

**WASHINGTON TOWNSHIP
BERKS COUNTY**

REQUIREMENTS FOR DRIVEWAY PERMITS

1. Prior to submitting a driveway permit application, the applicant shall contact Washington Township at 610-845-7760 to obtain an official street address for the property.
2. Place a stake marked "DRIVEWAY" at the edge of the road in the location of the proposed driveway.
3. The applicant shall complete the attached driveway permit application and submit it to Washington or LTL Consultants (1 Town Centre Drive, Oley, PA) along with all required supplementary information and a driveway permit application fee of \$125 payable to Washington Township.
4. The driveway permit application will be reviewed by LTL Consultants, Ltd. If necessary, LTL Consultants will contact the applicant to schedule a site meeting and/or for additional information.
5. If the proposed driveway is for access to a state road, the applicant must also obtain a Highway Occupancy Permit from the Pennsylvania Department of Transportation (contact #610-929-0766). A driveway permit will not be issued by Washington Township until a H.O.P. is obtained from PennDOT.
6. Upon review and approval, if application meets all requirements, a driveway permit will be issued. The applicant will be contacted to pick up the permit and pay the \$650.00 (payable to Washington Township) escrow fee.
7. Prior to any excavation, the applicant must contact the PA One Call system at 1-800-242-1776.
8. The applicant must contact LTL Consultants, Ltd. at 610-987-9290 to schedule an inspection before the driveway is paved and after the driveway is complete.
9. Upon approval of the construction, including final paving, of the driveway by LTL Consultants, Ltd., the \$650 escrow fee will be returned to the applicant.

**WASHINGTON TOWNSHIP
BERKS COUNTY**

DRIVEWAY PERMIT APPLICATION

INFORMATION SHEET FOR DRIVEWAY PERMITS: Please fill out all information below and attached appended documents. There shall be appended to each application a drawing or plan showing the outlines of the property affected with existing improvements thereon, existing drains, culverts, footwalks, drives, or driveways with the proposed drain, culvert, footwalk, drive or driveway proposed to be added, and the relationship of the foregoing to the abutting road.

**DRIVEWAY APPLICATION COST: \$125.00
DRIVEWAY ESCROW COST: \$650.00
TOTAL COST: \$775.00**

The Driveway Permit is good for one (1) year of date of issuance. If an extension is needed, the Township must be notified. **DRIVEWAY PERMITS MUST BE SECURED BEFORE ISSUANCE OF A BUILDING PERMIT.**

1. Owner/Applicant: _____ Phone No. _____
Address: _____
2. Contractor: _____ Phone No. _____
Address: _____
3. Engineer: _____ Phone No. _____
Address: _____
4. Location of proposed driveway: _____
5. Length of Proposed driveway: _____ Width: _____
6. Driveway abuts on what road: _____
7. Does curbing exist on street abutting driveway? _____
8. Is a pipe proposed under the driveway? _____ If so, list type and size of pipe: _____

9. Is a swale proposed across the driveway? _____
10. Type and depth of driveway base material: _____

11. Type and depth of driveway surface material: _____

12. Anticipated start of work date: _____

13. PennDOT H.O.P. # if applicable: _____

I hereby make application for a permit to construct a driveway in accordance with specifications and plans herewith submitted subject to all the requirements of the Washington Township Ordinances and the laws of the Commonwealth of Pennsylvania.

THE DRIVEWAY ESCROW AMOUNT OF \$650.00 WILL BE HELD BY THE TOWNSHIP UNTIL FINAL APPROVAL OF THE DRIVEWAY BY THE TOWNSHIP ENGINEER'S OFFICE. ESCROW WILL BE COLLECTED WHEN PERMIT IS ISSUED.

DATE: _____

APPLICANT SIGNATURE: _____

CALL BEFORE YOU DIG, MAKE A PA ONE CALL - Dial 811



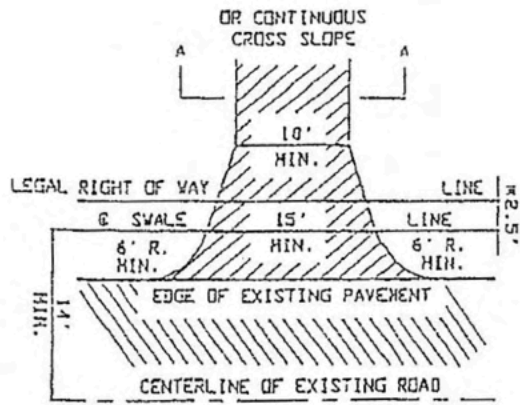
Dial 8-1-1 or 1-800-242-1776 not less than 3 business days nor more than 10 business days prior to the start of excavation.

Coordinate your projects via Coordinate PA at www.paonecall.org.

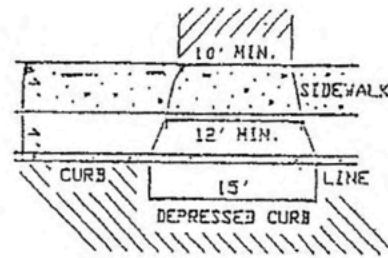
Pennsylvania One Call System Serial Number

DRIVEWAY SPECIFICATIONS

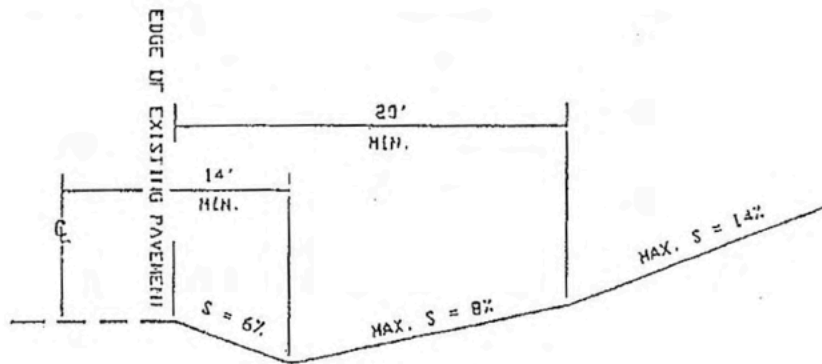
1. Stone drives shall consist of 4" depth crushed stone. Paved drives shall consist of 2" depth of bituminous wearing course on 4" depth of crushed stone.
2. All drives shall be paved for a minimum distance of 15 feet from the edge of existing roadway pavement. All drives with a slope in excess of 6% shall be paved for a minimum distance of 50 feet from the edge of the pavement.
3. Applications for driveways providing access to drive-in-service developments shall, when requested, include information relative to the amount of storage provided between the service facility and the right-of-way, the number of service operations anticipated during peak periods and the hours and days of operation.
4. The area between the right-of-way line adjacent to and on both sides of a driveway shall be used as a clear zone to provide a physical barrier between the traveled way and activity on private property. This area shall remain free of any obstructions, which may interfere with a clear line of vision for entering or exiting vehicles.
5. Curbing:
 - a) The permit may require the installation of curbing wherever it is required to control access or drainage, or both. All curbing must be permanent curbing.
 - b) Where property abutting the right-of-way line could be used as a parking area, the permit may require curbing, permanent guiderail or fencing to be constructed along the right-of-way line in order to prohibit vehicle encroachment upon the sidewalk or shoulder area.
 - c) If, in the opinion of the Township, there is a high probability that vehicles would otherwise utilize a portion of the property frontage other than the approved driveway to gain access to the property, the permit may require curbing or other physical barriers to be constructed.
 - d) When curb exists adjacent to the proposed driveway, the line and grade of the existing curb shall be matched, unless otherwise authorized by the permit.
6. The Township does not require the driveway to be paved if the Township road is gravel. However, if and when the Township road is paved, the homeowner is then required to pave the first 15 feet of his/her driveway.
7. **NOTE:** All construction entrances must also conform to the above specifications.
8. The landowner is responsible for obtaining any other permits which may be required and complying with any other state and/or federal government regulations.



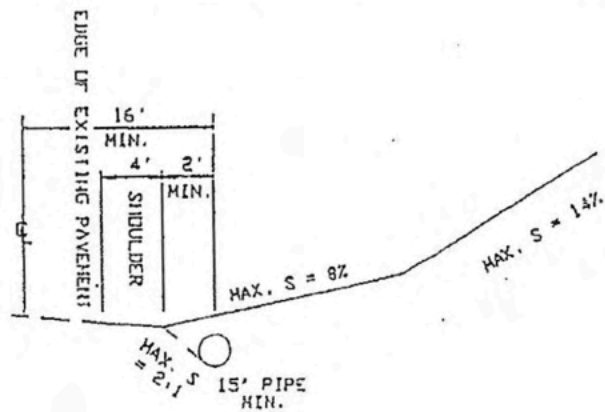
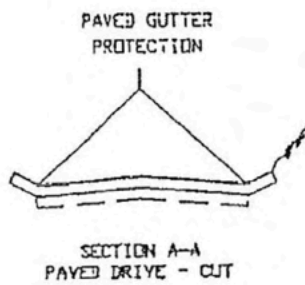
OPEN SHOULDER PLAN



CURB PLAN



DRIVEWAY PROFILE - SWALE



DRIVEWAY PROFILE - PIPE

DRIVEWAY DETAILS