



# Cumberland Township

1370 Fairfield Road, Gettysburg PA 17325  
Phone: 717-334-6485 Fax 717-334-3632

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Requirement checklist to obtain a residential building permit for:

**New Single-Family Dwelling**  
**Residential Additions**  
**Swimming Pools**  
**Decks**  
**Small Projects**  
**Garages, Sunrooms etc.**

- 3** completed copies of the application (must be legible and signed)
- 3** copies of Site Plan (include all existing structures, proposed structure and their distances to all lot lines)
- 3** sets of building plans (floor plan, elevation, footer, foundation, framing, etc.)
- PA Residential Energy Provisions Worksheet (insulation) (**3 Copies**)
- Deck Plan (if over 30" high at any point around the perimeter, measured from ground top of finished floor additional permitting and inspections are required). (**3 Copies**)
- 2** copies of Driveway Permit application, if needed, on Township Road or proof of application to Penn Dot for HOP Permit on State Road.
- Copy of Contractors Certificate of Liability Insurance or Workers Compensation Insurance information.
- Driving directions from a known landmark or intersection
- Copy of PA Home Improvement Contractors Registration License (PAHIC)
- Stormwater Management Application Worksheets A&B. Worksheet B needs to be completed if new impervious is over 500 sq. feet. (**2 Copies**)
- Completed and signed earth disturbance activities checklist

After submitting all required documents to the Township office your application will be reviewed. P.A. Municipal Code Alliance (PMCA) will contact you if any additional information is needed.

When the project is approved you will be notified the Building Permit is ready. Prior to obtaining the building permit all charges (i.e administrative, inspections fees) must be paid. Two checks will be required. One made payable to Cumberland Township and one made payable to PMCA.

Be advised additional fees may be applied, throughout the project, for failed or missed inspections.



**CUMBERLAND TOWNSHIP  
RESIDENTIAL PERMIT  
APPLICATION**

1370 Fairfield Road, Gettysburg, PA 17325

Phone: 717-334-6485 Fax: 717-334-3632

**APPLICATION FOR BUILDING PERMIT/ USE CERTIFICATE**  
**Applicable Codes: 2015 IBC/IRC, 2015 IBC Chapter 11, 2009 ICC A11 7.1**

Please print legibly- Failure to do so may result in a denial, delay or rejection of this application.

Permit Application Date \_\_\_\_\_ Permit Application No. \_\_\_\_\_ (Office use only)

**1. Property / Site Information**

Owner: \_\_\_\_\_ Parcel No. \_\_\_\_\_

Site Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Municipality \_\_\_\_\_ County \_\_\_\_\_

Use:  Single-Family Dwelling/Duplex  Multi-Family  New Manufactured Home  Relocated Manufactured Home  
 Commercial  Other \_\_\_\_\_

Floodplain Present:  YES  NO

Improvement Type:  New  Addition  Alteration  Repair/Replacement  Relocation  Other

**2. BUILDING OWNER'S INFORMATION (if different than the property/site)**

First Name \_\_\_\_\_ M. \_\_\_\_\_ Last Name \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**3. BUILDING PERMIT APPLICATION**

*Provide below a description of work: (Also provide details on plat plan.  
 Show all improvements on the lot & approx. distance to lot lines)*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Total Lot Area: \_\_\_\_\_ Acres/Sq. Ft. ESTIMATED COST OF CONSTRUCTION: \$ \_\_\_\_\_  
 ICC Use Group: \_\_\_\_\_ ICC Construction Type: \_\_\_\_\_  
 ESTIMATED START DATE: \_\_\_\_\_ ESTIMATED COMPLETION DATE: \_\_\_\_\_

**4. CERTIFICATION**

I certify that I am the owner of record, or that I have been authorized by the owner of record to submit this application and that the work described has been authorized by the owner of record. I understand and assume responsibility for the establishment of official property lines for required setbacks prior to the start of construction, and agree to conform to all applicable local, state, and federal laws governing the execution of this project. I certify that the Code Official or their representative shall have the authority to enter the areas in which work is being performed, at any reasonable hour, to enforce the provisions of the Codes governing this project. I further certify that this information is true and correct to the best of my knowledge and belief. Ref. 18 Pa. Cons. Stat.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE No. \_\_\_\_\_

**5. CONTRACTOR INFORMATION**

Please list additional general contractor information on additional sheet(s) if needed.  Additional Sheet(s) attached

Name of Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Contractor Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Person in Charge of Work: \_\_\_\_\_ Phone/Cell No. \_\_\_\_\_

Email Address: \_\_\_\_\_

Workman's Compensation Insurance:  Provided  On Record  Exempt PA Home Improvement Contr. Reg.# \_\_\_\_\_

**6. PROJECT DETAILS**

Trades:  Building  Electrical Work  Plumbing Work  Mechanical Work (HVAC)  Fire Suppression/Fire Alarm System  
Heat Source (If applicable) \_\_\_\_\_ Fuel Type \_\_\_\_\_

Foundation Type:  Crawlspace  Foundation  Slab at Grade  Piers  Other: \_\_\_\_\_

**7. SUBCONTRACTORS INFORMATION**

Please list subcontractors for major trades., Used additional sheets if needed  Additional Sheets Attached

Contractor	Address	Phone #	Pa HIC#
Contractor	Address	Phone #	Pa HIC #
Contractor	Address	Phone#	Pa HIC #
Contractor	Address	Phone#	Pa HIC #
Contractor	Address	Phone#	Pa HIC #

For Office Use Only

**8. OFFICE INFORMATION**

Application Fee: \$ \_\_\_\_\_

Issuance Date \_\_\_\_\_

Permit Fee: \$ \_\_\_\_\_

Expiration Date \_\_\_\_\_

Inspection Fees: \$ \_\_\_\_\_

Extension Date \_\_\_\_\_

Total Fees: \$ \_\_\_\_\_

APPLICATION IS:  GRANTED  DENIED  INCOMPLETE: \_\_\_\_\_

Signature of Permit Officer: \_\_\_\_\_

**APPLICANT OR AUTHORIZED AGENT IS RESPONSIBLE FOR CONTACTING PMCA AT 717-496-4996 FOR REQUIRED INSPECTIONS. FOR ANY OTHER INQUIRES PLEASE CONTACT MICHELE LONG, CUMBERLAND TOWNSHIP BCO, AT 717-334-6485 EXT. 1000 OR AT [mlong@cumberlandtownship.com](mailto:mlong@cumberlandtownship.com).**



## Cumberland Township

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### **When applying for a residential building permit you need the following:**

- Fill out the appropriate application answering all questions relative to your job. Application must be legible and signed. (3 Copies)
  - A site plan showing the location of the existing improvements/structures on your property and approx. distances to all property lines, well, septic system, driveway, etc. Also show the location of the proposed construction. (3 Copies)- see attached example
  - Drawings showing details of the construction you want to do. (3 Copies)
  - If you are doing the work, please fill out the Workers Comp Cert of Liability OR if you will be contracting out the work Cumberland Township needs a copy of the contractor's certificate of liability insurance.
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### **After Residential Building Permit Application is submitted:**

- After submitting all required documents your application will be reviewed.
  - Cumberland Township will contact you with approval or denial.
  - If approved, your permit will be issued, and the inspection & administrative fees are due when you pick up the permit. You will also obtain a copy of your application and stamped set of plans. At the time of permit pickup two checks will be required, one made payable to Cumberland Township and one made payable to PMCA for inspections.
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### **After the Residential Building Permit is issued:**

- The Building Permit placard is to be visible on site at all times during the construction process.
- To schedule an inspection, call the PMCA Office at 717-496-4996. Be prepared to have your Permit Number, Address and type of inspection you are requesting. If you call on a workday and provided all the needed information prior to 3:00 p.m. every effort is made to schedule the inspection for the following workday.
- The copy of your application and approved plans are to remain on site when the building inspectors come for inspections. Be advised: PMCA cannot inspect if these are not on site and you may incur additional cost due to extra trip(s) by the inspector.

**✓ Checklist for the Site Plan to be provided with the Building Application**

1. Site plans are essential and must be clearly legible and reproducible regardless of the reason for requesting the permit.
2. Use an 8 ½" X 11" sheet of paper at minimum.
3. After locating all the structures on your property show distances in feet to the lot lines and between the structures.

**Provide dimensions of the property getting the proposed improvement**

- Drawing of approx. property layout (Can use hand drawing, photocopy of survey, etc.)
- Acreage (Refer to deed or survey drawing)
- Approx. boundary dimensions (Can be from the deed, field measurement, or a survey drawing)
- Parcel Number (Not mandatory – obtained from deed or property tax notice)

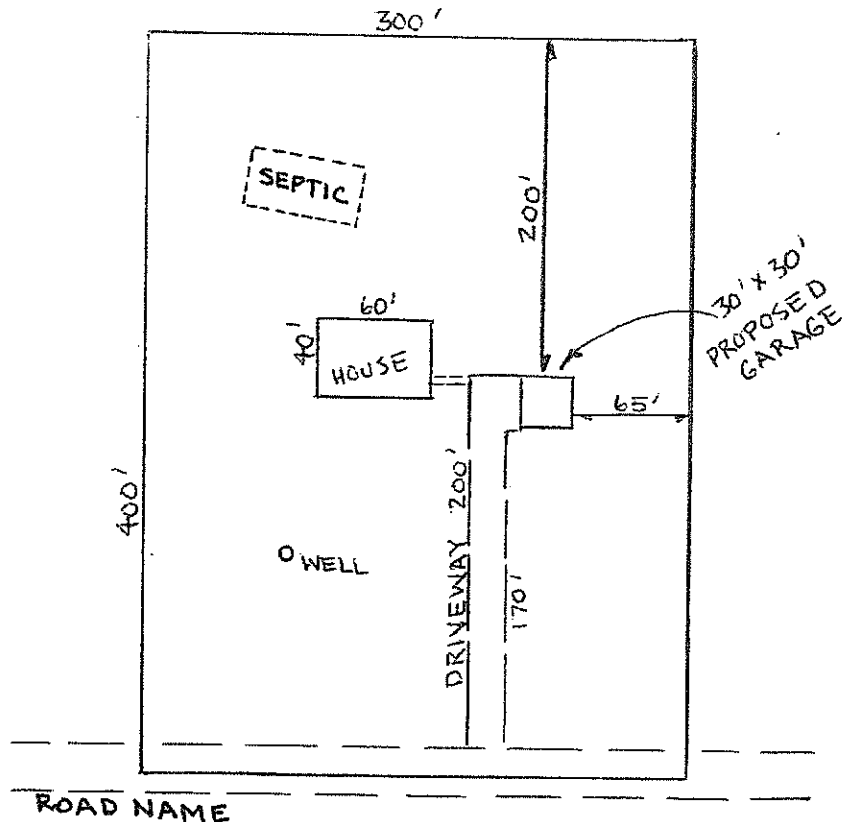
**Existing Buildings / Structures with Corresponding Dimensions**

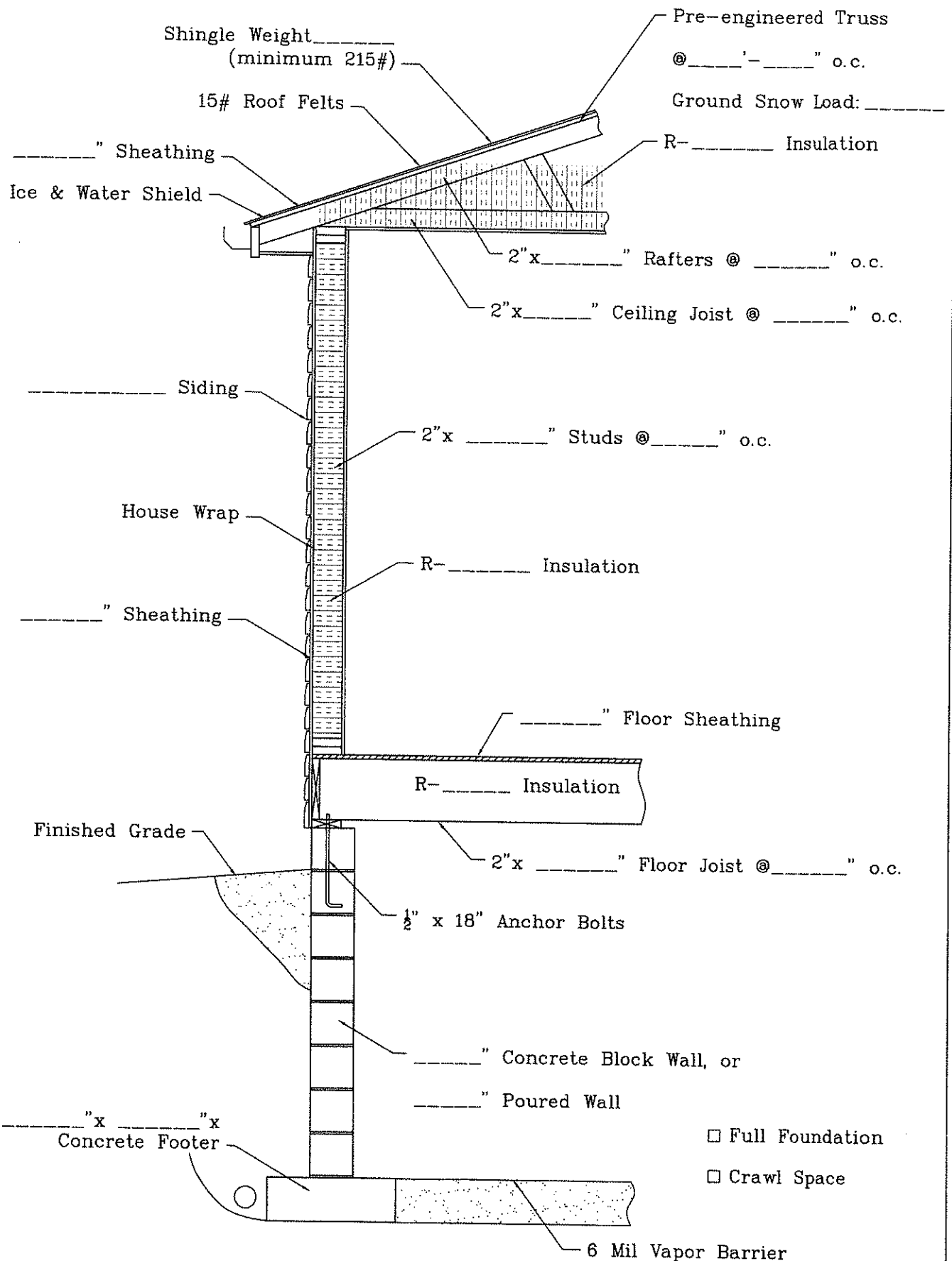
- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>○ Houses</li> <li>○ Sheds</li> <li>○ Barns</li> <li>○ Swimming Pools</li> </ul> | <ul style="list-style-type: none"> <li>○ Deck / Patios</li> <li>○ Other buildings or structures on the property</li> <li>○ Location of on lot well and septic IF applicable</li> </ul> |
|--|--|

**Proposed Improvement(s)**

- Proposed Structure Dimensions (House, Shed, Barn, Addition, Deck, etc.)
- Location of Proposed Driveway and Sidewalk

**SAMPLE SITE PLAN ►**





TYPICAL WALL SECTION

**DIRECTIONS TO THE SITE LOCATION**

Please give directions to the work site from a known landmark and/or intersection. Use a directional drawing also in the space provided below if that would assist.

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Site Street Address: \_\_\_\_\_

Directions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Use this space if needed to further clarify the site location:**

Please Note: Inspectors cannot inspect what they cannot find, Be certain the directions are clear. Use Road or Street names, distances between turn offs, and the direction of that travel (North South East or West). Landmarks are very helpful.

# Cumberland Township Simplified Design Approach Worksheet A


Property Owner's Name \_\_\_\_\_

Property Owner's Address \_\_\_\_\_  
And phone number \_\_\_\_\_

Address of Property \_\_\_\_\_

Tax Map Parcel ID # \_\_\_\_\_  
Parcel Size (Approx.) \_\_\_\_\_

**2 Copies of a Sketch Plan must be included and show the following:**

Please complete the following		Total existing impervious area on the property _____ New impervious area proposed _____ Total impervious area on the property after Project completion _____
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Are there any known existing drainage problems or the potential for the proposed project to create drainage problems? ( If yes, please explain) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*Acknowledgement-* I declare that I am the property owner, or representative of the owner, and that the information provided is accurate to the best of my knowledge. I understand that stormwater may not adversely affected adjacent properties or be directed onto another property without written permission. I also understand that false information may result in a stop work order or revocation of permits. Municipal representatives are also granted access to the property for review and / or inspection of this project if necessary.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Notary \_\_\_\_\_ Date \_\_\_\_\_

My Commission expires \_\_\_\_\_

• Please Note New Impervious Is Over 500 Sq. Feet. Worksheet B Needs to be completed.  
**To be completed by authorized municipal official**

Type of Stormwater Management Required:

- Exempt from stormwater management plan preparation (Worksheet A and Sketch Plan) \_\_\_\_\_
- Minor stormwater management site plan preparation (Complete Worksheet B to determine necessary BMP's) \_\_\_\_\_
- Formal stormwater management plan preparation (Consult of professional) \_\_\_\_\_

Determined by: \_\_\_\_\_ Date: \_\_\_\_\_



## Cumberland Township Simplified Design Approach Worksheet B

**Step 1:** Determine the amount of impervious area created by the proposed projects. This includes any new surface area that inhibits the infiltration of stormwater into the ground. New stone and gravel areas are considered impervious. Existing impervious areas are not included in this calculation.

**Table # 1**

Surface	Length	x	Width =	Total Impervious Area (SF)
Buildings				
Buildings				
Driveways				
Parking Areas				
Patios/Walkways				
Decks				
Other				
<b>Total Proposed Impervious Area =</b>				

**Step 2:** Determine the Disconnect Impervious Area (DIA). All or parts of proposed impervious surfaces may qualify as Disconnected Impervious Area if runoff is directed to a pervious area that allows for infiltration, filtration and increased time of concentration. The volume of stormwater that needs to be managed could be reduced through DIA. Prepare a Minor Stormwater Management Site Plan to determine DIA.

### Determining Status of DIA

- a) Determine contributing area of the roof/driveway to each disconnected discharge. If it's 500 ft<sup>2</sup> or less (for a roof) or 1,000 ft<sup>2</sup> or less (for a driveway), continue to "b". If it's greater than these amounts, the area does not qualify as a DIA.
- b) Determine the length of down slope pervious flow path available for each disconnected discharge.
- c) Determine the % slope of the pervious flow path, % slope = (rise/ run) x 100. Must be 5% or less.
- d) See the table on the next page to determine the percentage of the area that can be treated as disconnected. If the available length of the flow path is equal to or greater than 75 ft, the discharge qualifies as entirely disconnected.

Partial Disconnections		
Length of Pervious Flow Path* (ft) Lots 10,000 ft <sup>2</sup> and Under	Length of Pervious Flow Path* (ft) Lots >10,000 ft <sup>2</sup>	DIA Credit Factor
0 - 7.9	0 - 14	1.0
8 - 15.9	15 - 29	0.8
16 - 22.9	30 - 44	0.6
23 - 29.9	45 - 59	0.4
30 - 34.9	60 - 74	0.2
35 or more	75 or more	0

\*Pervious flow path must be at least 15 feet from any impervious surface and cannot include impervious surfaces.

Using step 2 calculations calculated from the minor stormwater site plan, complete the table below. This will determine the impervious area that may be excluded from the area that needs to be managed through stormwater management BMP's. If total impervious area to be managed is zero, the area can be considered entirely disconnected and further calculations are not needed.

**Table # 2**

Surface	Area (SF)	x	DIA Credit =	Impervious Area to be Managed (SF)
Buildings				
Buildings				
Buildings				
Buildings				
Buildings				
Driveways				
Driveways				
Parking Areas				

\*If total impervious surface area to be managed is greater than zero, continue to Step 3.

**Step 3:** Calculate the volume of stormwater runoff created by proposed impervious surfaces.

$$\begin{array}{rclcl}
 \text{Impervious Area (SF) to be} & & & & \\
 \text{Managed (Sum from Table 2)} & \times & 2.8\text{in}/12\text{in} = 0.233 & = & \text{Volume of Stormwater} \\
 & & \text{(from 24hr rainfall)} & & \text{to be Managed (CF)} \\
 & & & & \\
 & \times & 0.233 & = & 
 \end{array}$$


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**Step 4:** Select BMP's and size according to the volume of stormwater that needs to be managed in Step 3.

**Table # 3 - BMP Sizing Table\***

BMP Type	Necessary Volume** (from Step 3 above)	Length	Width	Depth	Void Ratio	Volume ***
Infiltration Bed or Trench					0.4	
Infiltration Berm					1	
Rain Garden					0.4 in stone 1.0 above ground	
Rain Barrel or other usable storage		Use known volume of rain barrel, etc. 1 cubic foot is equal to 7.48 gallons.			1	
Other						

\* Chart should only be used when a formal SWM Site Plan is not required.

\*\* Should not include areas that were proven to be 100% disconnected

August 2020

BASIC CHECKLIST FOR INFORMING THE PUBLIC ABOUT REQUIREMENTS PERTAINING TO  
EARTH DISTURBANCE ACTIVITIES IN PA

1. Will the project involve an earth disturbance activity? Yes, No (circle one)
2. If yes, what is the approximate size of the earth disturbance activity in sqft?  
\_\_\_\_\_ \*\* A plan should be provided which depicts to scale, the limits of earth disturbance boundary over the life of the project.
3. Does the project involve earth disturbance activities greater than 5000 sqft but below one acre?  
YES NO If YES, a written e&s plan is required. Refer to "typical" for general guidance
4. Could the project have a sum total of 1 or more acres of earth disturbance over the entire life of the project? YES NO  
If YES, you should inform the applicant to contact the Conservation District to obtain an NPDES construction permit application.
5. Does the proposed project involve earth disturbance activities in, along or adjacent to Waters of this Commonwealth? YES NO If YES, contact the Conservation District

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Definitions -taken from the Ch. 102 (erosion and sediment control regulations):

Earth disturbance activity – a construction or other human activity which disturbs the surface of the land, including, but not limited to, clearing and grubbing, grading, excavations, embankments, land development, agricultural plowing or tilling, timber harvesting activities, road maintenance activities, mineral extraction, and the moving, depositing, stockpiling, or storing of soil, rock or earth materials

Waters of this Commonwealth – rivers, streams, creeks, rivulets, impoundments, ditches, watercourses, storm sewers, lakes, dammed water, wetlands, ponds, springs and other bodies or channels of conveyance of surface and underground water, or parts thereof, whether natural or artificial, within or on the boundaries of this Commonwealth

**\*\*\* For earth disturbance activities of less than 5000 sqft, erosion and sediment control best management practices shall still be incorporated into the project.**

**Your signature implies that the municipality has provided you with an erosion and sediment control (e&s) checklist. This checklist was prepared by the Adams County Conservation District (District). The checklist was developed in order to bring public awareness to the basic requirements pertaining to earth disturbance activities.**

**It should also be noted that the District has legal authority to enter onto properties to perform inspections of earth disturbance activities.**

**Property Address** \_\_\_\_\_

**County Parcel #** \_\_\_\_\_

**Print name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Witnessed by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**\*The Municipality should provide the applicant a copy of the signed document.**

CUMBERLAND TOWNSHIP

Adams County

### APPLICATION FOR MINIMUM USE DRIVEWAY

A Minimum Use Driveway Is A Residential Or Other Driveway Which Is Expected To Be Used By Not More Than 25 Vehicles Per Day (i.e. 50 A.D.T) .

SEE PUBLICATION 312 GUIDE

APPL. NO. \_\_\_\_\_

APPLICANT/PROPERTY OWNER		
ADDRESS		
POST OFFICE		ZIP CODE
PHONE	FEE	CHECK NO.

#### LOCATION OF PROPOSED DRIVEWAY

County \_\_\_\_\_

Township/Boro \_\_\_\_\_

Route No. \_\_\_\_\_

Name of Nearest Intersection \_\_\_\_\_

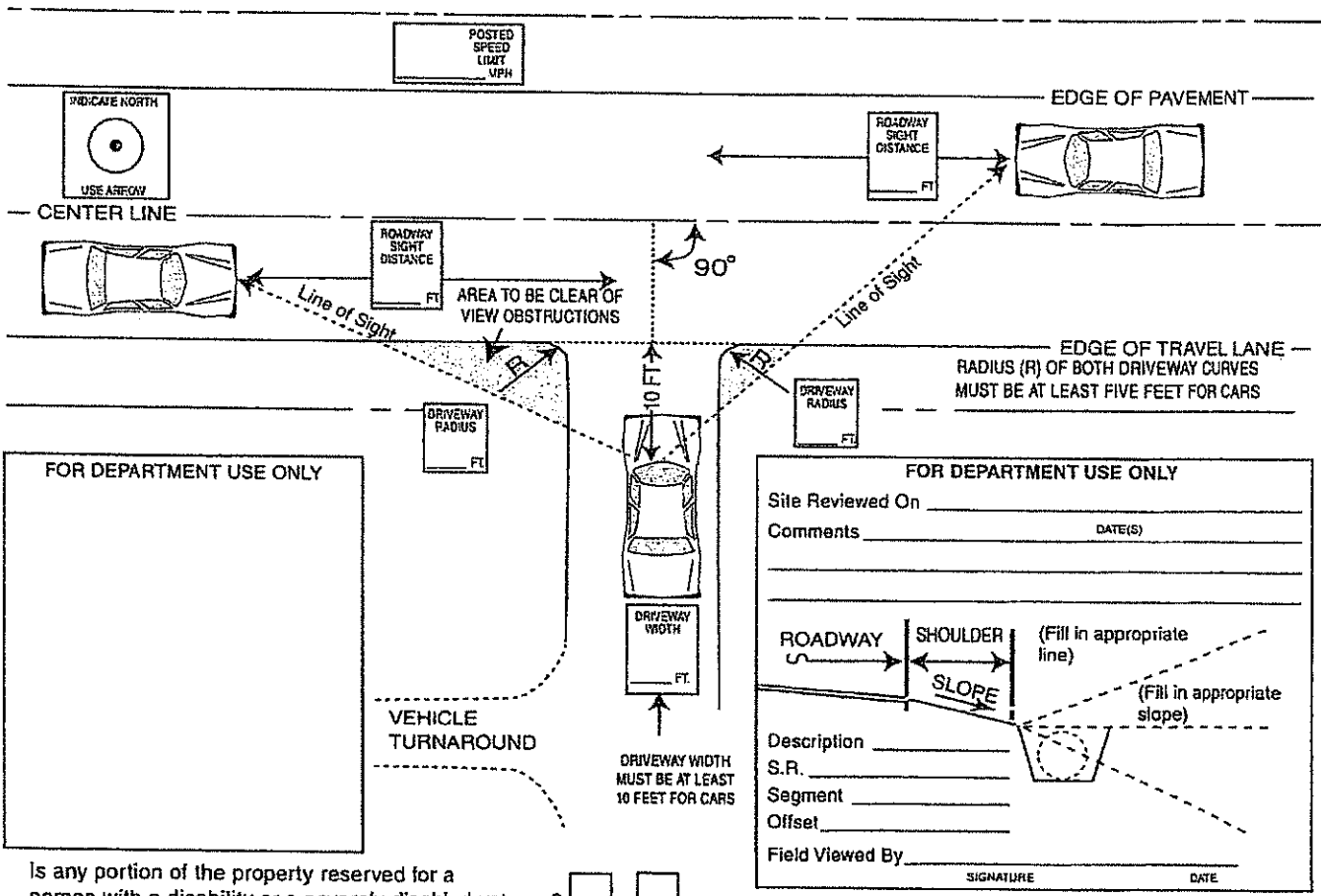
Distance to Nearest Intersection in Feet \_\_\_\_\_

APPLICATION IS MADE TO

CONSTRUCT A NEW DRIVEWAY     ALTER AN EXISTING DRIVEWAY

DATE WORK SCHEDULED TO BEGIN \_\_\_\_\_

DATE WORK SCHEDULED TO BE COMPLETED \_\_\_\_\_



Is any portion of the property reserved for a person with a disability or a severely disabled veteran?  YES  NO

Under and subject to all the conditions, restrictions and regulations prescribed by the Pennsylvania Department of Transportation and on the issued Permit, Form M-945P.

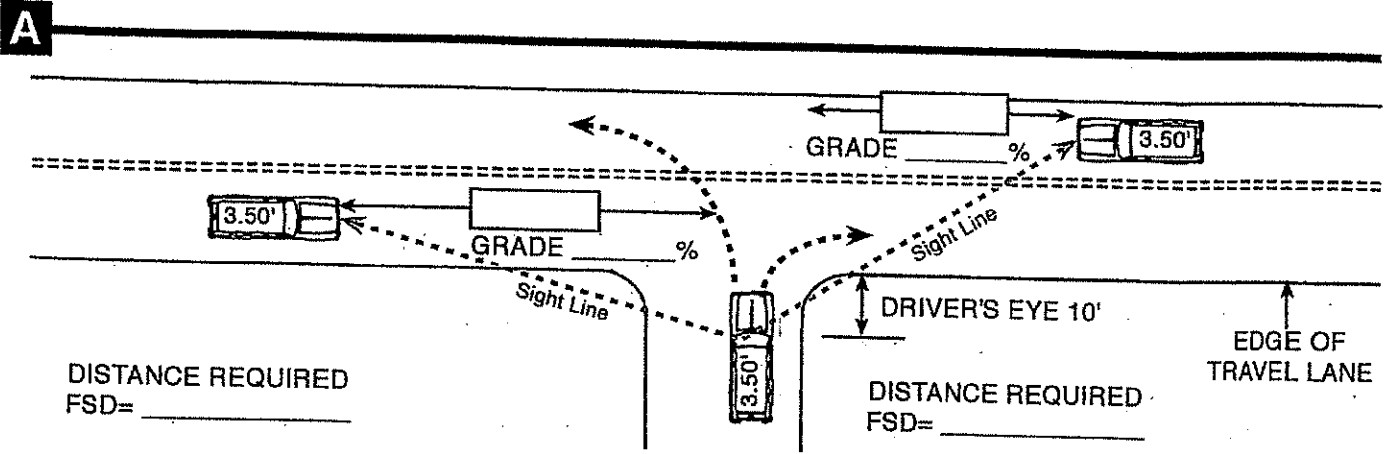
The applicant certifies that all statements contained herein are true and correct.

By **X** \_\_\_\_\_  
SIGNATURE(S) DATE

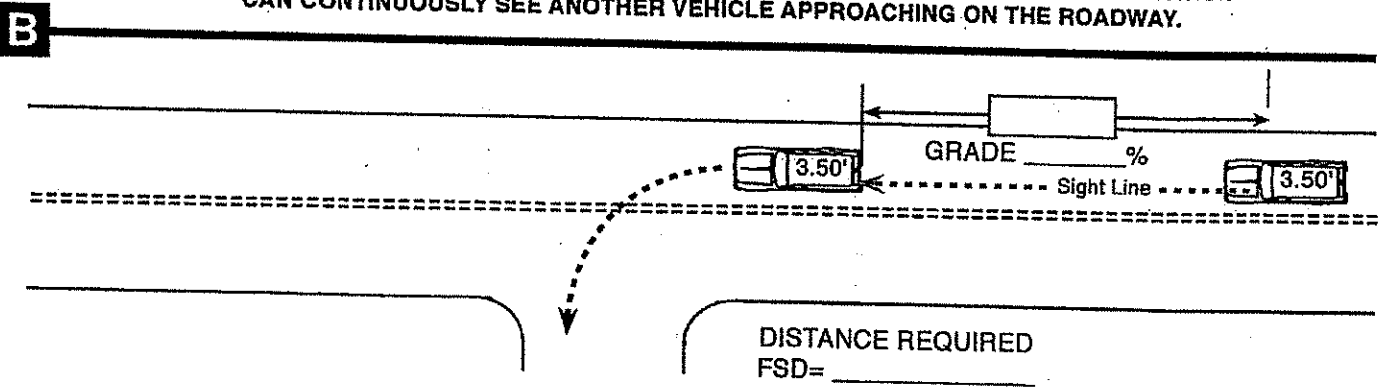
# DRIVEWAY SIGHT DISTANCE MEASUREMENTS

(FOR LOCAL ROADS, USE PENNDOT PUB 70)

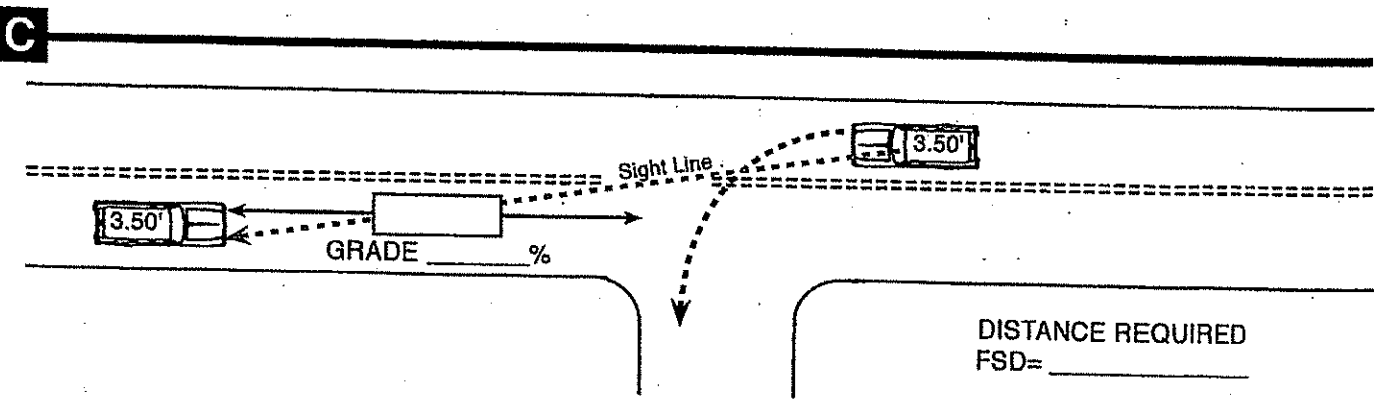
APPLICANT \_\_\_\_\_ APPLICATION NO. \_\_\_\_\_  
 S.R. \_\_\_\_\_ SEG. \_\_\_\_\_ OFFSET \_\_\_\_\_ LEGAL SPEED LIMIT \_\_\_\_\_  
 MEASURED BY \_\_\_\_\_ DATE \_\_\_\_\_  
 FOR DEPARTMENT USE ONLY: Safe-Running Speed \_\_\_\_\_ 85th Percentile Speed \_\_\_\_\_



THE MAXIMUM LENGTH OF ROADWAY ALONG WHICH A DRIVER AT A DRIVEWAY LOCATION CAN CONTINUOUSLY SEE ANOTHER VEHICLE APPROACHING ON THE ROADWAY.



THE MAXIMUM LENGTH OF ROADWAY ALONG WHICH A DRIVER ON THE ROADWAY CAN CONTINUOUSLY SEE THE REAR OF A VEHICLE WHICH IS LOCATED IN THE DRIVER'S TRAVEL LANE AND WHICH IS POSITIONED TO MAKE A LEFT TURN INTO A DRIVEWAY.



THE MAXIMUM LENGTH OF ROADWAY ALONG WHICH A DRIVER OF A VEHICLE INTENDING TO MAKE A LEFT TURN INTO A DRIVEWAY CAN CONTINUOUSLY SEE A VEHICLE APPROACHING FROM THE OPPOSITE DIRECTION.

## FORMULA SIGHT DISTANCE TABLE

Speed (V) (Miles Per Hour)	Average Grade (G) (Percent)										
	Use plus grades when approaching vehicle is travelling upgrade.										
	0.0	+1.0	+2.0	+3.0	+4.0	+5.0	+6.0	+7.0	+8.0	+9.0	+10.0
25	147	145	144	143	142	140	139	138	137	136	135
30	196	194	191	189	187	185	183	182	180	178	177
35	249	245	242	239	236	233	231	228	226	224	221
40	314	309	304	299	295	291	287	284	280	277	274
45	383	376	370	364	358	353	348	343	339	334	330
50	462	453	444	436	429	422	415	409	403	397	392
55	538	527	517	508	499	490	482	475	468	461	454
	Use negative grades when approaching vehicle is travelling downgrade.										
	0.0	-1.0	-2.0	-3.0	-4.0	-5.0	-6.0	-7.0	-8.0	-9.0	-10.0
25	147	148	150	151	153	155	157	159	161	164	166
30	196	199	201	204	207	210	214	217	221	226	230
35	249	252	256	260	265	269	275	280	286	292	299
40	314	319	325	331	338	345	352	360	369	379	389
45	383	390	398	406	415	425	435	447	459	472	487
50	462	471	481	492	504	517	531	546	563	581	600
55	538	550	562	576	590	606	622	641	661	682	706





**When to Submit Applications:** Permit applications shall be submitted prior to the construction of any building which the proposed driveway will serve to assure that the driveway can be constructed consistent with Chapter 441.

**Application Procedure and Required Information:** Permit applications shall be:

- submitted in person or by mail on properly completed Department Form M950A, (see page 7 and 8);
- signed by the applicant;
- accompanied by a check or money order, payable to the Department, in the appropriate amount.
- submitted to the Department at least 30 days prior to the anticipated start of work.

**Traffic Control Plans:** When the applicant anticipates that it will be necessary to close a portion of a lane to vehicular traffic in order to perform the permitted work, the applicant shall submit a traffic control plan with the application.

**Authority to Reject Application:** The Department will examine and determine the genuineness, regularity and legality of every application, and may reject any application if not satisfied of its genuineness, regularity or legality, or the truth of any statement contained in the application. The Department may also make such investigations and require such additional information as it deems necessary.

#### PERMIT FEES - \$25.00 (CURRENTLY)

**Permit Issuance Fee:** Issuance fees are used to defray costs incurred by the Department 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.

**General Permit Inspection Fees:** General inspection fees are used to defray costs incurred by the Department in spot inspection of permitted work or subsequent inspection after the permitted work has been completed, to ensure compliance with the permit and Chapter 441.

#### ISSUANCE OF PERMITS

**Requesting Permit Time Extension:** A permit is valid for a six month 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 an application requesting a time extension. If approved, a supplement may be issued by the District Office, authorizing work to continue for an additional 6-month period.

**Work Completion Notification:** When all permitted work has been completed, notify the District Permit Office that all work authorized by the permit has been completed and ready for inspection by the Permit Inspector.

#### GENERAL CONDITIONS

**Scope of Permit:** The permit is binding upon the permittee, its agent, contractors, 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 inspection by any police officer or representative of the Department.

Maintain the permit as a permanent record; it will remain in effect, subject to the permit conditions and Chapter 441, as long as the driveway or the facility authorized by the permit exists.

Responsibility for compliance with the terms of the permit cannot be assigned or transferred by the permittee without first obtaining approval from the Department after submitting Form M-948, Assignment of Permit or License.

The Department, 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 State highway 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 rate or velocity of drainage water; or
- direct additional drainage of surface water onto or into the highway right-of-way or highway facilities in a way which would have a detrimental effect on the highway or highway facilities.

**Restoration:** Restore all disturbed portions of the highway, including slopes and all appurtenances and structures such as guide rail or drain pipes, to a condition at least equal to that which existed before the start of any work authorized by the permit. This includes providing appropriate end treatments on guide rail systems where existing guide rail is being opened for the driveway.

**Maintenance:** Continuously maintain all driveways and adjacent areas within the highway 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 highway, or the safe and convenient passage of traffic upon the highway.

#### 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 highway.

**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 impeded;
- 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 interchanges, 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 property.

**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 the driveway 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 1½ 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 degrees) to the highway or as near thereto as site conditions permit.

**Driveways Adjacent to Intersections:** Ensure a minimum ten foot tangent distance between the intersecting highway radius and the radius of the first permitted driveway. The distance from the edge of 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 on uncurbed highways.

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

**Curbs:** When 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 driveways is at least 15-inches in diameter. Provide slope sidas for driveway embankments within the right-of-way no steeper than ten to one.

For more information,  
Contact The  
PENNDOT Office  
Closest To You:

Engineering District 1 • Oil City  
Crawford, Forest, Erie, Mercer, Venango, Warren counties

Engineering District 2 • Clearfield  
Centre, Clearfield, Clinton, Cameron, McKean, Potter,  
Millin, Juniata, Elk counties

Engineering District 3 • Montourville  
Columbia, Lycoming, Montour, Northumberland, Snyder,  
Sullivan, Tioga, Union, Bradford counties

Engineering District 4 • Dunmore  
Lackawanna, Luzerne, Pike, Susquehanna, Wayne,  
Wyoming counties

Engineering District 5 • Allentown  
Berks, Carbon, Lehigh, Monroe, Northampton,  
Schuylkill counties

Engineering District 6 • King of Prussia  
Sucks, Chester, Delaware, Montgomery,  
Philadelphia counties

Engineering District 8 • Harrisburg  
Adams, Cumberland, Dauphin, Franklin, Lancaster,  
Lebanon, Perry, York counties

Engineering District 9 • Hollidaysburg  
Bedford, Blair, Cambria, Fulton, Huntingdon,  
Somerset counties

Engineering District 10 • Indiana  
Armstrong, Butler, Clarion, Indiana, Jefferson counties

Engineering District 11 • Bridgeville  
Allegheny, Beaver, Lawrence counties

Engineering District 12 • Uniontown  
Payette, Greene, Washington, Westmoreland counties

Visit our website at:  
[www.dot.state.pa.us](http://www.dot.state.pa.us)

#### Special Interest Areas:

- Permits
- Occupancy Permits
- Contacts

When to Submit Applications: Permit applications shall be submitted prior to the construction of any building which the proposed driveway will serve to assure that the driveway can be constructed consistent with Chapter 441.

Application Procedure and Required Information: Permit applications shall be:

- submitted in person or by mail on properly completed Department Form M950A, (see page 7 and 8);
- signed by the applicant;
- accompanied by a check or money order, payable to the Department, in the appropriate amount.
- submitted to the Department at least 30 days prior to the anticipated start of work.

Traffic Control Plans: When the applicant anticipates that it will be necessary to close a portion of a lane to vehicular traffic in order to perform the permitted work, the applicant shall submit a traffic control plan with the application.

Authority to Reject Application: The Department will examine and determine the genuineness, regularity and legality of every application, and may reject any application if not satisfied of its genuineness, regularity or legality, or the truth of any statement contained in the application. The Department may also make such investigations and require such additional information as it deems necessary.

#### PERMIT FEES - \$25.00 (CURRENTLY)

Permit Issuance Fee: Issuance fees are used to defray costs incurred by the Department 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.

General Permit Inspection Fees: General inspection fees are used to defray costs incurred by the Department in spot inspection of permitted work or subsequent inspection after the permitted work has been completed, to ensure compliance with the permit and Chapter 441.

#### ISSUANCE OF PERMITS

Requesting Permit Time Extension: A permit is valid for a six month 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 an application requesting a time extension. If approved, a supplement may be issued by the District Office, authorizing work to continue for an additional 6-month period.

Work Completion Notification: When all permitted work has been completed, notify the District Permit Office that all work authorized by the permit has been completed and ready for inspection by the Permit Inspector.

Scope of Permit: The permit is binding upon the permittee, its agent, contractors, 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 inspection by any police officer or representative of the Department.

Maintain the permit as a permanent record; it will remain in effect, subject to the permit conditions and Chapter 441, as long as the driveway or the facility authorized by the permit exists.

Responsibility for compliance with the terms of the permit cannot be assigned or transferred by the permittee without first obtaining approval from the Department after submitting Form M-948, Assignment of Permit or License.

The Department, 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 State highway 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 rate or velocity of drainage water; or
- direct additional drainage of surface water onto or into the highway right-of-way or highway facilities in a way which would have a detrimental effect on the highway or highway facilities.

Restoration: Restore all disturbed portions of the highway, including slopes and all appurtenances and structures such as guide rail or drain pipes, to a condition at least equal to that which existed before the start of any work authorized by the permit. This includes providing appropriate end treatments on guide rail systems where existing guide rail is being opened for the driveway.

Maintenance: Continuously maintain all driveways and adjacent areas within the highway 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 highway, or the safe and convenient passage of traffic upon the highway.

#### 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 highway.

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 impeded;
- 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 interchanges, 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.

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