

# **DRIVEWAY/ ENCROACHMENT PERMIT APPLICATION**

**TINICUM TOWNSHIP**  
BUILDING & ZONING DEPARTMENT  
163 MUNICIPAL ROAD  
PIPERSVILLE, PA 18947  
610-294-8076 FAX: 610-294-9889  
[WWW.TINICUMTOWNSHIP.ORG](http://WWW.TINICUMTOWNSHIP.ORG)



<b>Permit #:</b>		<b>Parcel # 44-</b>
<b>Property Address:</b>		
<b>Application Review Fee \$</b>	<b>Check #</b>	<b>Date Paid:</b>
<b>Escrow Fee \$</b>	<b>Check #</b>	<b>Date Paid:</b>
<b>Permit Fee \$</b>	<b>Check #</b>	<b>Date Paid:</b>
<b>UCC State Fee \$4.50</b>	<b>Check #</b>	<b>Date Paid:</b>

\* Fee covers 2 inspections by Public Works Director and admin costs. Additional inspections fee of \$50 each charged against the escrow fee.

<b>GENERAL INFORMATION</b> (SUBMIT 2 COPIES OF DETAILED PLAN OF PROPOSED DRIVEWAY ON LOT PLAN)			
<b>Property Owner</b>	Name		<b>Primary Contact</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
	Address		
	Contact Phone#	Email	
<b>Applicant</b> (If other than owner)	Name		<b>Primary Contact</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
	Address		
	Contact Phone#	Email	
<b>Excavator</b>	Contact Name	Business Name	<b>Primary Contact</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
	Address	Registration #	
	Contact Phone#	Email	

**I acknowledge that:**

1. I am required to complete the work within 1 year of the date specified on the actual Permit. If I fail to complete this work by the time specified, it is my responsibility to notify the Township and apply for an extension or I may forfeit my escrow.
2. Any Encroachment onto the Township's Right-Of-Way and all Driveways shall be subject to all Conditions, Restrictions, Regulations and Requirements of Ordinance #161 and Resolution #06.15.04.01.
3. All regulations concerning Temporary Traffic Control Guidelines (PA Motor Vehicle Code #67), Publication #213 must be followed.
4. I certify that I am empowered by the owner of the property to make an application on his/her behalf.

Signature of Applicant:

Signature of Owner:

<b>OFFICE REVIEW</b>			
Zoning Approved:		Date:	
Escrow Amount Due:	Check #:	Date:	
New House Assignment #:	D.P.W. #		
Initial Inspection Date:	PWD Signature:		
Following conditions: <input type="checkbox"/> Engineer Review required			

Public Works Director Final Approved:	Date:
Release of Escrow Form submitted to the main office	Date:
Approval to Release Escrow:	Date:

**Instructions:**

1. Applicant must complete a Township Driveway/Encroachment Application along with 2 detailed plans of the proposed driveway on a copy of the lot plan, with any restrictions shown for the proposed driveway (minimum size 8 1/2" x 11") and an application fee in accordance with the Fee Schedule for Township roads and Escrow amounts for State roads and Tinicum Township roads.
2. The Zoning Officer will review the application and, if complete, will forward it to the Public Works Director for review.
3. The Public Works Director will conduct an initial inspection. Prior to any initial inspection, the applicant must mark the location of the proposed driveway using stakes or ribbons on the lot. If there is any problem with the location etc., of the driveway the Public Works Director will review the issues with the Applicant and/or the Excavator to help them come to a solution.
4. If any ground has a grade of 10% or greater, the application must be reviewed by the Township Engineer for approval.
5. If the proposed driveway is approved, the Zoning Officer will issue the Applicant a permit good for 1 year. (No work can begin until the applicant has picked up the permit and paid the applicable fee and Escrow.)
6. After the driveway has been completed, the Applicant must contact the Public Works Director to make a final inspection with the Applicant and/or the Excavator. If there are any corrections to be made, the Public Works Director will detail them for you and schedule another inspection at your call, which shall be deducted from your escrow.
7. After passing a final inspection, the Public Works Director will then issue a Release of Escrow Memo to the Township Office personnel for processing. Escrow will be released after an Occupancy Permit has been obtained.

**Please Note:**

- All Bucks County Conservation District Permits must be obtained prior to any work commencing and must be available along with the Driveway/Encroachment Application and attachments on site.
- The applicant must contact the Pennsylvania One Call System, as required by State Law, by calling 8-1-1 or 1-800-242-1776 (outside of PA) to give notice of their plans to dig in a specific area to protect underground phone service, power lines, energy pipelines, etc. (For more info go to [www.palcall.org](http://www.palcall.org)) Prior to any work commencing the Bucks County Conservation District and Public Works Director shall be advised at least three (3) days prior to and also the newly assigned "911 Address" must be posted.
- All regulations concerning Temporary Traffic Control Guidelines Control, (Pennsylvania Motor Vehicle Code #67), Publication #213 and Work Zone Pocket Guide for Municipalities & Utilities shall be followed when working within the Township's or PennDOT's Right-of-Way.

**REGULATIONS FOR THE CONSTRUCTION OF DRIVEWAYS, THE INSTALLATION OF DRIVEWAY PIPES AND UTILITIES,  
AND OPENINGS IN AND/OR ALONG TOWNSHIP ROADS.**

(RESOLUTION # 06.15.04.01)

**Section 1. Applicability**

These regulations apply to any individual or entity:

- Constructing, reconstructing, or repairing a driveway which abuts a Township road,
- Installing or replacing a driveway pipe in the right-of-way of a Township road,
- Constructing, reconstructing or repairing a utility requiring an opening in and/or along a Township road or occupancy of the Township street right-of-way.

**Section 2. Construction & Reconstruction of Driveways**

The following regulations shall apply to the construction and/or reconstruction of driveways:

**I. General:**

- A. All Conservation District and Township Permits must be obtained prior to any work commencing and must be available along with the Driveway/Encroachment Permit and attachments on site.
- B. The applicant shall notify the Pennsylvania One-Call System, as required by State Law, by calling 8-1-1 or 1-800-242-1776 (outside PA). At least 3 days prior to any work commencing, the Bucks County Conservation District and the Township Public Works Director must be advised. The newly assigned "911 Address" must be posted.
- C. There must be adequate driveway space and a turnaround area on each lot so that no vehicle needs to back out onto a street in order to leave the lot, or back into the lot in order to enter the lot.
- D. Driveways are to be kept as reasonably straight as possible, from the cartway to the building in order to accommodate emergency services while preserving natural resources.
- E. If a sidewalk, ditch, or curb is present, it must be restored to the same condition as it was before construction of the driveway. Depressed curb must be installed if full depth curb is present. A concrete driveway apron must be installed if sidewalk is present.
- F. Driveways must be located no less than 40 feet from any street intersection (measured from the intersection of the curb). Sight Clearance will be measured 10 feet back from the edge of the cartway where visibility shall be a minimum of 200 feet in either direction, unless the permit requires a greater distance. No obstructions over 2 feet in height are allowed in this area.
- G. Driveways to corner lots shall gain access from the street of lower classification (less trafficked) when a corner lot is bounded by streets of two different classifications as listed in the Subdivision Ordinance.
- H. All driveways and any excavation for the driveway must be at least 5 feet from any side or rear lot line.
- I. All driveways serving single-family dwellings must be a minimum of 12 feet in width, with a grade not to exceed 15%; maximum change in grade at any location on the driveway shall not exceed 3%. The Township Engineer makes the grade determination. Driveways exceeding 10% slope at any point from edge of cartway to the dwelling or building must have a profile approved by the Township Engineer.
- J. A leveling area, 4% or less, a minimum of 20 feet in length, must be provided at the intersection of the driveway with the Township road, and at the interior end of the driveway.
- K. All single-family residential driveways that enter onto a paved road must be paved from the edge of cartway to the ultimate right-of-way, or for a length of 25 feet, whichever is greater, using the following minimum standards:
  - 1) Crushed aggregate base course with a compacted depth of 6 inches.
  - 2) Bituminous binder course (1D-2) with a compacted depth of 1½ inches.
  - 3) Bituminous wearing course (ID-2) with a compacted depth of 1 inch.
  - 4) In the case where sidewalks are provided, a concrete driveway apron shall be required.
- L. Any driveway which enters onto a dirt/gravel road does not need to be paved and shall be constructed to the following minimum standards:
  - 1) Crushed aggregate base course with a compacted depth of 6 inches.
  - 2) 8 inches shale.

3) 2 inches of 3/4" modified stone.

These minimum standards should also be applied to the unpaved portion of driveways entering onto a paved road, as described in Section J above.

- M. Driveways that exceed 300 feet in length are required to provide adequate pull-offs.
- N. Any driveway that only requires a swale shall be paved. The swale should also be paved for at least the first 25 ft.
- O. All fences and walls shall be kept out of the Right-of-Way. Any type of gate that is installed across any driveway or entranceway to a parcel shall be a minimum of 35 feet back from the edge of the cartway. The opened inside measurement of the gate or posts shall be 12 foot. Approval of the Public Works Director is required, prior to erection of the gate.
- P. All overhanging tree limbs or brush shall be cut to create a 12-foot clearance envelope along the entire length of the driveway and maintained as long as the driveway is present on site.
- Q. Any driveway that serves three (3) or more lots shall receive a Private Lane name, subject to approval by the Township Board of Supervisors.
- R. Only one driveway is permitted per lot or per 600 feet of road frontage. Additional driveway openings are subject to conditional use review by the Board of Supervisors and Township approval.
- S. The house number shall be posted at the driveway entrance, prior to any work commencing on the lot in accordance with Ordinance 91. This number shall be issued at the application phase.
- T. Property owners shall be responsible for maintaining their property which is in the Township Right-of-Way, including but not limited to driveway pipes, mailboxes, trees, bushes, vegetation, etc., as stated in the Pennsylvania Second Class Township Code.
- U. A permit will be required for all driveways and Right-of-Way encroachments, regardless of any general approval pursuant to subdivision or land development by the Planning Commission and Board of Supervisors. The Director of Public Works or Township Engineer is responsible for inspecting and making recommendations for all new driveways in Tinicum Township, including state roads.
- V. Any alterations to existing driveways, whether they are to be paved or relocated, must be approved by the Director of Public Works or Township Engineer.

## **II. Driveway Pipe:**

- A. Driveway pipe shall be installed at least 3 feet back from the edge of the cartway (where curbs do not exist) unless otherwise determined by the Township. Permit shall be issued as an attachment at the direction of the Director of Public Works and or Township Engineer.
- B. Where an existing roadside drainage swale is too shallow to permit installation of a driveway pipe, a concrete trench box with grate may be required to be installed. Grates must be recessed below edge of cartway to establish a minimum 2% slope from the cartway to the grate. Trench boxes must extend beyond edge of driveway paving a minimum 5 feet.
- C. It shall be the responsibility of the property owner to keep the driveway pipe free from debris and blockage, which could impede the flow of water and thus cause flooding of the roadway. In the event that the property owner fails to keep the pipe free of debris, which impedes the flow of water, the Township shall notify the property owner to clear the impediment. If the owner fails to clear the impediments after 7 days notice from the Township, the Township will reopen the pipe at the owner's expense.
- D. Pipe Specifications
  - 1) Driveway pipes must include flared end sections.
  - 2) Pipe shall be sized to convey the 10-year storm event flow. Minimum pipe size must be 18 inch round for driveway.
  - 3) All pipes used for stormwater management, including driveway pipes, must be reinforced concrete pipe unless approved otherwise by the Board of Supervisors.
  - 4) A minimum of 12 inches of cover must be maintained between the top of the pipe and the finished paving elevation.
  - 5) Pipe size and installation specifications may be modified by the Township to meet field conditions.

- E. Intersection of single-family driveways with cartways shall include a minimum-paving radius of 5 feet on both sides.
- F. Where curb and sidewalk are required, concrete aprons shall be poured with a minimum thickness of 6 inches on a minimum 4 inch thick bedding of PennDOT 2B stone. All concrete shall be PennDOT Class "AA" 3750 psi mix. One-half (1/2) inch expansion shall be placed between apron and curb. One-quarter (1/4) inch score contraction joints shall be installed at one-third (1/3) intervals.

### **III. Shared Residential Driveways:**

- A. Minimum driveway width shall be 18 feet within the street ultimate right-of-way.
- B. Entrance must be paved in accordance with Section 2.I.F. within the ultimate right-of-way or for a minimum length of 25 feet (whichever is greater).
- C. Intersection of driveways with cartways shall include a minimum driveway-paving radius often 10 feet on both sides.

### **IV. Non-Residential Driveways:**

- A. Design requirements shall be in accordance with PennDOT Chapter 441.
- B. Driveways shall be paved. Design of paving section shall be in accordance with expected loading and frequency of loading. Minimum paving specification shall be in accordance with Section 2I K., except that minimum compacted depth of the coarse aggregate base course shall be 8 inches.

## **Section 3. Opening and/or along a Township Road**

The following rules and regulations shall apply to any individual or entity constructing, reconstructing, or repairing a utility requiring an opening in and/or along a Township road.

### **I. Roadway Restoration (Right-of-Way):**

- A. Restoration and materials shall conform to PennDOT Form 408 Specifications (latest edition), unless otherwise directed by the Township or this Resolution.
- B. All backfill within Township right-of-way shall consist of full depth stone backfill; unless the side of the trench nearest the road is 5 feet or greater from the edge of pavement or stone shoulder, if existing. Full stone backfill requirements shall also apply to driveway crossings.
  - 1) Full depth stone backfill shall consist of PennDOT 2A modified stone.
  - 2) Material shall be placed in maximum one (1) foot loose lifts compacted by a vibratory sheepsfoot trench roller. When material is compacted by use of a jumping jack, 8 lifts shall be utilized.
  - 3) Where full depth stone backfill is required outside of paved or stoned areas; the trench shall be topped with a minimum of 6 inches of topsoil and restored as lawn.
  - 4) Property owner is responsible for any subsequent settlement that occurs within roadway. Settlement must be immediately corrected with addition of paving material. Any damage that occurs to motor vehicles due to improper trench maintenance shall be the responsibility of the property owner.
- C. Two (2) inch depth temporary patch of BCBC or cold patch (PSP) shall be installed and maintained at the end of each workday and for no less than 30 days prior to final restoration of an existing roadway or driveway. Temporary patch shall be removed with final restoration completed no more than 90 days from the date of utility installation. Utility owner/contractor shall be responsible for proper implementation of safety requirements in conformance to all Federal and State Department of Labor and Occupational Safety and Hazard Administration Regulations.
- D. Utility owner/contractor shall be responsible for proper implementation of safety requirements in conformance to all Federal and State Dept. of Labor and Occupational safety and Hazard Administration Regulations.
- E. At any location where the existing cartway is disturbed, a minimum 5 inches of BCBC, and 2 inches of ID-2 binder shall be installed to existing grade.
- F. Full cartway width overlay of ID-2 wearing material is required regardless of extent of encroachment onto the existing cartway, unless otherwise specified by the Township. (Refer attached Drawings).
  - 1) Overlay shall extend a minimum of 25 feet beyond the furthest point of disturbance running parallel to the cartway.

- 2) Where trenches cross-paved driveway entrances, driveway entrance shall be completely overlaid within limits of right-of-way.
  - 3) Where overlay terminates, a 6:1 paving taper shall be provided (as directed) from edge of existing paving to road centerline; and a one (1) foot wide key (saw cut or milled) shall be provided for tie-in into existing paving.
  - 4) ID-2 leveling course shall be installed as directed by the Township to correct roadway crown and all irregularities that exist prior to installation of one (1) inch minimum ID-2 wearing course overlay. Tack coat shall be applied prior to any leveling or overlay. Placement of tack coat shall be by a distribution vehicle.
  - 5) Upon completion of overlay, all pre-existing line striping shall be replaced in kind; and all paving seams/structures shall be provided with a one (1) foot wide seam seal.
- G. All sidewalk and curb damaged by excavation and construction activity shall be replaced to the satisfaction of the Township.
- H. Earthen areas within the street right-of-way shall be restored in accordance with Section 3.11.

## **II. Lawn Restoration:**

- A. Lawn restoration shall apply in all areas not requiring roadway restoration (i.e., outside of paved/stoned cartway and/or shoulders).
- B. Backfilling of trench shall conform to the following specifications:
- 1) Maximum particle size of rock within earth backfill 8 inches.
  - 2) Suitability of earth backfill is at the discretion of the Township. Soil backfill shall be free of roots, woody vegetation, organic material, oversized rocks, trash, or other objectionable material.
  - 3) Material shall be placed in maximum one (1) foot loose lifts compacted by a vibratory sheepfoot trench roller. When material is compacted by use of a jumping jack, 8 inch loose lifts shall be utilized.
  - 4) The property owner is responsible for subsequent settlement that occurs through undeveloped areas or within right-of-way/easements. Trenches shall be topped with additional topsoil as necessary to fill in settlement and stabilize.
- C. Seeding, fertilizing and mulching specifications shall conform to PA DEP Chapter 102 Erosion and Sediment Control; Bucks County Conservation District Rules and Regulations; PennDOT Form 408 (latest edition); or as specified by the Township.
- D. Minimum depth of topsoil shall be 6 inches. If existing topsoil depth exceeds 6 inches, the adjacent existing depth shall be re-established and matched along the entire trench location.

## **Section 4. Protection of Traffic**

Vehicular traffic control in work zone areas on and along streets open to the public shall be in strict accordance with all regulations concerning Temporary Traffic Control Guidelines Control, (Pennsylvania Motor Vehicle Code #67), Publication #213 and Work Zone Pocket Guide for Municipalities & Utilities shall be followed when working within the Township's or PennDOT's Right-of-Way.

## **Section 5. Utility Poles**

Placement of utility poles with Township right-of-way shall be in accordance with PennDOT standards. Issuance of a Township permit for a utility pole evidences compliance with Township administrative rules and regulations. The Township assumes no responsibility for pole location as it relates to traffic safety.

## **Section 6. Escrow Funds**

When deemed necessary by the Township to guarantee satisfactory restoration of the road/right-of-way, the applicant must establish escrow in an amount determined by the Township.