

# HONEY BROOK TOWNSHIP

## DRIVEWAY PERMIT APPLICATION

***EVERYTHING IN THIS PACKET IS IMPORTANT.*** Please read everything carefully and completely before filling out the permit application.

Driveway permits are required for new driveways, driveway expansions, and repaving of driveways where cutting away, removing, and replacing of driveway abutting Township or State Roads occurs. A permit is not required for sealing only.

**PAGES 6-8 OF THIS PERMIT DATA INFORMATION PACKET SERVE AS THE PERMIT APPLICATION AND ARE TO BE RETURNED TO THE TOWNSHIP.** The permit fee will be due after the permit has been approved per the current year's Fee Schedule. Published permit fees assume the submitted permit is complete and will not require additional review time above and beyond what is customary for such a permit application's review. The applicant will assume all additional costs for the review time of deficient permits.

NO WORK shall begin on a driveway project until a permit has been approved and issued (paid for). If your driveway project at any point intersects with a Township Road, an escrow is required to ensure the work is done in accordance with the requirements laid out on pages 3-5. ***Any resident identified as having commenced driveway construction or expansion without acquiring the necessary permit shall be charged DOUBLE the normally assessed fees.***

**THIS IS AN ORIGINAL APPLICATION.** Once you submit it, it will not be returned to you. Therefore, you are advised to make a copy of this application once you have completed it and keep it for your records.

Again, everything listed in this application is required. Please follow the directions.

## REQUIREMENTS FOR OBTAINING A DRIVEWAY PERMIT

Listed below are the items that are required to be submitted to Honey Brook Township along with the driveway permit application (pages 6-8). Failure to submit the required items will result in denial of the permit and stoppage of the review until the required items are received.

***NO WORK SHALL BEGIN UNTIL A DRIVEWAY PERMIT HAS BEEN ISSUED. Any resident identified as having commenced construction or use activity without acquiring the necessary permits shall be charged DOUBLE the normally assessed fees.***

If you have any questions, please call Technicon Enterprises Inc., ll at (610) 286-1622 x100. Please note that consulting with the engineers at Technicon could result in the applicant being billed per the current year's Fee Schedule.

**Please submit:** Pages 6-8 of this packet with all of the information on pages 6-7 filled out:

**A. Applicant Information**

- 1) Property Owner Name: please fill in the property owner's name(s) in this blank.
- 2) Site address of project: this is the address of where the driveway will be installed or worked on.
- 3) Property Owner Mailing Address (if different): please indicate the property owner's mailing address only if it differs from the site address of the project. If it is the same, write "same" in the blank.
- 4) Property Owner Phone No. & Email: please provide at least the phone number of the property owner and the e-mail address if applicable. If there is no e-mail address, put "none" in the blank.
- 5) Contractor name: name of person or company doing the work on the project.
- 6) Contractor Mailing Address: billing address of the person or company doing the work on the project.
- 7) Contractor Phone No. & Email: please provide at least the phone number of the contractor and the e-mail address if known. If no e-mail address is available, put "none" in the blank.

**B. Site Information**

- 1) Subdivision Name / Lot # of site: this is only helpful in newly-constructed subdivisions. At the very least, please write your subdivision name in the blank if applicable. If none applies, put "none" in the blank. If unknown, put "unknown" in the blank.
- 2) Tax Parcel Number / Zoning District: If you are unsure as to what your Tax Parcel Number is, it can be found on ChesCo Views at <https://arcweb.chesco.org/CV4/>. The Zoning District may be determined using the map found on the Township website at [www.honeybrooktp.com](http://www.honeybrooktp.com).
- 3) Use(s): Please check the box(es) that correspond to the use(s) for the driveway to be installed or worked on.
- 4) Type of construction: please check the appropriate box for the project.
- 5) Proposed materials: please list the materials that will be used for the project.
- 6) Increase in Impervious Cover: if the project is new construction or an expansion, provide the square footage of area to be covered.

**C. Site Plan & Profile: choose the option that applies to your project. The instructions on pages 3-5 should be helpful.**

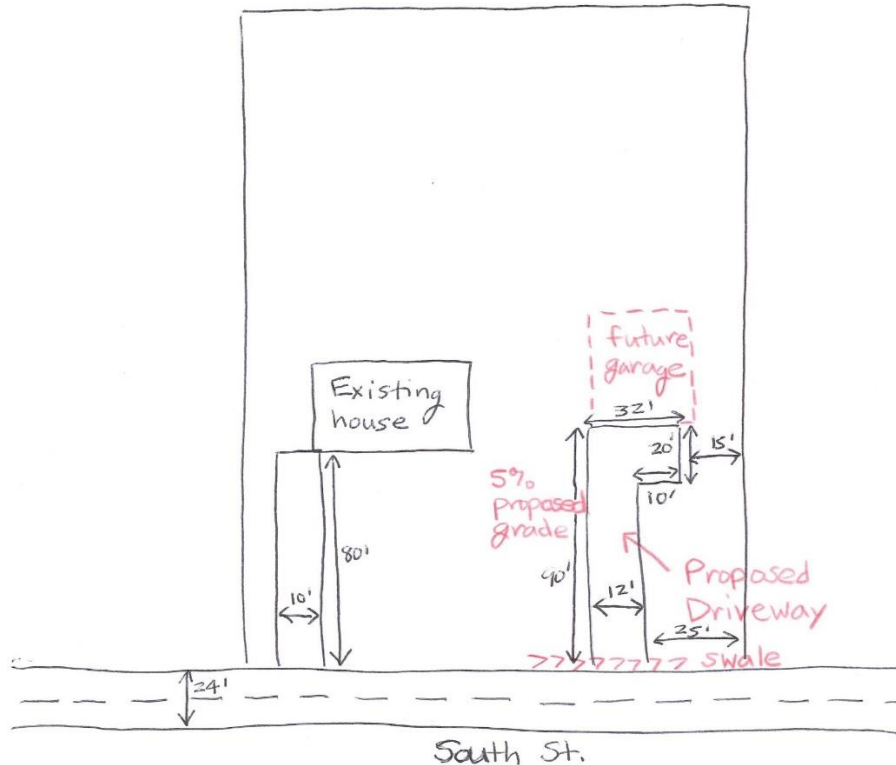
- 1) New driveway
- 2) Modification (refers to expansion or rebuilding on the same footprint).

**D. Acknowledgement and signature:** please read the statement, sign and date the form, and print your name. Please indicate whether you are the contractor or landowner.

**Return to:**  
**Honey Brook Township**  
**500 Suplee Road \* P.O. Box 1281**  
**Honey Brook, PA 19344**

**Once approved, you will be contacted to pay for the permit and supply the required escrow.**

### Example Site Plan for Driveway Permit Application



## INSPECTIONS REQUIRED DURING THE STAGES OF CONSTRUCTION

The inspections required will depend upon the nature and scope of your project. They could include:

### After grading but prior to paving of entrance:

This inspection is done by the Township Roadmaster. Call (610) 273-3970, for driveway inspection after grading, but prior to paving of entrance. **Driveway grading *must* be approved by Township prior to paving.**

### Final inspection:

This could be conducted by the Township Roadmaster, Township Engineer, or both. Your permit will indicate which inspection(s) are required.

### Stormwater inspections:

If the driveway is new, and stormwater controls need to be installed in conjunction with the driveway, there will be additional inspections by the Township Engineer. The stormwater permit card will detail these inspections.

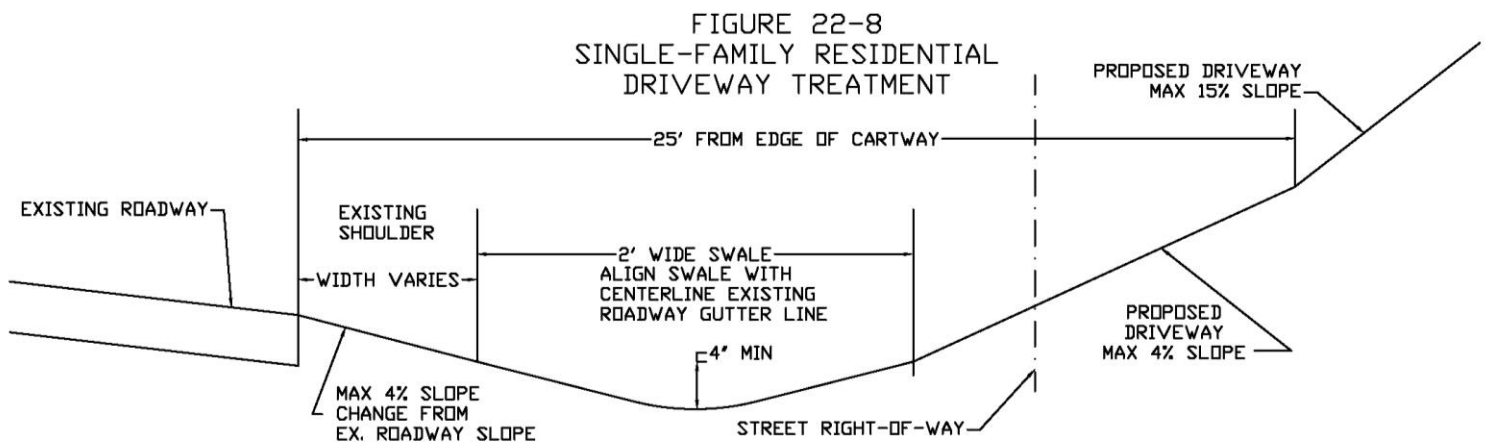
***Please note that consultation with the Township Engineer for items other than final inspection will be billed to the applicant per the current year's Fee Schedule.***

## Helpful Information for Driveway Design

The following information is taken from the Township Code of Ordinances, Chapter 21, Part 1 (Private Driveways) and Chapter 22, Section 615 (Driveway Design Requirements). The Township Code of Ordinances is available online on the Honey Brook Township website, [www.honeybrooktwp.com](http://www.honeybrooktwp.com).

### General Driveway Design Requirements:

1. Within the legal ROW of the intersected street or for a distance of at least 25 feet from the edge of cartway, whichever is greater, the driveway shall have a grade of 4% or less. The remainder of the driveway shall have a maximum grade of 15%, provided that any section exceeding 8% grade is limited to 150 continuous feet in length.
2. A minimum of two parking spaces, not within the street right-of-way, shall be provided before the grade of the driveway at any point exceeds 8%. Such parking spaces shall be on a grade not exceeding 8%.
3. All driveways shall contain a straight length of 40 feet, measured from the cartway edge of the intersecting street and extending inside the lot line.
4. The gutter line, wherever possible, shall be maintained as a paved swale. It shall have a minimum depth of 4" and a minimum width of 24". A pipe may only be placed under the driveway entrance when approved by the Township Engineer (minimum 15" RCP).
5. Driveways shall be graded so that, wherever possible, surface drainage will be discharged to the owner's property, and not onto the paving of the intersecting road.
6. Clear sight triangles shall be provided at all driveway entrances, measured from a point 12' back from the edge of cartway and extending 100 feet in either direction for residential



driveway and 300 feet for non-residential driveways.

7. ***Any driveway intersecting a State-owned road shall also require the approval and issuance of a Highway Occupancy Permit from PennDOT.***

Additional Single-Family Residential Driveway Requirements:

1. The first 20 feet of driveway adjacent to the cartway shall be paved (6" compacted PA #3A modified stone and 3" Superpave Asphalt Mixture Design, 9.5mm, PG 64-22, Wearing Course, 0-0.3 million ESALs, SRL L
2. Width of driveway shall be a minimum of 12 feet within the legal right-of-way of a street or when carried by a bridge. It shall be a minimum of 10 feet at all other points.
3. Driveways shall not be located within 5 feet of a fire hydrant or adjoining lot lines.
4. Driveways shall intersect streets at angles of no less than 60 degrees.
5. The number of driveways intersecting a street shall not exceed two per lot frontage.
6. All new residential driveways shall provide the minimum safe stopping sight distance as defined by 67 PA. Code, Chapter 441, Form VI-1.

Driveways Exiting onto Two Lane Roads		
Posted Speed (mph)	Safe Sight Distance - Left (feet)*	Safe Sight Distance - Right (feet)*
25	250	195
35	440	350
45	635	570
55	845	875
*Measured from a point 10' back from edge of cartway		

Additional Multi-Family Residential & Non-Residential Driveway Requirements:

1. Access driveways shall be a minimum 15 feet from side and rear property lines.
2. Driveway entrances shall be no less than 20 feet in width and shall not exceed 36 feet in width at the street line unless provided with a median divider. Driveways shall be clearly defined by the use a curbing, with a minimum 15-foot radius where they intersect the street.
3. Intersection separation distances for driveways involving an entrance/exit at the same opening shall be a minimum of 200' for arterial, major collector and minor collector streets. The separation distance shall be 50' for all other street classifications.
4. The first 20 feet of driveway, measured from edge of cartway, shall be paved with 1.5" Superpave Asphalt Mixture Design, 9.5mm, PG 64-22, Wearing Course, 0-0.3 million ESALs, SRL H; 2" Superpave Asphalt Mixture Design, 19 mm, PG 64-22, Binder Course, 0-0.3 million ESALs, SRL H; 4.5" Superpave Asphalt Mixture Design, 25 mm, PG 64-22, Base Course, 0-0.3 million ESALs, SRL H; and 6" PA #3A modified stone base, compacted;

***\*\*A heavier paving section may be necessary for driveways receiving or anticipated to receive heavy truck traffic\*\****

# Honey Brook Township Driveway Permit Application

Twp Use Only

Date Rec'd: \_\_\_\_\_

Permit # \_\_\_\_\_

Fee: \$ \_\_\_\_\_ Paid by: \_\_\_\_\_

Escrow \$ \_\_\_\_\_ Paid by: \_\_\_\_\_

## A. Applicant Information

1. Property Owner Name: \_\_\_\_\_
2. Site address of project: \_\_\_\_\_
3. Property Owner Mailing Address (if different): \_\_\_\_\_
4. Property Owner Phone No. \_\_\_\_\_ Email: \_\_\_\_\_
5. Contractor Name: \_\_\_\_\_
6. Contractor Mailing Address: \_\_\_\_\_
7. Contractor Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

## B. Site Information

1. Subdivision Name / Lot # of site (if applicable): \_\_\_\_\_
2. Site Tax Parcel Number: 22 - \_\_\_\_\_ Zoning District: \_\_\_\_\_
3. Use(s): ☐ Single-Family Residential ☐ Multi-Family Residential ☐ Commercial/Industrial  
☐ Shared ☐ Other \_\_\_\_\_
4. Type of construction: ☐ New ☐ Expansion ☐ Resurface ☐ Other \_\_\_\_\_
5. Proposed materials: \_\_\_\_\_  
\_\_\_\_\_
6. Increase in Impervious Cover (if applicable): \_\_\_\_\_ square feet

**(NOTE: See Chapter 20, Section 105 of the Township Code of Ordinances for applicability of stormwater management that may be required. If required, stormwater management controls require a separate application and will be at the applicant's expense, per the current year's Fee Schedule.)**

## C. Site Plan & Profile: please follow the instructions for either #1 or #2 below (it is possible, but rare, for both to apply)

### 1. FOR NEW DRIVEWAYS:

- a. **Site Plan:** Provide a sketch of the property containing property lines, road to be accessed, location of proposed driveway in relation to property lines / existing structures, sight distance to the left and right, and distance to any street intersections within 100' of the proposed driveway location. The entire driveway/parking area configuration shall be shown and dimensioned. Driveway location shall be marked in white on-site to verify sight distance.
- b. **Profile:** Provide a profile showing the proposed grade of the driveway. Refer to maximum grade requirements and detail in Figure 22-8 on page 3 of this packet.

### 2. FOR DRIVEWAY MODIFICATIONS:

- a. **Site Plan:** Provide a sketch showing location of existing driveway relative to property lines and existing structures. Show the entire existing driveway and parking area configuration with dimensions. Clearly show and dimension proposed modifications to the driveway & parking area.
- b. **Profile:** provide this only if any grade changes are proposed.

**SITE PLAN (attach separate sheet if necessary):**

**PROFILE (attach separate sheet if necessary):**

**D. Acknowledgement and Signature**

I/we hereby certify that the information on this application is correct & complete to the best of my knowledge.  
I/we are aware of the permit fee, escrow requirement, and implications of potential stormwater management.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

I am the (circle one)

Property Owner

Contractor

\*\*\*\*\*Township Use Only\*\*\*\*\*

Issued by: \_\_\_\_\_

Name Printed: \_\_\_\_\_ Date: \_\_\_\_\_

Stormwater required? Y / N      If Yes, project number: \_\_\_\_\_

## Township Use Only

Permit Notes: \_\_\_\_\_  
\_\_\_\_\_

### **The following inspections are required (if checked):**

☐ **TOWNSHIP ROADMASTER:** Contact Don Johnson, Roadmaster, at (610) 273-3970, for driveway inspection after grading, but prior to paving of entrance. Driveway grading **must** be approved by Township prior to paving.

Approved ☐ Yes ☐ No

Inspection/approval date: \_\_\_\_\_

☐ **TOWNSHIP ROADMASTER:** Contact Don Johnson, Roadmaster, at (610) 273-3970, for a final driveway inspection.

Approved ☐ Yes ☐ No

Inspection/approval date: \_\_\_\_\_

☐ **TOWNSHIP ENGINEER:** Contact Technicon Enterprises, at (610)-286-1622 for any stormwater-related inspections associated with the driveway project (refer to green SWM permit card). *Consultation for items other than final inspection will be billed to applicant per the current year's Fee Schedule.*

Inspected by: \_\_\_\_\_ Date: \_\_\_\_\_

Passed inspection(s): Y / N

**If Y, prepare escrow return**

Escrow return date: \_\_\_\_\_ check # \_\_\_\_\_

**If N, prepare letter explaining retention of escrow**