



JEFFERSON TOWNSHIP

ZONING OFFICE

DRIVEWAY PERMIT  
INSTRUCTION SHEET

OFFICE COPY

(application will not be approved  
until this is returned)

JEFFERSON TOWNSHIP ORDINANCE NO. 83-1

CHAPTER 1. ACCESS TO AND OCCUPANCY OF ROADWAYS BY DRIVEWAYS ON TOWNSHIP RIGHT OF WAY

1.1. Definitions

DRIVEWAY Every entrance or exit used by vehicular traffic to or from properties abutting a roadway.

ROADWAY Every public road or street including existing or proposed streets, lanes, alleys, courts and ways.

HIGH VOLUME DRIVEWAY A driveway used or expected to be used by more than 1500 vehicles per day.

LOW VOLUME DRIVEWAY A driveway used or expected to be used by more than 25 but less than 750 vehicles per day.

MEDIUM VOLUME DRIVEWAY A driveway used or expected to be used by more than 750 but less than 1500 vehicles per day.

MINIMUM USE DRIVEWAY A residential or other driveway which is used or expected to be used by not more than 25 vehicles per day.

1.2. Purpose and application.

(a) GENERAL RULE. It is in the public interest to regulate the location, design, construction, and maintenance of drainage facilities, culverts, footwalks, drive or driveways, or other means of ingress or egress, and other property within the Township right of way for the purpose of security, economy of maintenance, preservation of proper drainage and safe and reasonable access.

(b) OTHER REQUIREMENTS. Issuance of a permit under these regulations does not relieve the permittee from any additional responsibility to secure other Federal, State or Local approvals or permits as may be required by law.

1.3. Permit application procedure.

(a) No person, firm, or corporation shall grade, construct, install or erect a drain, culvert, footwalk, drive or driveway or other means of ingress or egress, or affecting discharge or passage of drainage water, onto or along a Township road unless and until the Township has granted a permit for such grading, construction, installation or erection. A permit shall not be required for routine maintenance, however a permit is required for driveways which are to be paved.

(b) Who may execute applications. Permit applications shall be submitted in the name of and executed by the owner of the property. Permits will not be issued to contractors of the property owner nor to any persons other than the owner of the property.

- (c) Where to submit application.  
Permit applications shall be submitted to the Township Secretary and approved by the Township Board of Supervisors.
- (d) When to submit applications.  
Permit applications should be submitted prior to the construction of any building which the proposed driveway will serve to assure that the driveway can be constructed in accordance with this ordinance, or in the case of existing driveways, at least 30 days prior to construction, modification, alteration or pavement of driveway.
- (e) Application procedure and required information. Permit applications:
  1. Shall be submitted in person or by mail in triplicate on a properly completed Township Form.
  2. Shall be signed by applicant.
  3. Shall include two sketches of the location and pertinent dimensions of the proposed installation.
  4. Shall be accompanied by a check or money order payable to Jefferson Township.
  5. Should be submitted to the Township at least 30 days prior to the anticipated start of work.

#### 1.4. Permit fees.

##### Permit issuance fees.

Issuance fees are used to defray costs incurred by the Township in reviewing and processing the application and permit.

All permit applications shall be accompanied by a fee determined by the Schedule of Fees issued by the Township Supervisors.

#### 1.5. Issuance of Permits

(a) General Rule. Upon application duly made in accordance with this ordinance, a permit will be issued by the Township Board of Supervisors subject to this ordinance and conditions contained on the permit. The permit shall be the applicant's authority to proceed with the work and will also serve as receipt for the fees accompanying the application.

(b) Permit issued only to property owner. Permits will be issued only to the owners of the property. Permits will not be issued to contractors of the property owner nor to any person other than the owner of the property.

(c) Waiver of design requirements.

If any design requirement set forth in this Ordinance cannot be met, the Township Supervisors may waive the requirements. All waivers so approved shall not in any way be detrimental to access, road maintenance or drainage within the Township right of way.

## 1.6. General Conditions

The following conditions shall apply to permits issued under these regulations:

(a) Scope of permit. The permit shall be binding upon the permittee, its agents, contractors, successors and assigns.

1. The permittee shall be responsible for causing compliance with all terms and conditions of the permit by its employees, agents and contractors.

2. The permit shall be located at the work site and shall be available for inspection by any police officer or representative of the Township. Such officer or representative must be authorized by the township supervisors when making an inspection.

3. The permit shall be maintained by the permittee as a permanent record and remain in effect, subject to the permit conditions and this chapter, as long as the driveway or the facility authorized by the permit exists.

4. Responsibility for compliance with the terms of the permit cannot be assigned or transferred by the permittee without first obtaining approval from the Township.

5. The permittee shall be principally liable to the Township for any failure to comply with the permit and this chapter. The principal liability of the permittee to the Township shall not preclude the permittee or the Township from bringing any action against the permittee's contractor, subcontractor, engineer, architect or any other person.

6. The Township in granting a permit, waives none of its powers or rights to require the future change in operation, removal, relocation or proper maintenance of any access within Township roadway right of way.

## (b) Permittee responsibilities

If the permittee, after making an opening in the surface to place or repair a drainage facility or for any other purpose, fails to restore any portion of the right of way to conform with Township specifications upon notice from the Township to do so, the Township may perform the work and the permittee shall reimburse the Township for the costs within 30 days after receipt of the Township's invoice.

## (c) Restoration of slopes

All disturbed slopes or earthen areas shall be restored to their original condition or in a manner approved by the Township.

## (d) Altering drainage prohibited

Unless specifically authorized by the permit, the permittee shall not:

1. Alter the existing drainage pattern or the existing flow of drainage water.
2. Direct additional drainage of surface water onto or into the road right of way.

## 1.7. Design Requirements

(a) Driveway design and construction shall comply with the previous figure (see page four).

(b) Where a drainage ditch or swale exists, the permittee shall install adequate pipe under the driveway in accordance with Penn DOT Form 408. Drainage pipe installed under driveways shall be at least 15 inches in diameter.

(c) Except in the case of single and two-family dwellings, the general layout shall be such that there will be no need for motorists to back into public rights-of-way.

(d) Access drives for commercial and industrial uses shall be paved and shall be not less than eighteen (18) feet in width nor exceed thirty-five (35) feet in width within twelve (12) feet of the street right-of-way line, excepting as increased by the curb radii.

(e) The number of access drives shall not exceed two (2) per lot on any one street frontage. The Township Supervisors may grant permission for additional access drives where required to meet exceptional circumstances and where frontage of unusual length exists.

(f) Access drives shall not cross the street right-of-way lines:

(1) Within forty (40) feet of the street right-of-way line of an intersecting street and in no case less than ten (10) feet from the point of tangency when the intersecting street lines are joined by a curve. When deemed reasonably necessary for safety by the Township Supervisors, this dimension shall be increased for access drives to shopping, other commercial, industrial, public or institutional uses. Such access drives shall be located on major streets when practical, in a manner to permit safe ingress and egress.

(2) Within ten (10) feet of a fire hydrant, catch basin or drain inlet.

(3) Within forty (40) feet of another access drive except in the case of single and two-family dwellings.

(4) Within three (3) feet of a property line unless two (2) adjoining owners mutually agree.

(g) Access to the public highway or street shall be controlled in the interest of public safety. Off street parking, loading, and service areas on all properties used for purposes other than single-family residences shall be physically separated from the highway by a curb, pipe rail or fence and a planting strip.

(h) General Safety Requirement - Sight Distance. Driveways shall be located in safe relationship to sight distance and barriers to vision, and shall not exceed a slope of ten (10) percent within twelve (12) feet of the street line.

CHAPTER II ACCESS TO AND OCCUPANCY OF STATE HIGHWAYS BY DRIVEWAYS AND LOCAL ROADS

No Township Building Permit may be issued without first securing and providing evidence of an approved permit from the Township and the Pennsylvania Department of Transportation, where applicable.

CHAPTER III CONFLICT WITH OTHER REGULATIONS

Wherever there exists a difference between the minimum standards and/or dimensions specified herein and those contained in any other official regulation, the highest standard shall apply.

CHAPTER IV PENALTIES UPON VIOLATION

Any owner, person and/or contractor who or which shall violate any of the provisions of this Ordinance shall, upon conviction thereof by summary proceeding before any District Magistrate or District Justice having jurisdiction, be sentenced to pay a fine of not more than Fifty and 00/100 (\$50.00) Dollars. All fines collected for the violation of this Ordinance shall be paid to the Treasurer of the Township for the general use of the Township.

If, said owner, person, and/or contractor does not comply with the provisions of this Ordinance within 30 days after the imposition of verdict by a District Magistrate or District Justice, a new and separate offense shall be deemed to have been committed for each day said violation exists, beginning thirty (30) days after said original verdict.

CHAPTER V ENACTMENT

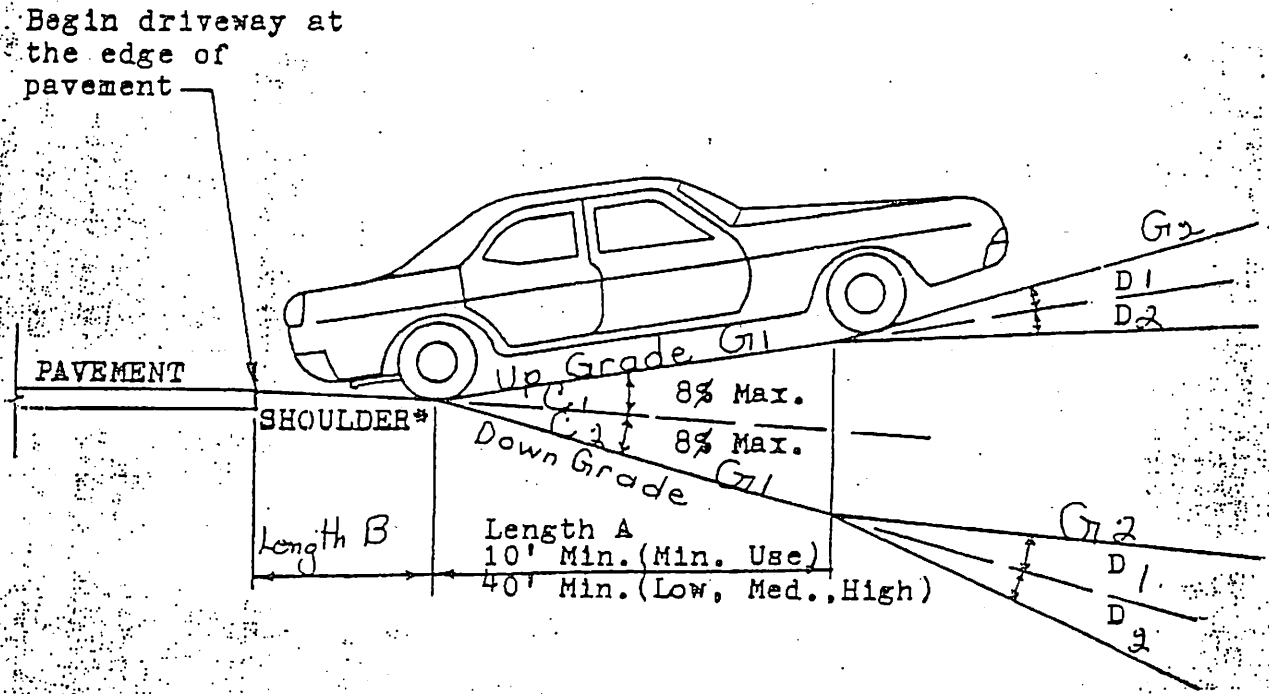
ORDAINED AND ENACTED INTO law this 6<sup>th</sup> of July 1983

JEFFERSON TOWNSHIP  
Board of Supervisors

John H. Mazur  
Chairman

Attest Lona C. Gallagher  
Secretary

John James  
Paul S. Butler, Jr.



\*The shoulder slope usually varies from  $\frac{1}{2}$ "/ft. (4%) to  $\frac{3}{4}$ "/ft. (6%). However, the shoulder slope should be maintained when constructing the driveway.

For grade changes greater than those shown in Figure 1, vertical curves at least 10 feet long shall be constructed and length "A" shall be increased.

Grades ( $G_2$ ) shall be limited to 15% for minimum use driveways and from five percent to eight percent for low, medium or high volume driveways within the right-of-way.

Maximum Grade Change (D)

	<u>Desirable</u>	<u>Maximum</u>
High Volume Driveway	0%	$\pm 3\%$
Medium Volume Driveway	$\pm 3\%$	$\pm 6\%$
Low Volume Driveway	$\pm 6\%$	Controlled by Vehicle Clearance