

Franklin Township

Guide for Obtaining

MINIMUM USE DRIVEWAY PERMIT

(Driveways used by not more than 25 vehicles per day)

PERMIT APPLICATION PROCEEDURE:

General Rule: No driveway or drainage facility or structure shall be constructed or altered within the Township road right-of-way and no drainage facility of the Township shall be altered or connected onto without first obtaining a permit from the Township. A permit may not be required for maintenance.

Who May Execute Applications: Permit applications shall be submitted in the name of and executed by the owner of the property or to an individual with equitable interest (or long-term lease) in the property.

Where to Submit Applications: Permit applications shall be submitted to the Township Secretary.

When to Submit Applications: Permit applications must be submitted prior to the construction of a building which the proposed driveway will serve to assure that the driveway can be constructed in accordance with Township Ordinance.

Application Procedure and Required Information:

Permit Applications Shall be:

- submitted in person or by mail on properly completed Township form as shown of pages 5 and 6.
- signed by the applicant.
- accompanied with a check or money order, payable to "Franklin Township", in the appropriate fee as set forth below.
- submitted to the Township at least 30 days prior to the anticipated start of work.
- contain proof of ownership (copy of deed).

PERMIT FEE - \$ 25.00 per MINIMUM USE DRIVEWAY

PERMIT ISSUANCE FEES: Issuance fees are used to defray costs incurred by the Township in reviewing and processing the application and plan, including the preliminary review of the site location identified in the application and issuing and processing the permit.

Minimum Use Driveways: \$ 15.00 each

General Permit Inspection Fees: General inspection fees are used to defray costs incurred by the Township in spot inspection of permitted work or subsequent inspection after the permitted work has been completed, to ensure compliance with the permit and the Ordinance.

Minimum Use Driveways: \$ 10.00 each

ISSUANCE OF PERMITS:

Requesting Permit Time Extension: A permit is valid for a six months period or multiples thereof as specified on the permit. If the permittee has not completed all authorized work by the completion date specified on the permit, submit a written request to the Township requesting a time extension. If approved, a supplemental permit may be issued by the Township, authorizing work to continue for an additional 6-month period.

Work Completion Notification: When all permitted work has been completed, notify the Township that the work has been completed and is ready for inspection by the Township inspector.

GENERAL CONDITIONS:

Scope of Permit: The permit is binding upon the permittee, its agent, contractor, successors and assigns. The Permittee is responsible for causing compliance with all terms and conditions of the permit by its employees, agents and contractors. Retain the permit at the work site to be available for the inspection by any police officer or Township representative. Maintain the permit as a permanent record; it will remain in effect, subject to the permit conditions and the Township Ordinance requirements as long as the driveway or the facility authorized by the permit exists. Responsibility for compliance with the terms or the permit cannot be assigned or transferred by the permittee without first obtaining approval of the Township after making a written request therefore. The Township, in granting a permit, will waive none of its powers or rights to require the future change in operation, removal, relocation, or proper maintenance of any access within Township road right-of-way.

Altering Drainage Prohibited: Unless specifically authorized by the permit, the permittee shall not:

- Alter the existing drainage pattern or the existing flow or drainage water.
- Direct additional drainage of surface water onto or into the road right-of-way or Township drainage facilities in a way which would have a detrimental effect of the road or drainage facilities.

Maintenance: Continuously maintain all driveways and adjacent areas within the road right-of-way to conform to the permit, and ensure the access does not interfere or is not inconsistent with the design, maintenance, and drainage of the road, or the safe and convenient passage on traffic on the road.

GENERAL DRIVEWAY REQUIREMENTS:

General Rule: Locate, design, construct and maintain all driveways in such a manner as not to interfere or be inconsistent with the design, maintenance, and drainage of the road.

General Location Restrictions: Access driveways shall be permitted at locations in which:

- Sight distance is adequate to safely allow each permitted movement to be made into or out of the access driveway.
- The free movement of normal highway traffic is not impaired.
- The driveway will not create a hazard; and
- The driveway will not create an area of undue traffic congestion on the highway.

Specific Location Restrictions: Do not locate access driveways at intersections, ramp areas, or locations that would interfere with the placement and proper functioning of highway signs, signals, detectors, lighting, or other devices that affect traffic control.

Number of Driveways: Normally, only one driveway will be permitted for a residential property. If the property frontage exceeds 600 feet, the permit may authorize an additional driveway.

Approaches to Driveways: Locate and angle the access of a driveway approach in relation to the highway intersection so that a vehicle entering or leaving may do so in an orderly and safe manner and with a minimum of interference to highway traffic. Where the highway is curbed, install driveway approaches 1-1/2 inches above the adjacent highway or gutter grade to maintain proper drainage.

DRIVEWAY DESIGN REQUIREMENTS:

Angle of Access Driveway Approach: Position access driveway approaches used for two-way operation at right angles (90°) to the highway or as near there-to as site conditions permit.

Driveway Adjacent to Intersections: Ensure a minimum 10 feet tangent distance between the intersecting highway radius and the radius of the first permitted driveway. The distance from the edge of the pavement of the intersecting highway to the radius of the first permitted driveway is a minimum of 20 feet on curbed highways and 30 feet of uncurbed highways.

Property Line Clearance: Except for joint-use driveways, locate no portion of any access outside the property frontage boundary line.

Curbing: When the curb exists adjacent to the proposed driveway, match the line and grade of the existing curb, unless otherwise authorized by the permit.

Grade of Access Driveway: Construct all driveways so as not to impair drainage within the right-of-way, alter the stability of the improved area, or change the drainage of adjacent areas. Where a drainage ditch or swale exists, install adequate pipe under the driveway, as authorized by the permit. Ensure that drainage pipe installed under the driveway is adequate to carry the expected storm water flow from a ten-year storm, but in no case smaller than least 15 inches in diameter. Provide slope sides for driveway embankments within the right-of-way no steeper than 10 to 1.

Instructions

APPLICATION FOR MINIMUM USE DRIVEWAY

- A - Permit applicant must be the property owner. Proof of ownership is required, as by copy of deed.
- B - Applicant's complete current address.
- C - Current phone number where applicant can be reached during construction.
- D - See page 2.
- E - Enter the Check number.
- F - Place "X" in the correct box.
 - CONSTRUCT A NEW DRIVEWAY
 - ALTER AN EXISTING DRIVEWAY
- G - Enter anticipated date driveway work is to begin.
- H - Enter anticipated date driveway work is to be completed.
- I - Enter the road number and/or name.
- J - Enter the number and/or name of the nearest intersecting road.
- K - Enter the distance to the nearest intersecting road.
- L - Enter the posted/legal speed limit.
- M - Enter an arrow to show North.
- N - Standing 10 feet back from edge of existing pavement or cartway and with eye height at 3.5 feet above proposed grade, measure distance that a vehicle at 4.25 feet above the pavement/cartway approaching from the left can be seen.
- O - Perform the same measurement as in N, but for a vehicle approaching from the right.
- P - Left driveway radius. Must be within range provided in PennDOT reg. 441.9.
- Q - Right driveway radius. See P above.
- R - Driveway width. Must be within ranges allowed by PennDOT Reg. 441.9.
- S - Land owner must sign.
- T - date application is signed.

MINIMUM USE DRIVEWAY PERMIT APPLICATION Franklin Township, Snyder County

READ INSTRUCTIONS ON REVERSE APPL NO _____

Address _____	
From _____	To _____
From _____	To _____
From _____	To _____

LOCATION OF PROPOSED DRIVEWAY

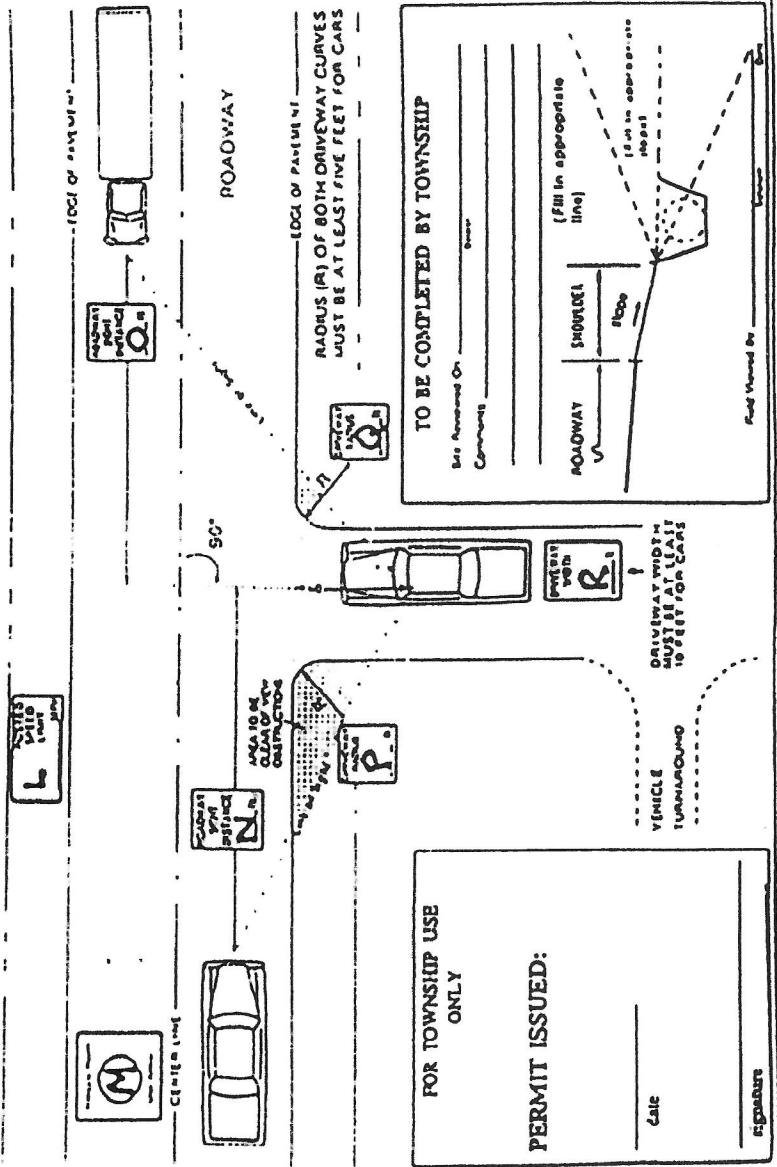
Route No. I
 Name of Nearest Intersection J
 Distance to Nearest Intersection in Feet K

For the purpose of measuring sight distance, the driver's eye height shall be 3.50 feet above the proposed access surface and highway placement surface and the vehicle's height shall be 4.25 feet above the proposed access surface and highway pavement surface.

APPLICATION IS MADE TO F
 CONSTRUCT A NEW DRIVEWAY
 ALTER AN EXISTING DRIVEWAY

DATE WORK SCHEDULED TO BEGIN G
 DATE WORK SCHEDULED TO BE COMPLETED H

S Applicant's signature
T Date



SUPPLEMENTAL CONDITIONS:

MINIMUM USE DRIVEWAY PERMIT APPLICATION

Franklin Township, Snyder County

READ INSTRUCTIONS ON REVERSE

APPL NO _____

Applicant / Property Owner

Address

Post Office

Zip Code

Phone

Fee

Check No.

LOCATION OF PROPOSED DRIVEWAY

Route No. _____

Name of Nearest Intersection _____

Distance to Nearest Intersection in Feet _____

APPLICATION IS MADE TO

CONSTRUCT A ALTER AN
 NEW DRIVEWAY EXISTING DRIVEWAY

For the purpose of measuring sight distance, the drivers' eye height shall be 3.50 feet above the proposed access surface and highway pavement surface and the vehicles' height shall be 4.25 feet above the proposed access surface and highway pavement surface

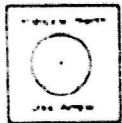
DATE WORK SCHEDULED TO BEGIN _____

DATE WORK SCHEDULED TO BE COMPLETED _____

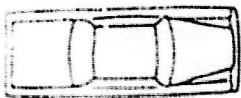
Applicant's signature _____

Date _____

POSTED SPEED LIMIT
 _____ MPH



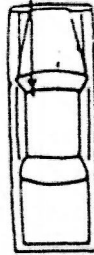
CENTER LINE



ROADWAY SIGHT DISTANCE
 _____ ft

AREA TO BE CLEAR OF VIEW OBSTRUCTIONS

DRIVEWAY RADIUS
 _____ ft



DRIVEWAY WIDTH
 _____ ft

VEHICLE TURNAROUND

DRIVEWAY WIDTH MUST BE AT LEAST 10 FEET FOR CARS

ROADWAY SIGHT DISTANCE
 _____ ft



EDGE OF PAVEMENT

ROADWAY

EDGE OF PAVEMENT

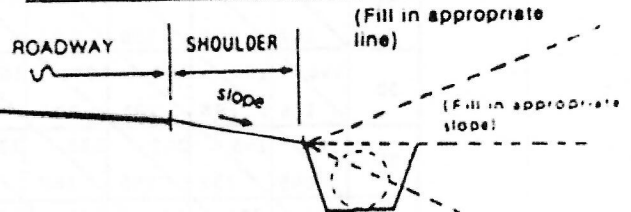
RADIUS (R) OF BOTH DRIVEWAY CURVES MUST BE AT LEAST FIVE FEET FOR CARS

DRIVEWAY RADIUS
 _____ ft

TO BE COMPLETED BY TOWNSHIP

Site Reviewed On _____ Date _____

Comments _____



Field Viewed By _____ Signature _____ Date _____

FOR TOWNSHIP USE ONLY

PERMIT ISSUED:

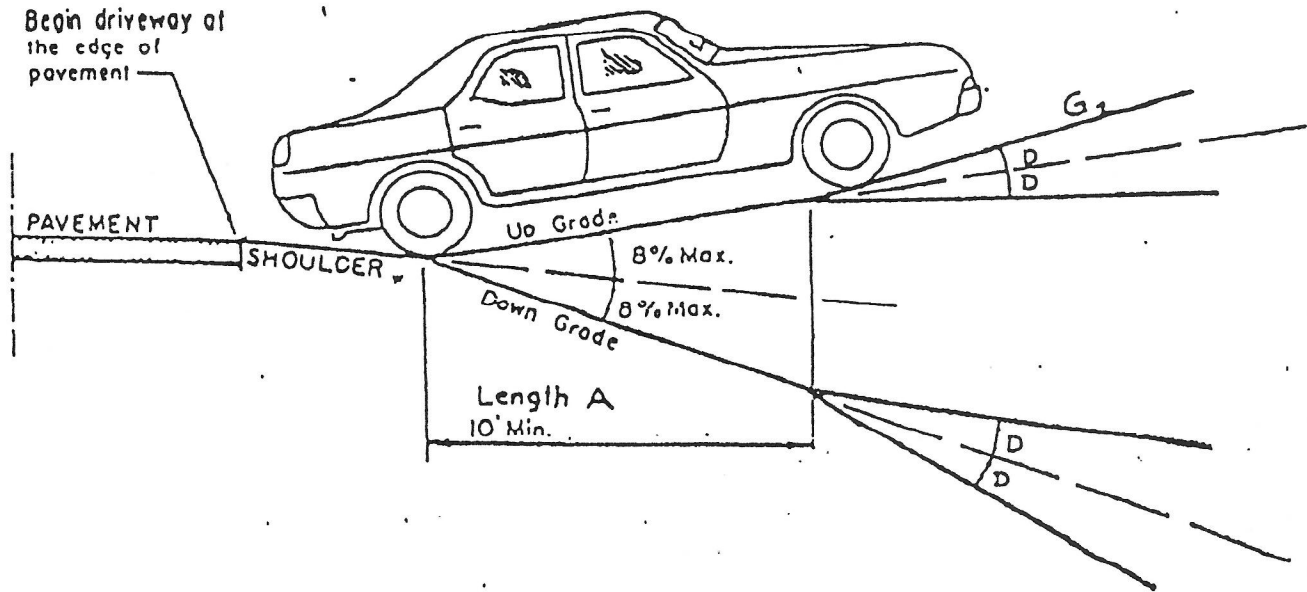
date _____

Signature _____

SUPPLEMENTAL CONDITIONS:

COMPLETE THE APPLICATION FORM

- A. THIS APPLICATION MUST BE SUBMITTED IN THE NAME OF THE OWNER OF THE PROPERTY.
- B. COMPLETE ALL ITEMS ON THE FACE OF THE FORM (EXCEPT WHERE NOTED). DESCRIBE IN DETAIL WHAT WORK YOU INTEND TO DO AND MATERIALS YOU INTEND TO USE. (ATTACH IN TRIPPLICATE DRAWINGS OF NECESSARY)
- C. PLACE STAKE, WITH COLORED RIBBON ATTACHED, AT THE RIGHT-OF-WAY LINE ON THE LEFT AND RIGHT CORNERS OF YOUR PROPOSED DRIVEWAY TO CLEARLY DEFINE YOUR ACCESS.



• 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.

SPEED (M.P.H.)	MINIMUM SAFE STOPPING SIGHT DISTANCE														
	HIGHWAY GRADE IN %														
	0	+1	+2	+3	+4	+5	+6	+7	+8	+9	+10	+11	+12	+13	
15	0	-1	-2	-3	-4	-5	-6	-7	-8	-9	-10	-11	-12	-13	
	76	74	73	73	73	73	72	72	71	71	71	70	70	70	
20	109	108	107	106	105	105	104	103	102	102	101	101	100	100	
	109	110	111	112	113	114	115	117	118	119	121	123	125	127	
25	147	145	144	143	143	140	139	138	137	136	135	134	134	133	
	147	148	150	151	153	155	157	159	161	164	166	169	172	175	
30	196	194	191	189	187	185	183	182	180	178	177	175	174	173	
	196	198	201	204	207	210	214	217	221	226	230	235	241	247	
35	249	245	242	238	236	233	231	228	226	224	221	219	217	215	
	249	252	256	260	265	269	274	280	286	292	299	306	314	323	
40	314	309	308	299	295	291	287	284	280	277	274	271	268	266	
	314	319	325	331	337	345	352	360	369	379	389	401	414	428	
45	383	376	370	364	358	353	348	343	338	334	330	326	322	319	
	383	390	398	406	415	425	435	447	459	472	487	503	521	540	
50	462	453	444	436	429	421	415	409	403	397	392	388	382	378	
	462	471	481	492	504	517	531	547	563	581	600	622	647	674	
55	538	527	517	508	499	490	482	475	467	461	454	448	442	437	
	538	550	562	576	590	605	622	641	660	682	706	733	762	795	
60	621	608	596	586	577	567	554	545	536	528	521	513	506	500	
	621	634	649	665	682	701	721	742	766	792	821	852	887	926	

DISTANCES IN FEET

