameter must be shown on the site plan. All trees to be removed must be indicated on the site plan and will be subject to review by the Zoning Officer. Those trees not proposed to be removed must be protected

from construction vehicles and must be shown on the grading site plan with their protection around the drip lines of the trees. All proposed utility trenching, including sewer and water lines, electric lines, gas lines, geothermal lines and any proposed wells must be shown on the site plan. If fill is to be brought to the site to provide for a future base for construction of the driveway for leveling purposes, storage of this fill must be shown on the site plan and it must be clean fill according to PADEP clean fill requirements. All fill must be compacted in lifts according to the Township Engineer.

Please Note:

Burning or burying of construction demolition waste is prohibited.

No grading of the driveway shall be completed in such a way that soils, rocks, or other debris are left in an unsightly fashion or in a fashion that interferes with the drainage, streets, or utilities. All grading shall be done in such a way to allow surface water to be drained away from the driveway.

Paving of driveway swales with additional asphalt with the intention to eliminate the swale is strictly prohibited.

All swales, including proposed or existing roadside swales that are disturbed, must be lined with erosion control matting or sod.

STOP - Call Before You Dig, Pennsylvania One Call System, Inc. 1-800-242-1776.

DRIVEWAY/ROAD OCCUPANCY PERMIT APPLICATION

A. Exact Location of the Proposed Driveway

Address _____

Subdivision Name & Lot# _____ Tax Map Id# _____
(If Known) (If Known)

B. Is This Application Being Made By The Property Owner? Yes No

1. **If Not, By Whom?** Tenant Contractor Other

Please note: The property owner(s) must sign this application to verify the contractor or tenant has permission from the property owner(s) to do all driveway work authorized by the issuance of this permit.

2. **Property Owner:** _____

Address: _____

Phone #: _____ **Email:** _____

3. **Tenant** _____

Phone#: _____ **Email:** _____

4. **Contractor/Paver** _____

Address _____

Phone: _____ **Fax #:** _____

Email: _____ **Worker's Comp Certificate Attached?** Yes No

NOTE: A Driveway Permit will NOT BE ISSUED if the Contractor does not have Worker's Compensation insurance!

