



# LOWER NAZARETH TOWNSHIP

## ZONING OFFICE

623 MUNICIPAL DRIVE, SUITE 200

NAZARETH, PA 18064

TELEPHONE: 610-759-7434

FAX: 610-746-3317

## DRIVEWAY PERMIT APPLICATION INSTRUCTIONS

PLEASE READ THIS DOCUMENT  
BEFORE FILLING OUT THE PERMIT APPLICATION

Driveway Permits are required for any new, altered or expanded private or commercial driveway, except for a driveway that ingresses or egresses onto a state road. Permits for driveways on a State road must be obtained from the local office for PA Department of Transportation.

The applicant shall be fully responsible for any damage done to a township road during the construction of the private driveway.

### **REQUIREMENTS FOR A COMPLETE SUBMISSION FOR A DRIVEWAY PERMIT:**

#### **Application**

Complete ALL questions. If a question does not pertain to you, please mark N/A, as not applicable.

The Owner must sign this permit.

All applications must be accompanied with a site plan drawn to scale. The drawing must be signed and dated by the applicant.

#### **Fees**

Correct permit fees must accompany the permit application. The application package will not be considered complete or processed by the Zoning Office until all fees are paid. Forms of acceptable payment are Cash or Check. Please make all checks payable to "Lower Nazareth Township".

#### **Worker's Compensation Information**

A Worker's Compensation Insurance Certificate is required at the time of application for the contractor performing the work. If the contractor is self-employed, they must sign a notarized affidavit provided by the township.

#### **Site Plan**

All recorded easements and right-a-ways must be shown on the site plan.

All driveways must be 10' from the property line and placed outside any easements.

All driveways must have a permanently paved asphalt or concrete surface.

All existing trees over 6" in diameter must be shown on the site plan. All trees to be removed must be indicated on the site plan and will be subject to review by the Zoning Administrator. Those trees not proposed to be removed must be protected from construction vehicles and must be shown on the grading site plan with their protection around the drip lines of the trees.

All proposed utility trenching, including sewer and water lines, electric lines, gas lines, geothermal lines and any proposed wells must be shown on the site plan.

If fill is to be brought to the site to provide for a future base for construction of the driveway for leveling purposes, storage of this fill must be shown on the site plan and it must be clean fill according to PADEP clean fill requirements. All fill must be compacted in lifts according to the Township Engineer.

**Required Plan Notes:**

If sinkholes are encountered during construction, the owner, contractor, or earthmover must immediately contact the Township Engineer or Zoning Administrator for proper backfill requirements.

Burning or burying of construction demolition waste is prohibited.

No grading of the driveway shall be completed in such a way that soils, rocks, or other debris are left in an unsightly fashion or in a fashion that interferes with the drainage, streets, or utilities. All grading shall be done in such a way to allow surface water to be drained away from the driveway.

Paving of driveway swales with additional asphalt with the intention to eliminate the swale is strictly prohibited.

All swales, including proposed or existing roadside swales that are disturbed, must be lined with matting or sod.

**STOP** - Call Before You Dig, Pennsylvania One Call System, Inc. 1-800-242-1776.



<b><u>TOWNSHIP USE ONLY</u></b> <b>Received</b>

## LOWER NAZARETH TOWNSHIP DRIVEWAY PERMIT APPLICATION

**\*\*A SITE PLAN MUST ACCOMPANY THIS APPLICATION\*\***

**A. Location of the Proposed Driveway**

Address \_\_\_\_\_

Subdivision Name & Lot# \_\_\_\_\_ Tax Map Id# \_\_\_\_\_

**B. Is This Application Being Made By The Property Owner?**    Yes    No

If Not, By Whom?    Tenant    Contractor    Other

*Please note: The property owner(s) must sign this application to confirm the contractor or tenant has permission from the property owner(s) to do all driveway work authorized by the issuance of this permit.*

**PROPERTY OWNER:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_      **Work/Alt Phone** \_\_\_\_\_

**TENANT:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_      **Work/Alt Phone** \_\_\_\_\_

**CONTRACTOR/PAVER:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_      **Fax #:** \_\_\_\_\_

**C. Description of Driveway Work: (answer as applicable)**

Repaving    Expansion/Extension    Reconstruction    Relocation

Type of Material:    Asphalt    Concrete    Brick Pavers    Stone    Other

Current Driveway Width \_\_\_\_\_ (ft.)    Driveway Length \_\_\_\_\_ (ft.)

Proposed Driveway Width \_\_\_\_\_ (ft.)    Driveway Length \_\_\_\_\_ (ft.)    Total New Impervious Area \_\_\_\_\_ (sq. ft.)

Type of Driveway Crossing:    Swale through Driveway    Pipe >> Type of Pipe:    Concrete    Plastic    Metal

Slope of Driveway \_\_\_\_\_ % Distance of Driveway to Property Line \_\_\_\_\_ (ft.)

Length and width of road cut at Township right-of-way \_\_\_\_\_ x \_\_\_\_\_ \*Security is required for this work. See Fee Schedule.

Distance of Driveway to Nearest Intersection \_\_\_\_\_ (ft.)

Additional Info Pertinent to Application: \_\_\_\_\_

\_\_\_\_\_

By signing this application, authorization is granted to any municipal representative of Lower Nazareth Township to access the above property as stated within this application at any time, without an administrative warrant, to inspect and verify the proposed driveway complies with all Lower Nazareth Township zoning ordinances. This form and the site plan are made part of this application by the undersigned. By signing this application, it is clearly understood and agreed by the applicant that the Zoning Office is not responsible for any property dimensions shown on the site plan and establishment of property lines and any township road damage is the sole responsibility of the property owner and or the applicant. The information provided on this application by the applicant(s) and property owner(s) is true and correct to the best of their knowledge or belief.

Furthermore, by signing this application the following is acknowledged and agreed to:

- Work shall not commence until this application is approved and permit has been issued.
- The Public Works Department must be contacted (24) hours prior to commencement of this work at 610-759-7436.
- The Public Works Department will be contacted to inspect the seal at the roadway upon completion.
- The existing swale shall be maintained to allow for continuous drainage across the driveway.

Signature of Applicant(s) \_\_\_\_\_ Date: \_\_\_\_\_  
i.e. Tenant or Contractor

Signature Of Property Owner(s) \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

Date Application Received _____
Driveway Permit Fee: <b>\$50.00</b> Paid By: <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ Receipt# _____
Zoning District _____