

Upper Mount Bethel Township  
387 Ye Olde Highway  
P.O. Box 520  
Mt. Bethel, PA 18343

Phone: 570-897-6127 Fax: 570-897-0108

Official use only	
Date Recv'd: _____	Recv'd By: _____
Fee: _____	Cash: _____ Check: _____
Receipt No. _____	
Driveway Permit # _____	

Township Road Occupancy/Paving/Repaving Permit Application

Please indicate the following work that is going to be performed:

\_\_\_\_driveway construction \_\_\_\_paving \_\_\_\_repaving \_\_\_\_\_road opening

Description and purpose of work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contractor Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant Name/Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Property Tax ID# \_\_\_\_\_

Property Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Date Work Scheduled to Begin: \_\_\_\_\_ Date Work Scheduled to be completed: \_\_\_\_\_

\*Before any work is conducted, a site inspection must be scheduled with the Road Foreman.

\*Upon completion of all work an inspection must also be scheduled with the Township Road Foreman.

\*Driveway width and location must be staked out prior to inspection (construction only)

\*Sketch plan must be submitted with this application. Plan must detail the location and pertinent dimensions of the opening, the proposed installation and related street features (width of traveled roadway, right of way lines, distance to the nearest intersecting street, and for driveways, distance to side property lines)

Indicate North, by drawing an arrow pointing to the north, in relation to the highway at the driveway intersection:

Roadway Sight Distance (LT) – Standing 10 ft back from the edge of existing pavement or curb line and with eye height at

3.50 ft above the proposed access grade, measure distance that a vehicle at 4.25 ft above the pavement approaching from the left can be seen:

Roadway Sight Distance (RT) – Perform the same measurement as in “N”, but for a vehicle approaching from the right.

Driveway Width: \_\_\_\_\_

*The Township Board of Supervisors may, at any time, revoke and annul this permit for non-performance of, or non-compliance with any of the conditions, restrictions and regulations hereof.*

**Requirements:**

- Driveway shall not be located within five (5) feet of a fire hydrant, catch basin or drain inlet.
- Driveway shall not exceed a slope of seven (7%) percent within fifteen (15) feet of the street right-of-way line.
- Driveway shall not be located within ten (10) feet of a property line.

**Damage to Public Roads:**

- The owner and/or contractor are responsible for damage to any portion of the public road caused by equipment en route or used at the work site.

**Drainage:**

- All driveways which are installed on any public road will be required to install either a drainage pipe (culvert), (pipe must be round or elliptical and shall be at least 18 inches in diameter) or construct a drainage swale as directed by the Township representative.

**Paving to limits:**

- All driveways which are constructed and have access onto a paved public road will be required to be paved from the edge of the existing pavement.

**Owner's Responsibility:**

- As part of obtaining a driveway permit, all property owners shall be responsible for long-term maintenance of the driveway and related drainage or storm water management plan. In the event that excess storm water runoff or sediment is diverted onto public roads the owner will be given notice and required to make necessary corrections to bring the driveway and drainage into compliance. In the event that a driveway culvert pipe becomes crushed or blocked it must be replaced at the owner's expense or to contract with a third party at owner's expense to perform the needed repairs. All property owners shall be responsible for any and all costs for maintenance to public roadways resulting from water runoff caused by improperly maintained driveway pipes.

**IMPORTANT**

The terms and conditions embodied in this permit require the permittee to complete this work by the date specified in the permit. Where permittee fails to comply with the conditions as to completion of work by the time specified, the following rules will govern:

- (a) **Failure to start work by date specified for completion.** Permit will be cancelled unless permittee desires an extension of time, in which case a supplemental permit may be issued.
- (b) **Work started and not completed by specific date.** Permittee will notify Township, prior to expirations of allotted time, on inability to complete the work or before the date specified and request an extension of time. Such request shall be accompanied by the prescribed fee.
- (c) **Permittee not desirous of carrying out proposed work on account of change in conditions affecting it.** Permittee will notify the Township prior to the date specified for completion that the work will not be carried forward, returning the permit with such notice. The fee for inspection of the work will be refunded by the Township, provided that they have been notified of cancellation prior to expiration date.

The fees to be paid under the conditions in (a), (b) and (c) apply only to permits for which fees are collected in accordance with the fixed schedule.

All notices relative time extensions or cancellations shall be forwarded to the Township which issued the original permit.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Official use only:</b>	
Approved Date: _____ Month: _____ Year: _____	Denied: _____ Date: _____ Month: _____ Year _____
Road Forman Signature: _____ Date: _____	
Comments: _____	
UMBT	