

West Rockhill Township
1028 Ridge Road
Sellersville, PA 18960
www.westrockhilltownship.org

DRIVEWAY PERMIT PROCEDURES

A Driveway permit is required for all new, renovation, alteration or replacements.

PART I – Location of Property – Complete address including city, state and zip code must be provided on all applications.

PARTS II thru IV – Complete every section.

PART V - Plot Plan – Show all dimensions of entire property (length x width and square feet of entire lot). Identify streets adjacent to property. Place all buildings, with size dimensions (length and width) indicated, within property lines and indicate whether existing or proposed. Indicate front yard, side yard, and rear yard setbacks by showing the distance from deck to property lines on all sides. **The property owner is responsible for the accuracy of this plot plan. On-lot sewage disposal systems and/or any easements/deed restrictions must be indicated.**

PART VI – Sign and date application. Provide phone numbers where property owner/resident and contractor may be reached.

PLANS AND SPECIFICATIONS

Two (2) copies of all plans and specifications must be submitted with all applications. Cross Section Drawings (if necessary), giving structural details, must be included.

A. DIMENSIONS – Show all dimensions of proposed work. (Width and Length).

ADDITIONAL INFORMATION

FEES – A non-refundable application/review fee of \$50.00 must accompany this permit application. This fee will be applied to permit fee, if approved.

REVIEW – The application will be reviewed by the Code Enforcement and Zoning departments for compliance with all Township codes and ordinances.

PERMIT GRANTED – **Work may not start until a permit has been approved and granted.** The permit cards are to be displayed so as to be visible from the street.

INSPECTIONS – Call the Township office (215-257-9063) at least 24 hours in advance to schedule each inspection. Responsibility for notification for inspections at the various stages of construction lies with the applicant and/or contractor. If the appropriate inspections are not requested, final approval will not be granted.

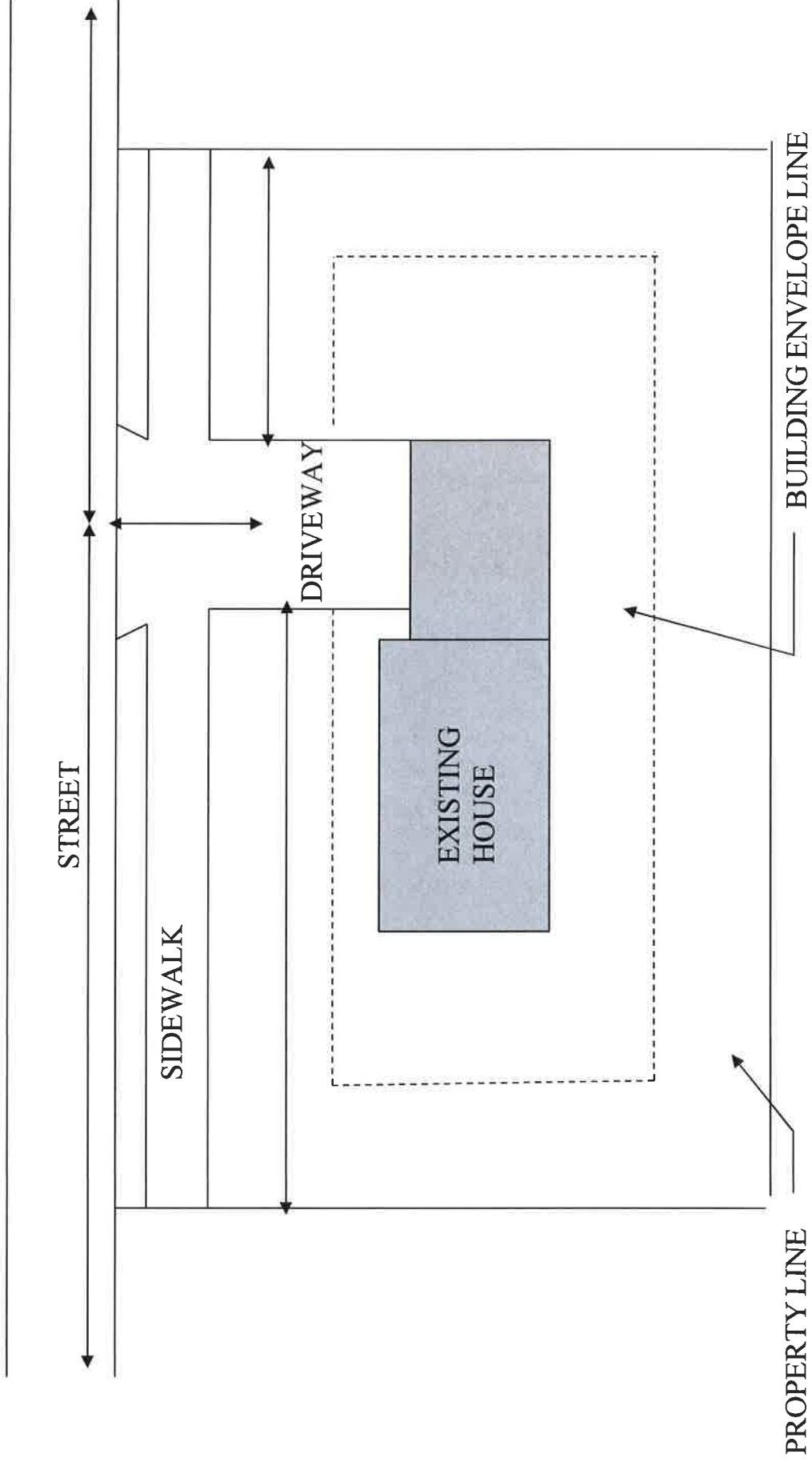
INSPECTIONS REQUIRED

1. **Pre-Inspection by Public Works Director**
2. **Before Pour**
3. **Final**

SAMPLE PLOT PLAN

Plot Plan Must Include the following information:

- Identification of all street names
- Distance from the driveway to all street intersections
- Distance from the driveway to all parallel lot lines
- Required 15 feet of paved section, plus any additional paved



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Driveway Permit Application

I - LOCATION OF PROPERTY

Address: _____

Parcel #: 52- _____

II - IDENTIFICATION – To be completed by all applicants

OWNER Name: _____ Phone: _____

Address: _____

City: _____ Zip Code: _____

Email: _____

CONTRACTOR Name: _____ Phone: _____

Address: _____

City: _____ Zip Code: _____

Email: _____

III - TYPE OF CONSTRUCTION OR IMPROVEMENTS

Driveway Driveway Pipe Alteration/Renovation

Repair or Replacement Concrete Trench Box

IV - COST

Cost of Construction improvements \$ _____

Other costs \$ _____ Total cost of project \$ _____

V - SITE OR PLOT PLAN – Please provide or attach plot plan details.

VI - SIGNATURE

Deposit of Check Representing the Fee for this Application does not Constitute Approval of or Granting of Same by West Rockhill Township. I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his agent and we agree to conform to all applicable laws of West Rockhill Township. I further acknowledge that starting work prior to permit issuance doubles the permit fee.

SIGNATURE OF APPLICANT

DATE

West Rockhill Township Requirements

RESOLUTION NO. 98-7

A RESOLUTION OF THE BOARD OF SUPERVISORS OF WEST ROCKHILL TOWNSHIP, BUCKS COUNTY, ESTABLISHING REGULATIONS FOR THE CONSTRUCTION OF A DRIVEWAY, THE INSTALLATION OF A DRIVEWAY PIPE AND CONCRETE TRENCH BOX.

The West Rockhill Township Board of Supervisors, pursuant to Section 1156 of the Second Class Township Code and West Rockhill Township, Ordinance No. 98-7 hereby adopts the following rules and regulations regarding driveway, driveway pipe, and concrete trench box.

BE IT HEREBY RESOLVED, by the Board of Supervisors of West Rockhill Township, Bucks County, as follows:

SECTION 1. - Applicability - These regulations shall apply to any individual residential driveways in accordance with PennDOT or entity constructing, reconstructing, or repairing a driveway which abuts a Township road; any individual or entity installing or replacing a driveway pipe in the right-of-way of a Township road.

SECTION 2. The following regulations shall apply to the construction and/or reconstruction of driveways:

1. General:

- A.** If a sidewalk or curb is present, the sidewalk and/or curb 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.
- B.** Driveways shall be located no less than forty (40) feet from any street intersection (measured from the intersection of the curb). Sight distance requirements for all residential and non-Chapter 441.
- C.** Driveways to corner lots shall gain access from the street of lower classification when a corner lot is bounded by streets of five different classifications as listed in Section 506.3 of the Subdivision Ordinance.
- D.** All driveways serving single family dwellings, except shared driveways, shall be at least five (5) feet from any side or rear lot line.
- E.** All driveways serving single family dwellings shall be a minimum of eight (8) feet in width with a grade not to exceed ten (10%); except that driveway grade may be up to fifteen (15%) percent, if a leveling area, four (4%) percent or less, a minimum of 20 feet in length is

provided at the intersection with the Township road, and at the interior end of the driveway. Maximum change in grade at any location on the driveway shall not exceed eight (8%) percent.

- F. All single family residential driveways shall be paved from the edge of cartway to the ultimate right-of-way, or for a length of 15 feet, whichever is greater, using the following minimum standards:
 - F. (1) Crushed aggregate base course with a compacted depth of six (6) inches.
 - (2) Bituminous binder course (ID-2) with a compacted depth of one and one half inches (1 ½”).
 - (3) Bituminous wearing course (ID-2) with a compacted depth of 1 inch (1”).
 - (4) In the case where sidewalks are provided, a concrete driveway apron shall be required.

II. Driveway Pipe:

- A. Driveway pipe must be installed within the roadside drainage swale of all Township roads (where curbs do not exist) unless determined not required by the Township.
- B. Where an existing roadside drainage swale is too shallow to permit installation of a driveway pipe, and the slope is more than two (2 %) percent, a concrete trench box with grate shall 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 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 seven (7) days notice from the Township, the Township will reopen the pipe at the owner's expense.

SECTION 3. Protection of Traffic - Vehicular traffic control in work zone areas on and along streets open to the public shall be in strict accordance to requirements of PennDOT Publication 203, Work Zone Traffic Control ('67 PA Code, Chapter 203).

SECTION 4. Escrow Funds - When deemed necessary by the Township, an escrow must be established by the applicant in an amount determined by the Township to guarantee satisfactory restoration of the road/right-of-way.

SECTION 5. Rectification of Improper Work - If any person constructs a driveway or curb-cut, installs a driveway pipe, or constructs/repairs a utility which does not conform to the requirements of this Resolution, the Township shall order such person, firm, or corporation to remove the improper work and replace same in compliance with this Resolution. Notice to remove and replace the improper work shall be given by registered mail and shall state that the person, firm, or corporation has fourteen (14) days from the receipt of notice to comply therewith. Upon noncompliance, the Township may do or cause to be done the work requested, and may levy the cost of its work on such owner as a property lien to be collected in any manner provided by law.

SECTION 6. Penalties - Failure to comply with the terms of this Resolution shall be a violation of Ordinance No. 98-7, and said person or entity violating the provision of this resolution shall be subject to the penalties and enforcement provisions set forth in Ordinance No. 98-7.