

# DRIVEWAY PERMIT



Code Enforcement/Building/Zoning  
 401 S. Main Street, Hatfield, PA 19440  
 O: (215) 855-0781x108 F: (215) 855-2075  
 Code@HatfieldBorough.com  
 www.HatfieldBorough.com

## DRIVEWAY PERMIT APPLICATION

Applicant shall submit two (2) legible copies of all drawings/plans and construction documents. Commercial plans shall be signed/sealed by a design professional. Residential plans may have to be signed and sealed, depending on the complexity of the project.	Permit # _____
	Date ____ / ____ / ____
	Fee \$ _____

### PROPERTY INFORMATION

Number _____	Street _____
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### OWNER INFORMATION

First Name _____	Last Name _____	Daytime Phone _____
Email Address _____		Cell Phone _____
Number _____	Street _____	City/Zip _____

### CONTRACTOR INFORMATION

<input type="checkbox"/> Check if work is being completed by the Property Owner				
License #	Company & Contact Name	Address	Phone & Email	Value

### ENGINEER INFORMATION

License #	Company & Contact Name	Address	Phone & Email

### PROPOSED DRIVEWAY CHANGE

Existing Length by Width _____	Proposed Length by Width _____
Name of Intersecting Road _____	Does Curbing Exist _____
Proposed Surface Material _____	Start Date _____

## APPLICATION SUBMISSION DOES NOT GRANT APPROVAL TO START WORK

I agree to comply with all applicable codes, statutes and ordinances and with the conditions of this permit; I understand that the issuance of the permit creates no legal liability, express or implied, on Hatfield Borough; and certify that all the above information is accurate. Permit expires if work is not started in six (6) months, not completed in twelve (12) months, or if work is discontinued for six (6) months in the judgement of the Borough. The Building Inspector, or the Inspector's authorized agent, is authorized to enter the premises for which this permit is sought at all reasonable hours and for any proper purpose to inspect the proposed work. Failure to comply with the above will result in a STOP WORK ORDER.

Owner/Authorized Name _____	Owner/Authorized Signature _____	Date _____
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# DRIVEWAY PERMIT

## SITE PLAN

A site plan must be provided for all applications. If you already have a site or plot plan, you may submit that plan instead of using the site plan below as long as all required information is included. Please be sure to include the following information on the plan.

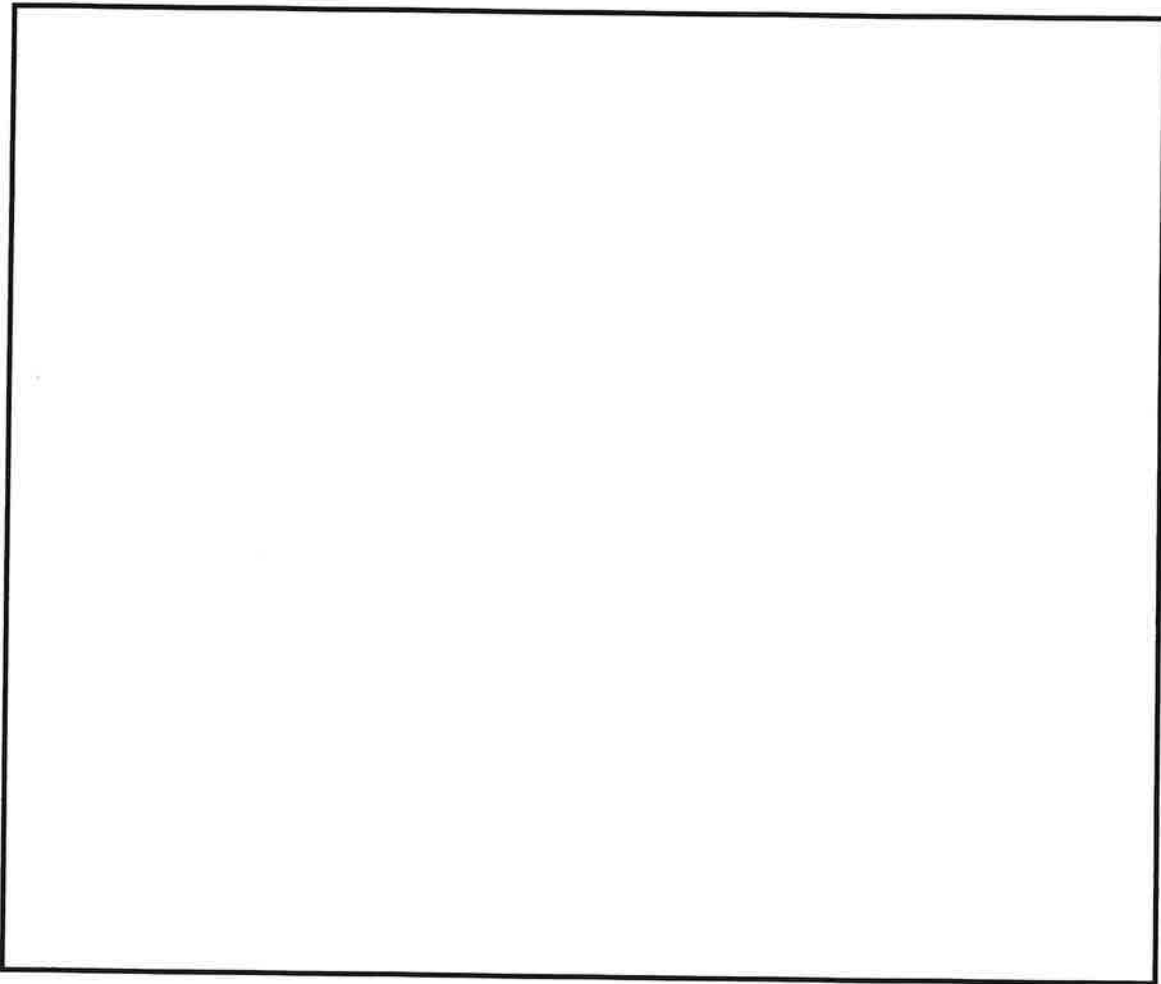
Property dimensions

All existing buildings, decks/patios, sheds, pools, fences and driveways with dimensions

All proposed construction with dimensions

Distances from all property lines to proposed construction

Distances between existing buildings and proposed construction



Site Plan or Plot Plan used in place of this page

Additional pages included with Application

### FOR HATFIELD BOROUGH USE ONLY

Zoning Permit Fee	\$	PA State Act 13 Fee	\$4.50
Application Fee	\$150.00	<b>TOTAL OF ALL FEES</b>	\$

\_\_\_\_\_  
Zoning Officer

\_\_\_\_\_  
Date

## HATFIELD BOROUGH

# DRIVEWAY PERMIT

## DRIVEWAY PERMIT INFORMATION

After the Driveway Permit Application is submitted and the initial \$150 permit fee is paid, the Driveway Permit Application is reviewed by the Borough Engineer. This may take several days to a couple weeks. The Borough Engineer, at his convenience, may schedule to meet the applicant at the site of the application. The applicant or a representative of the applicant may have to meet the Borough Engineer at the proposed driveway site in case there are any questions on the submitted Driveway Permit Application. The Borough Engineer will reach out to the applicant if the need for a site meeting is required.

After inspecting the proposed driveway site, the Borough Engineer may determine that additional conditions may be needed, which will then be added to the Driveway Permit Application. Several days to a couple weeks shall be allowed for processing of the application.

The Zoning Department will contact the applicant when the Permit has been processed, and is ready to be paid for and picked up. There may be additional Permit Fees based on the size of the driveway extension.

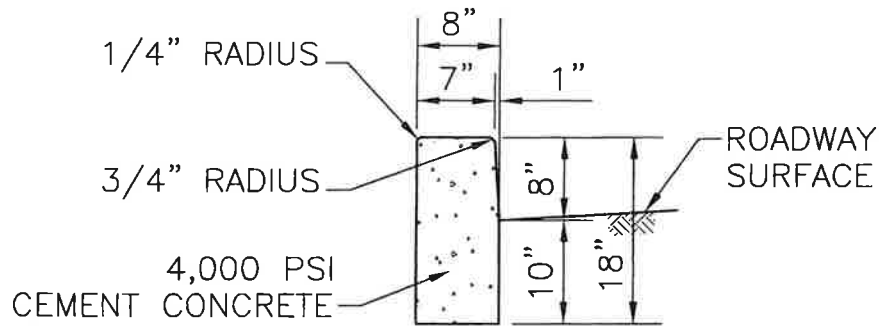
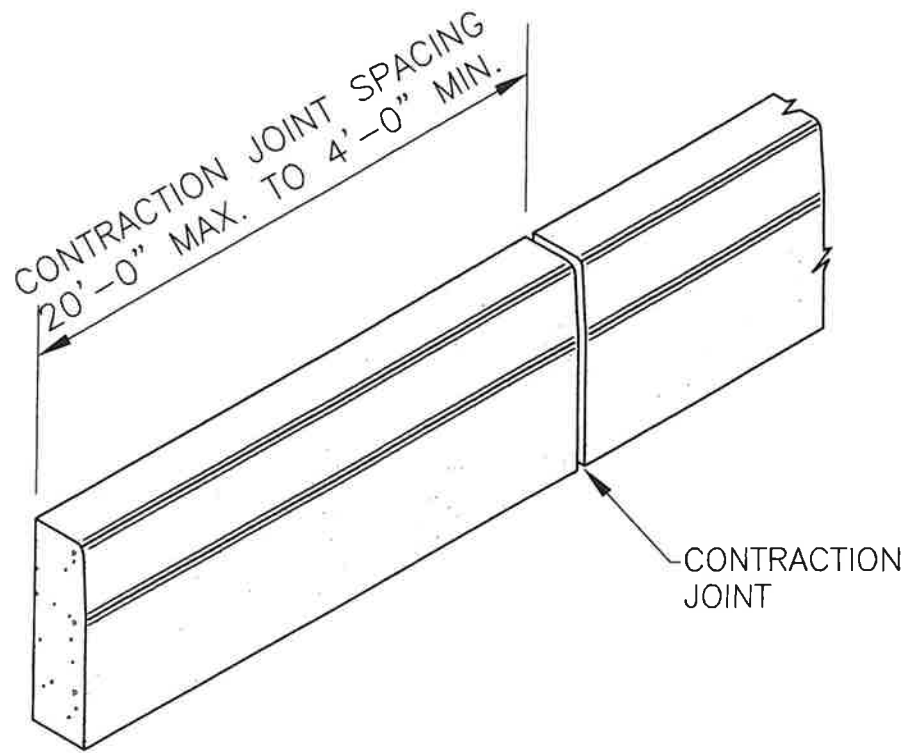
Submitted with the Driveway Permit Application should be any documents and drawings that show the outlines of the property and it's existing conditions included but not limited to driveways, walkways, drains and culverts, the proposed changes including any driveways, walkways, drains or culverts, sightline obstructions, and the relationship of the property and the proposed changes to the Borough Street.

The Driveway Permit is good for one (1) year after the date of issuance. If an extension is needed, the Borough must be notified in writing.

## GENERAL REGULATIONS

1. Paved driveways shall consist of minimum 2" depth bituminous wearing course on minimum 4" depth 2A modified stone base.
2. The property owner is responsible for obtaining any other permits which may be required and complying with any other State or Federal Government regulations.
3. The slope of the driveway shall not exceed twelve (12) percent. The first twenty feet from the curblines shall not exceed five (5) percent.
4. A driveway serving a single dwelling unit shall have a minimum width of ten (10) feet. A common driveway, serving up to four (4) dwelling units shall have a minimum width of sixteen (16) feet.
5. A driveway serving a single dwelling unit shall be located as far from street intersections as reasonably possible, but no less than fifty (50) feet from the nearest street intersection.
6. The construction of all driveways will be subject to the inspection and approval of the Borough. The Borough shall be notified a minimum of forty-eight (48) hours in advance of construction.
7. Concrete aprons for driveways shall be six (6) inches thick and reinforced with two layers of six (6) by six (6) inch number nine (9) wire. The wire shall be installed no closer than 1/2 inch from the top or bottom surfaces of the apron.
8. Curbing
  - a) The permit may require the installation of curbing wherever it is required to control access and/or drainage. All curbing must be permanent curbing.
  - b) Where property abutting the road 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) 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.

**Non-residential driveways have additional requirements**

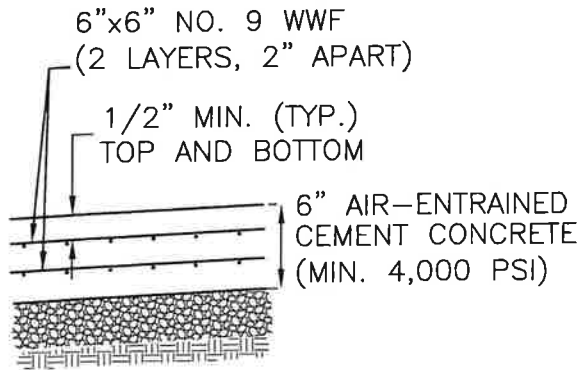


NOTES:

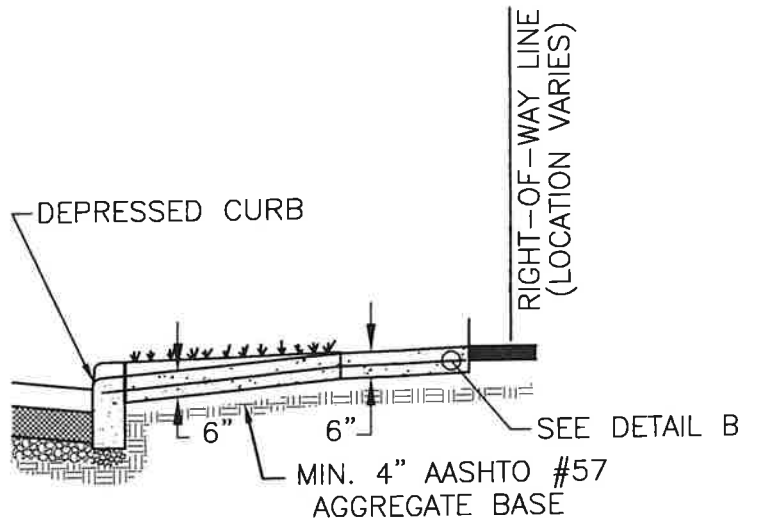
1. IF CURB IS BEING REPLACED, MATCH HEIGHT OF EXISTING CURB ON EACH END.

HATFIELD BOROUGH  
CONCRETE CURB DETAIL

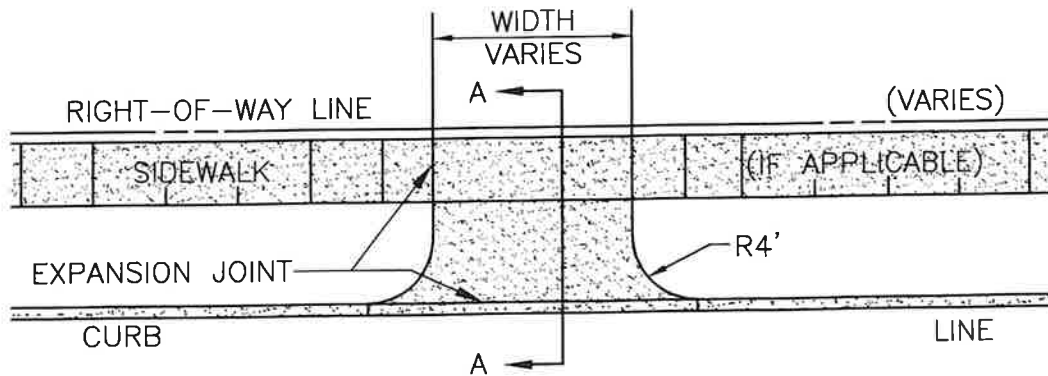
NO SCALE



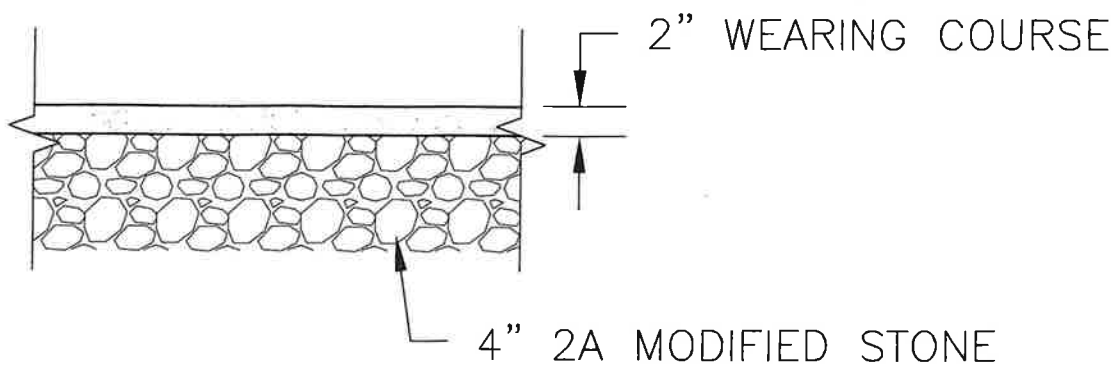
DETAIL B  
NO SCALE



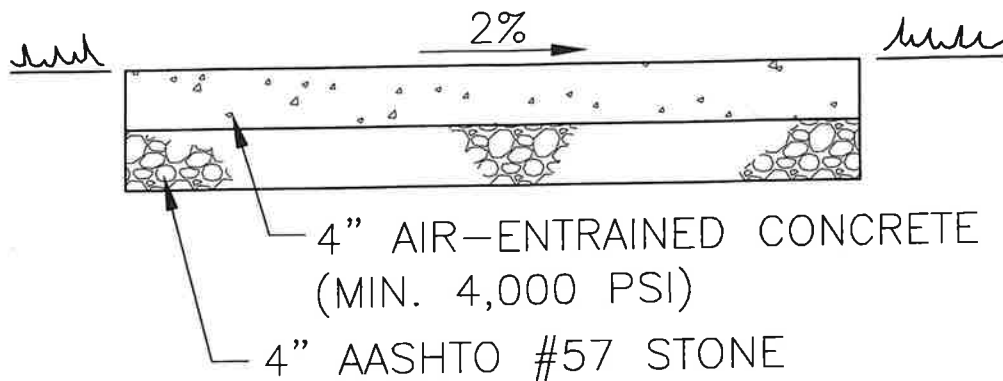
SECTION A-A  
NO SCALE



HATFIELD BOROUGH  
DRIVEWAY APRON DETAIL  
WITH GRASS STRIP  
NO SCALE



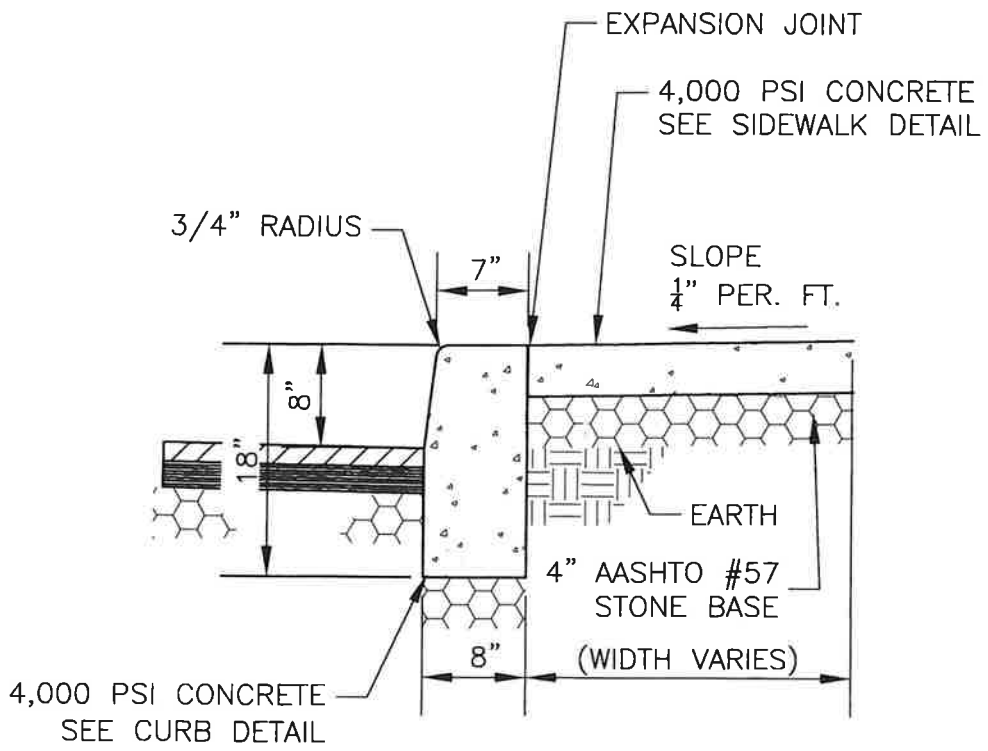
HATFIELD BOROUGH  
TYPICAL DRIVEWAY PAVING DETAIL  
NO SCALE



SIDEWALK DETAIL NOTES:

1. SIDEWALKS AT DRIVEWAYS SHALL BE 6" THICK CONCRETE WITH 6"x6" - NO. 9 WIRE (2 LAYERS, 2" APART.  $\frac{1}{2}$ " FROM SURFACE.)
2.  $\frac{1}{2}$ " BIT. EXP. JOINT AT 20' O.C.
3. CONSTRUCTION JOINT AT 5' O.C.

HATFIELD BOROUGH  
SIDEWALK/DRIVEWAY APRON DETAIL  
 NO SCALE



**HATFIELD BOROUGH**  
**STRAIGHT CURB & SIDEWALK DETAIL**  
 NO SCALE