

# LOWER MT. BETHEL TOWNSHIP

## Zoning Office

P.O. Box 257

Martins Creek, PA 18063

Telephone: (610) 252-5074

Fax: (610) 253-8971

## ROAD OCCUPANCY PERMIT PROCEDURES & REQUIREMENTS

### WHY DO I NEED A ROAD OCCUPANCY PERMIT?

Lower Mt. Bethel Township ordinance requires that anybody who constructs a new, altered or expanded private or commercial driveway or road opening must apply for a road occupancy permit except for a proposed work along a state road. This permit application will be reviewed by the township engineer and roadmaster to determine compliance with this ordinance.

### HOW MUCH IS THIS ROAD OCCUPANCY PERMIT?

The applicant should refer to current Lower Mt. Bethel Township permit fee schedule for proper determination of all road occupancy permit fees. Furthermore, before the permit is actually issued, the applicant will be responsible for all costs incurred by the Township Engineer to review this application. All correct permit fees must be paid before the permit is issued. The required permits will not be accepted or processed by the zoning office until all fees are paid and the required application is properly completed.

### HOW MANY CHECKS DO I NEED AND TO WHOM DO I WRITE THE CHECKS TO?

The road occupancy permit fee must be in one check if this application is not part of a single family dwelling or commercial/ industrial development. ***Please make all checks payable to Lower Mt. Bethel Township. Note: Cash will only be accepted as a method of payment if the exact amount is provided for all permit fees.***

### WHAT TYPE OF PLAN AND WHAT ARE THE REQUIREMENTS FOR A COMPLETE SUBMISSION FOR A ROAD OCCUPANCY PERMIT?

- ⇒ Road occupancy permits shall include three complete applications and three site plans drawn to scale for the exact driveway or intended road occupancy location. Please see the attached sample plan and application for designing a township acceptable site plan for this permit.
- ⇒ Attached to the road occupancy permit application is a copy of Lower Mt. Bethel Township Ordinance 94-1 for your reference. It is your responsibility to also know the requirements of this ordinance and all it's associated permit conditions.
- ⇒ All recorded easements and right-a-ways must be shown on the site plan.

- ⇒ 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.
- ⇒ *All swales including proposed or existing roadside swales that are disturbed must be lined with matting or sod. This note must be shown on the road occupancy site plan.*
- ⇒ **STOP - call before you dig, Pennsylvania One Call System, inc. 1-800-242-1776.**
- ⇒ Paving of driveway swales with additional asphalt with the intention to eliminate the swale is strictly prohibited.
- ⇒ All pipe outfalls must have rock energy dissipaters.
- ⇒ 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 WITHIN THE TOWNSHIP RIGHT-OF-WAY.**

#### **WHAT OTHER DOCUMENTS ARE REQUIRED FOR A COMPLETE SUBMISSION?**

- ⇒ You must a must have a contractor's license filed with the zoning office.

#### **WHAT CAN DELAY MY ROAD OCCUPANCY PERMIT FROM BEING ISSUED?**

- ⇒ Improper fees.
- ⇒ Application not filled out properly with the correct information, especially with the wrong address.
- ⇒ Not abiding by the aforementioned submission requirements.
- ⇒ Outstanding ordinance/code violations or payments due to the township on the property.
- ⇒ Starting grading operations prior to township approvals.
- ⇒ ***Not responding to the township engineer's review letter (if applicable) in a timely fashion.***

#### **HOW LONG SHOULD IT TAKE TO RECEIVE MY ROAD OCCUPANCY PERMIT?**

The answer to this question depends on how well you prepared. If you have really done your homework and performed what has been required by the township, the normal time for issuance of a building permit for a new road occupancy is usually less than two weeks. **This permit will also be reviewed by the township engineer and roadmaster to determine compliance during this review period.** Please remember to take in consideration holidays and weather extremes when submitting your applications and plans. **The applicant is also warned that if they conduct grading operations prior to securing all of the required permits, an enforcement notice may be issued along with a cease and desist order.**

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## ROAD OCCUPANCY PERMIT APPLICATION INSTRUCTION FORM

### PLEASE READ THESE DIRECTIONS BEFORE FILLING OUT THE PERMIT APPLICATION:

- ⇒ Complete ALL sections. This permit application will not be accepted until all sections are completed properly. Mark any blank areas as **NA- not applicable – if they do not apply to your permit.**
- ⇒ **All APPLICATIONS MUST BE ACCOMPANIED WITH A SITE PLAN DRAWN TO SCALE.** The submission of any new, altered or expanded driveway or impervious parking area, which includes stone, the applicant must also supply a site plan drawn to scale. **This site plan must be signed and dated by the applicant.**
- ⇒ **Please read all supplemental information (e.g. ordinance 94-1 etc.) attached to this permit application before filling out this application.**
- ⇒ Driveway Permits are required for **new, altered or expanded driveway or impervious parking areas.** It is highly recommended that the applicant and owner read the driveway permit procedures and requirements **BEFORE** completing this application form.
- ⇒ **THE PROPERTY OWNER MUST SIGN THIS PERMIT IF THE APPLICATION IS FOR A NEW DRIVEWAY!!**
- ⇒ The applicant and property owner shall be fully responsible for any damage done to a township road during the construction of the private driveway.

# LOWER MT. BETHEL TOWNSHIP ROAD OCCUPANCY PERMIT APPLICATION

**A. EXACT LOCATION OF THE PROPOSED DRIVEWAY OR ROAD OPENING**

ADDRESS \_\_\_\_\_

SUBDIVISION NAME & LOT# \_\_\_\_\_ TAX MAP ID# \_\_\_\_\_

**B. IS THIS APPLICATION BEING MADE BY THE PROPERTY OWNER? (PLEASE CIRCLE ONE ONLY)**    YES    NO

IF NO, THEN BY WHO? (PLEASE CIRCLE ONE ONLY)    CONTRACTOR    UTILITY    OTHER

PROPERTY OWNER OR UTILITY COMPANY \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE \_\_\_\_\_

CONTRACTOR/PAVER \_\_\_\_\_

ADDRESS \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE \_\_\_\_\_

**PLEASE NOTE:** THE PROPERTY OWNER(S) MUST SIGN THIS APPLICATION TO VERIFY THE CONTRACTOR OR TENANT HAS PERMISSION FROM THE PROPERTY OWNER(S) TO DO ALL DRIVEWAY WORK AUTHORIZED BY THE ISSUANCE OF THIS PERMIT. A SITE PLAN MUST ACCOMPANY THIS APPLICATION.

**C. DATA APPLICABLE TO THIS APPLICATION (Check Applicable Sections)**

**General Driveway Information.** Approximate date when work will be started: \_\_\_\_\_. Approximate date when work will be completed: \_\_\_\_\_. The road surface is improved to a width of \_\_\_\_\_ ft. Distance from center of line to roadway to gutter or ditch: \_\_\_\_\_ ft. Distance from center line of road to right-of-way line: \_\_\_\_\_ ft. Total impervious cover for the driveway only \_\_\_\_\_ sq. ft.

**Poles & Towers.** Approximate date when work will be started: \_\_\_\_\_. Approximate date when work will be completed: \_\_\_\_\_. Number of poles to be erected: \_\_\_\_\_. Nearest distance from center of road to structure: \_\_\_\_\_ ft. Distance of proposed work along the road: \_\_\_\_\_ ft. Road Opening plans are attached: \_\_\_\_\_.

**Pipe Lines & Conduits.** Approximate date when work will be started: \_\_\_\_\_. Approximate date when work will be completed: \_\_\_\_\_. Approximate area of opening in improved surface: \_\_\_\_\_ sq. yards. Approximate area of opening on unimproved part of right-of-way: \_\_\_\_\_ sq. yards. Length of trench along the road: \_\_\_\_\_ ft. Depth of trench below surface: \_\_\_\_\_ feet. Road Opening plans are attached: \_\_\_\_\_.

BY SIGNING THIS APPLICATION, AUTHORIZATION IS GRANTED TO ANY MUNICIPAL REPRESENTATIVE OF LOWER MT. BETHEL 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/ROAD OPENING COMPLIES WITH LOWER MT. BETHEL TOWNSHIP ZONING ORDINANCE 94-1. THIS FORM AND ATTACHED SITE PLAN AND SPECIFICATIONS IS MADE PART OF THIS APPLICATION BY THE UNDERSIGNED. BY SIGNING THIS APPLICATION, IT IS CLEARLY UNDERSTOOD AND AGREED BY THE APPLICANT(S) THAT THE LOWER MT. BETHEL TOWNSHIP 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 APPLICANT(S). FURTHERMORE, THE APPLICANT(S) HAVE READ AND THOROUGHLY ACKNOWLEDGE AND UNDERSTAND LOWER MT. BETHEL TOWNSHIP ZONING ORDINANCE 94-1 AND ALL INFORMATION PROVIDED ON THIS APPLICATION BY THE APPLICANT(S) AND PROPERTY OWNER(S)/UTILITY COMPANY IS TRUE AND CORRECT TO THE BEST OF THEIR KNOWLEDGE OR BELIEF.

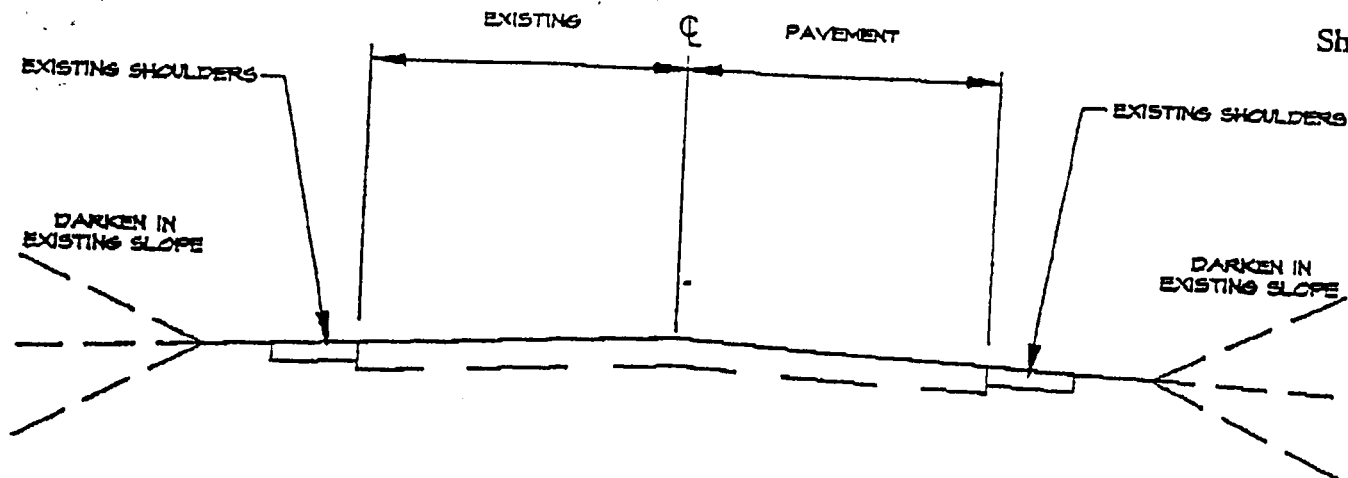
DATE \_\_\_\_\_ SIGNATURE OF APPLICANT(S) \_\_\_\_\_

DATE: \_\_\_\_\_ SIGNATURE OF PROPERTY OWNER(S) \_\_\_\_\_

**OFFICE USE ONLY**

PERMIT# _____	DATE APPLICATION RECEIVED _____	DATE ISSUED _____	DRIVEWAY CLASS _____
ROAD OCCUPANCY PERMIT FEE _____	PAID BY: CHECK    CASH    CHECK# _____	RECEIPT# _____	
ENGINEERS REVIEW FEE _____	PERMIT ISSUED BY: _____	ZONING OFFICER _____	





## TYPICAL SECTION

SHOW LOCATION AND SIZE OF LINE AND DEPTH OF FACILITY

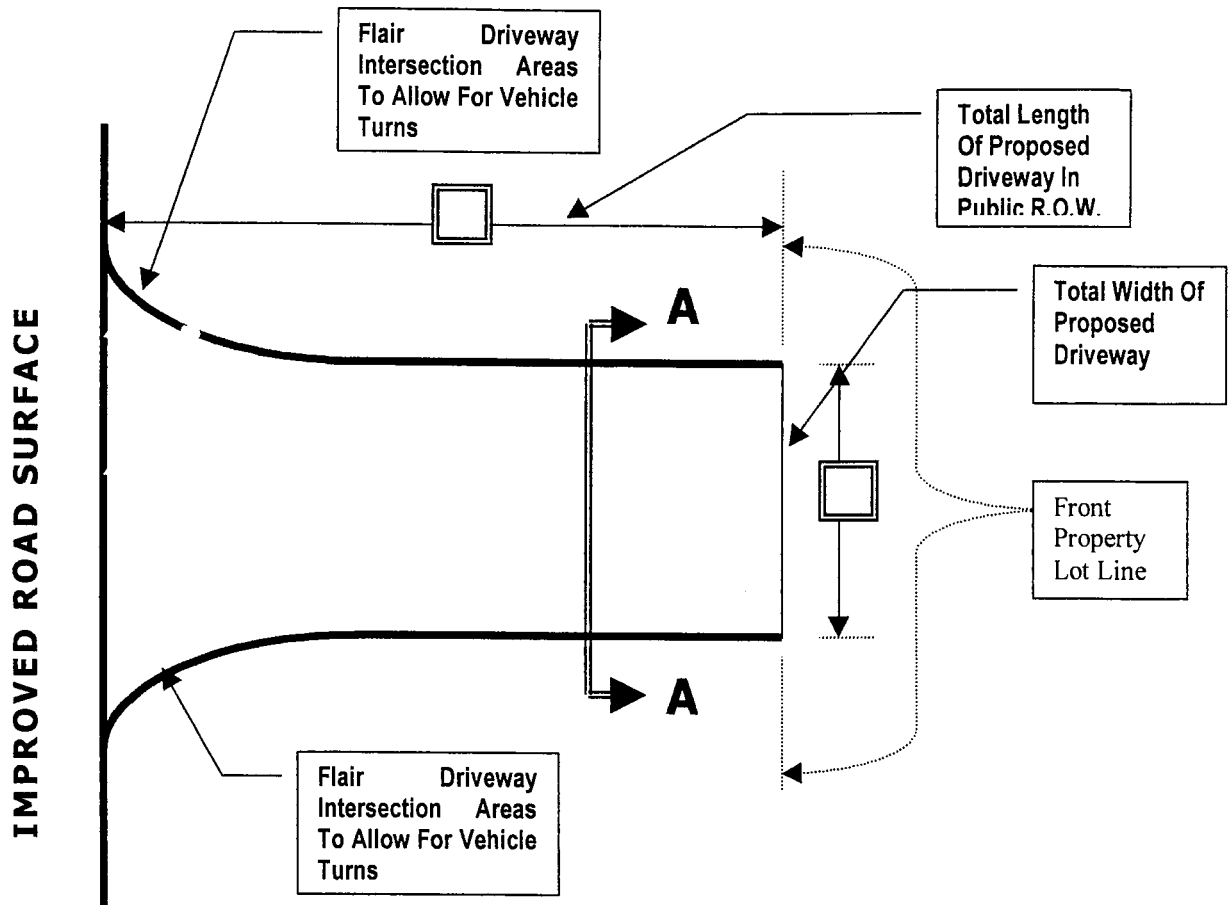
## DIRECTIONS

1. SHOW LOCATION AND DIMENSIONS OF SURFACE OPENINGS (SKETCH PROPORTIONALLY).
2. SHOW RELATED HIGHWAY FEATURES (poles, inlets, guardrail, pipes manholes, bore pits, etc.)
3. SHOW INTERSECTION WHEN APPLICABLE.
4. SUBMIT LOCATION MAP.
5. ALL OPENINGS MUST BE SAW-CUT. (SEE PennDOT CHAPTER 439.B)
6. ALL BACKFILL MATERIAL MUST BE COMPACTED IN 4" LAYERS (8" IF vibratory equipment is used.)
7. FOR ALL RESTORATION REFER TO PA CODE, TITLE 67, CHAPTER 459.B.
8. FOR FINAL CLOSE-OUT, SEAL ALL JOINTS WITH AC 20, PAINT RESTORATION DATE ON THE SURFACE OF THE REPAIRED AREA AND CONTACT THE TOWNSHIP.
9. FOR BORINGS INDICATE THE LOCATION AND THE SIZE OF THE BORING PITS AND THE SIZE OF THE CASING AND CARRIER PIPES.

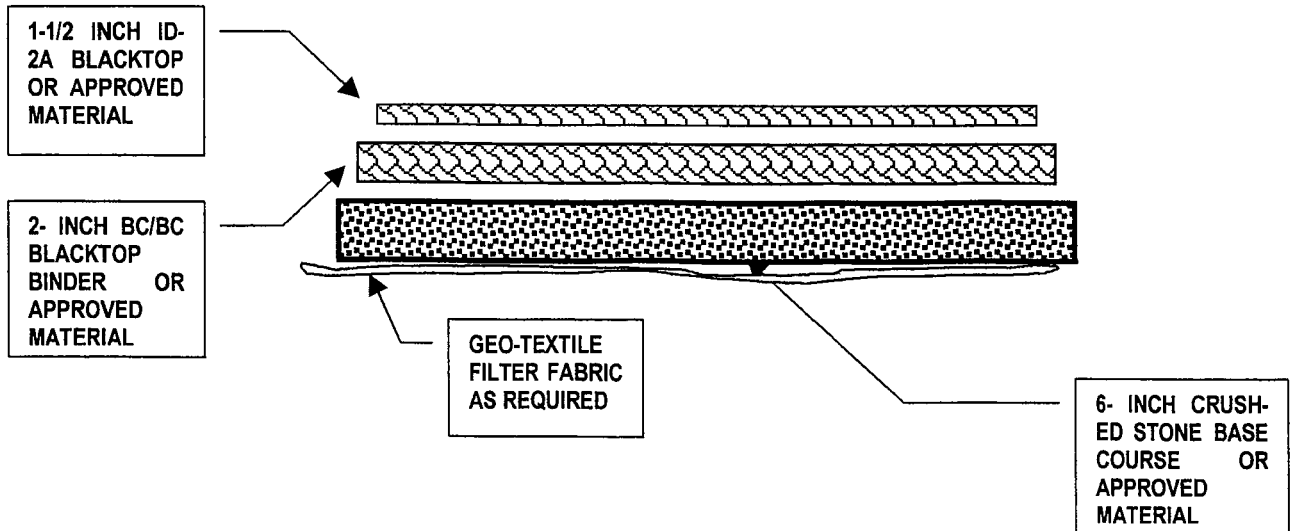
# Driveway Apron and Shoulder

## REQUIRED IMPROVEMENTS

### Within The Limits of the Public Right-Of-Way



### TYPICAL SECTION A-A

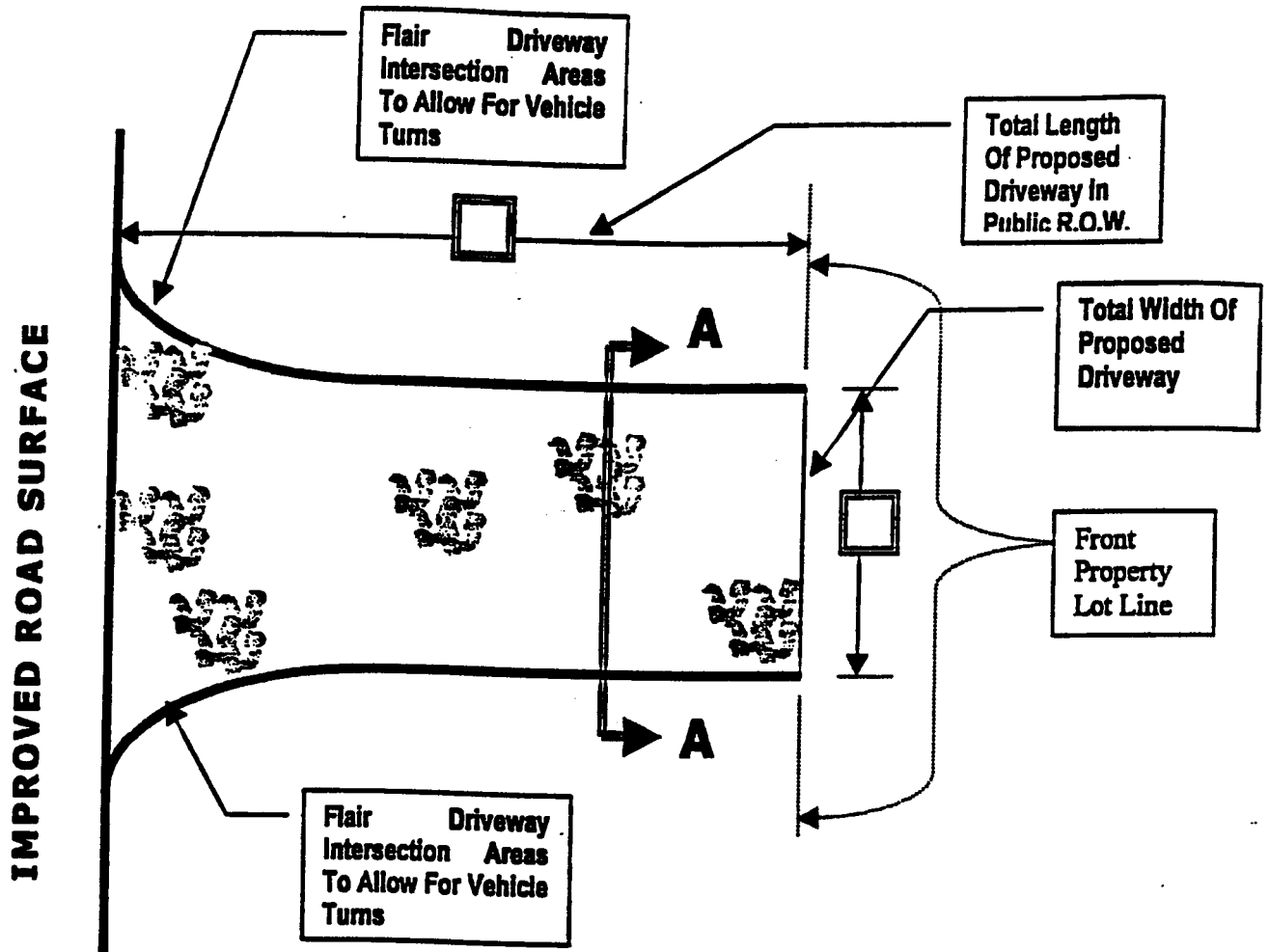






# REQUIRED IMPROVEMENTS

Within The Limits of the Public Right-Of-Way



## TYPICAL SECTION A-A

