

# APPLICATION FOR DRIVEWAY PERMIT

Borough of Berwick, 1800 North Market Street, Berwick, PA 18603  
570-752-2723

Purpose of Application: (circle one)    New Driveway       Alterations to Existing Driveway       Driveway Replacement

Date of Application: \_\_\_\_\_

Address of Driveway Location: \_\_\_\_\_

Zoning District: \_\_\_\_\_

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

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

Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicant's Telephone Number: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Contractor's Name and License Number: \_\_\_\_\_

Cost of Driveway Installation: \_\_\_\_\_

**ALL of the following is REQUIRED in order to process this application. Failure to provide this information will result in denial of this application:**

1. A clear and accurate plot map of property with the location of the driveway clearly marked and indicating distance from right of way line, distance to nearest intersections, how you propose to handle water run-off, the size of the driveway you propose, and distance from property lines. The plot plan shall also include dimensions of the lot and dimensions and locations of all structures / buildings.
2. Payment for the driveway is received in full.

**NOTE:** Driveway shall not be less than ten (10) feet in width and twenty (20) feet in depth as measured from the property line; the driveway shall be located directly in front of the open space, garage, and/or carport; driveway shall not be paved closer than five (5) feet to a property line.

**OFFICE USE ONLY:**

Date Received: \_\_\_\_\_ To Plans Reviewer: \_\_\_\_\_

Application Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Permit No: \_\_\_\_\_

Plan Reviewer Signature: \_\_\_\_\_

Zoning Officer Signature: \_\_\_\_\_

Comments / Reason for Denial: \_\_\_\_\_

\_\_\_\_\_

## **DRIVEWAY REGULATIONS**

All driveway permits are issued provided that the applicant abides by the following rules and regulations.

1. All driveways shall be located, designed, and constructed in such a manner as not to interfere or be inconsistent with the design, maintenance, and drainage, of the Borough streets, and to provide reasonable safe access thereto.
2. Access driveways shall be located in such a manner that they will not cause any of the following:
  - a. Interference to the traveling public.
  - b. A hazard to the free and safe movement of normal street traffic.
  - c. Areas of undue traffic congestion of the streets.
3. The location and angle of an access driveway approach in relation to the street intersection shall be such that a vehicle (1) entering the driveway may do so in an orderly and safe manner and with a minimum of interference to through street traffic, and (2) upon leaving the driveway may enter safely into the lane of traffic moving in the desired direction.
4. Where the access driveway approach and street pavement meet, flaring of the approach may be necessary to allow safe, easy turning of the vehicle when entering or departing from the driveway.
5. No part of any access driveway shall be constructed outside of the applicant's property.
6. The driveway shall not be closer than 20 feet to any corner.
7. The driveway shall not be closer than five (5) feet to any property line.
8. The minimum depth of any residential driveway shall not be less than 20 feet and the minimum width shall be less than 10 feet. There shall be a six (6) inch thick concrete walk installed across the driveway. Width of sidewalk to be determined by Borough of Berwick.
9. All driveways shall be constructed in such a manner as not to impair drainage within the street right-of-way, alter the stability of the roadway subgrade or materially change the drainage of adjacent areas.
10. The driveway shall not cause runoff of water onto adjacent properties.
11. If using stone or crushed material for driveways, there shall be a six (6) inch thick concrete apron four (4) feet in depth and not less than ten feet in width abutting a street.

## **PLOT PLAN**

A clear and accurate plot map of property with the location of the driveway clearly marked and indicating distance from right of way line, distance to nearest intersections, how you propose to handle water run-off, the size of the driveway you propose, and distance from property lines. The plot plan shall also include dimensions of the lot and dimensions and locations of all structures / buildings.