

**INSTRUCTIONS FOR
APPLICATION FOR MINIMUM USE DRIVEWAY
LIBERTY TOWNSHIP ADAMS COUNTY, PENNSYLVANIA**

In accordance with Liberty Township Driveway and Street Excavation Ordinance 2021-03, a permit is required for construction of new driveways or alterations to existing driveways that intersect with Township Roads.

Applicant must complete

- SECTION A** – General applicant/owner information
- SECTION B** – Proposed driveway information/specifications
- SECTION C** – Signature of applicant

DEFINITIONS

Driveway - Every entrance or exit used by vehicular traffic to or from properties abutting a public road. The term includes proposed streets, lanes, alleys, courts and ways.

Owner - The owner of the land upon which the driveway is located and his successors or assigns.

Minimum Use Driveway - A minimum use driveway is a residential driveway which is expected to have average daily traffic of not more than 25 vehicles

Alterations - Alterations are defined as changes to the dimensions. No permit is required for driveway surface maintenance.

EXCERPTS FROM LIBERTY TOWNSHIP DRIVEWAY AND STREET EXCAVATION ORDINANCE 2016-01

SECTION 4: REQUIREMENT OF PERMIT

- A. Permit required. No person shall hereafter install or alter an existing driveway or allow any work incident to the alteration or installation of a driveway including the alteration of existing drainage characteristics without first obtaining a permit from the Township. No person shall hereafter perform excavation or other work within a Township public road without first obtaining a permit from the Township.
- B. No combined permits. Each driveway, whether or not serving the same premises, shall require an individual permit. Each excavation or other work site within a public road shall require an individual permit.

SECTION 5: APPLICATION PROCEDURES

- A. Any owner shall, prior to obtaining a permit for a driveway connection, file an application with the Township, on a form furnished by the Township. Every person intending to perform excavation or other work within a public road shall, prior to obtaining a permit, file an application with the Township on a form furnished by the Board. The application shall be accompanied by such permit issuance fees and general inspection fees as determined by the Township. Issuance fees are used to defray costs incurred by the Township in reviewing and processing the application and plan(s), including the preliminary review of the site location identified in the application, and issuing and processing the permit. General inspection fees are used to defray costs incurred by the Township in spot inspection(s) during the progress of the work and after it has been completed to ensure compliance with the permit and these regulations.

SECTION 6: REQUIREMENTS FOR A DRIVEWAY CONNECTION

- A. Required information. The application shall be accompanied by a sketch of the proposed driveway which at a minimum shall indicate:
 - 1. Geometric information such as width, radius, dimensions and location of the public road, right of way, slope and grades, length of driveway to residence or building, and distance to property lines and nearest driveway(s) and intersection(s). In conjunction with submission of the application, the applicant shall place a stake at the desired location which shall coincide with the submitted sketch.
 - 2. Safe sight distances shall be indicated on the sketch as obtained from actual field measurement. Measurement of sight distance shall be measured in accordance with the requirements of PENNDOT. Minimum sight distances shall be required to meet those provided in the attached table or as may be amended by PENNDOT. Signature of the application by the owner shall be applicant's verification that the indicated sight distance is the result of actual field measurement.
 - 3. Drainage culvert (if applicable) or swale including related grades as may be required. The determination for installation of a culvert pipe or swale and its required diameter shall be made by the Township following initial review by the Township representative. The application must also include a long term drainage and erosion control plan which shall specify provisions for road side drainage and control and mitigation of surface water runoff created by installation or improvement of the driveway.
 - 4. When determined necessary by the Township, a stormwater management plan shall be filed in accordance with the requirements of the Township Stormwater Management Ordinance, in which case approval of the Stormwater Management Plan shall precede issuance of a driveway permit.

- B. Review criteria. The application and accompanying sketch and drainage plan shall be reviewed by the Board or its duly appointed representative. Driveway design shall conform to the requirements and standards and specifications of this Ordinance, PENNDOT, the Liberty Township Subdivision and Land Development Ordinance, the Liberty Township Stormwater Management Ordinance, and all related standards and specifications which are incorporated herein by reference. In no event shall a permit be issued for a proposed driveway under any of the following circumstances:
1. It would create hazardous effects of storm water run-off.
 2. It would cause damage to a public road.
 3. It would increase hazardous driving conditions on the public road.
 4. It would be constructed in a manner which would obstruct it from view.
 5. The sight distance is inadequate to safely allow movement to be made into or out of the driveway.
 6. The free movement of highway or street traffic would be impaired.
 7. It would create an area of traffic congestion on the highway or street.
 8. It would interfere with the placement, functioning or maintenance of a highway or street sign, detector, lighting or other device that affects traffic control.
 9. In addition, the following standards shall be met:
 - a. Where the property abuts two or more streets or highways, ingress and egress may be restricted to only that highway or street which can more safely accommodate its traffic.
 - b. No more than two driveways shall be permitted per lot on any one highway or street frontage.
 - c. It shall not be located within forty (40) feet of the right-of-way line of an intersecting street when deemed reasonably necessary for safety by Board of Supervisors. This dimension shall be increased for driveways to shopping centers and other commercial, industrial, public or institutional purposes.
 - d. It shall not be located within five (5) feet of a fire hydrant, catch basin or drain inlet.
 - e. It shall not exceed a slope of seven (7%) percent within fifteen (15) feet of the street right-of-way line.
 - f. It shall not be located within three (3) feet of a property line.
- C. Damage to public roads. The owner and the contractor are responsible for damage to any portion of the public road or right-of-way caused by equipment en route or used at the work site, the cost of which may be recovered by the Township.
- D. Safety-The Driveway width must be a minimum of 10 feet for the entire length of the driveway for Fire & EMS Services. The owner shall be responsible for maintenance and protection of traffic to prevent damage or injury to persons or property.
- E. Drainage. All driveways which are installed on any public road will be required to install either a drainage pipe (culvert) or construct a drainage swale as directed by the Township representative.
- F. Paving to limits. All driveways which are constructed and have access onto a paved public road will be required to be paved 4 foot from the edge and back of the existing public road to the right-of-way limit or the end of the radius whichever extends further from the Township road.
- G. PENNDOT requirements. When a driveway accesses a state road, the owner shall comply with all PENNDOT requirements, including the requirement to obtain a permit from PENNDOT.
- H. Re-inspections. The Township may re-inspect the work not more than two years after its completion, and if there is settlement of the connection or any other defects appear in the work contrary to the conditions, restrictions and regulations of this Ordinance, the Township may enforce compliance therewith.
- I. Owner's responsibility. As part of obtaining a driveway permit, all property owners shall be responsible for long term maintenance of the driveway and related drainage or stormwater management plan. In the event that excess stormwater runoff or sediment is diverted onto public roads the owner will be given notice and required to make necessary corrections to bring the driveway and drainage into compliance. In the event that a driveway culvert pipe becomes crushed or blocked it shall be replaced at the owner's expense. The Township reserves the right to require the owner to make repairs, to make the repair at the owner's expense or to contract with a third party at owner's expense to perform the needed repairs. All property owners shall be responsible for any and all costs for maintenance to public roadways resulting from water runoff caused by improperly maintained driveway pipes.
- J. Overnight parking. Where construction permitted by this Ordinance requires equipment to park at the site overnight, it shall be located a minimum of four (4) feet from the edge of the cartway of the Township road.
- K. Sight distance. Measurement of sight distance from a vehicle turning from a driveway shall be such that the position of the driver is taken to be 10 feet from the edge of the traveled roadway at the centerline of such driveway; the driver eye height is to be 3.5 feet; the vehicle height on traveled roadway is to be 4.25 feet. Adequate sight distance is to be provided to the right and to the left of the driveway.

APPLICATION FOR MINIMUM USE DRIVEWAY LIBERTY TOWNSHIP ADAMS COUNTY, PENNSYLVANIA

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 (Alterations are defined as changes to the dimensions. No permit is required for driveway surface maintenance.)

SECTION A

Application Date _____ Application Is Made To _____ Construct A New Driveway _____ Alter An Existing Driveway

Applicant Information

Name/Business Name _____ Phone Number (____) _____

Address _____

Owner Information

Name/Business Name _____ Phone Number (____) _____

Address _____

Property Information

Name/Business Name _____ Phone Number (____) _____

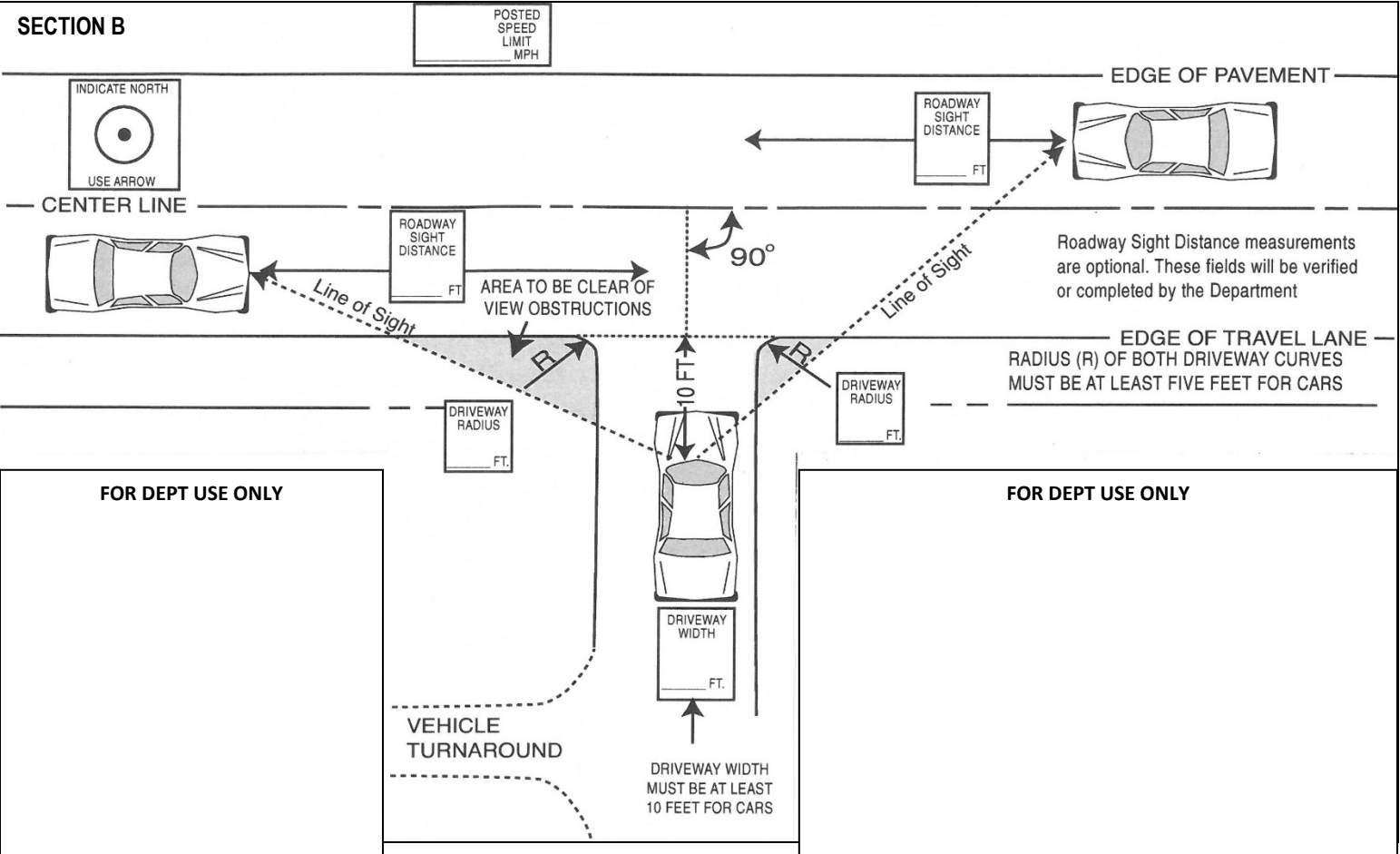
Address _____ Parcel _____

Location of Proposed Driveway Road Name & Number _____

Name of Nearest Intersection _____ Distance To Nearest Intersection In Feet _____

Date Work Scheduled to Begin: _____ Date Work Scheduled to be Completed: _____

SECTION B



SECTION C

The applicant certifies that all statement contained herein are true and correct.

Signature of Applicant or Owner _____ Date _____

APPROVED _____

DENIED: _____