

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:

R. Total impervious cover for the driveway

onlysq. ft.

[3 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:

C] 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: _____ t. Depth of trench below surface: _____ feet. . Road Opening plans are attached:

BY SIGNING THIS APPLICATION, AUTHORIZATION 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 _____ FEPAID BY: CHECK CASH CHECK# _____ RECEIPT# _____
ENGINEERS REVIEW FEE _____ PERMIT ISSUED BY: _____ ZONING OFFICER _____

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 Permit 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 its associated permit conditions.



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

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⇒ 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 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 PERMT
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.

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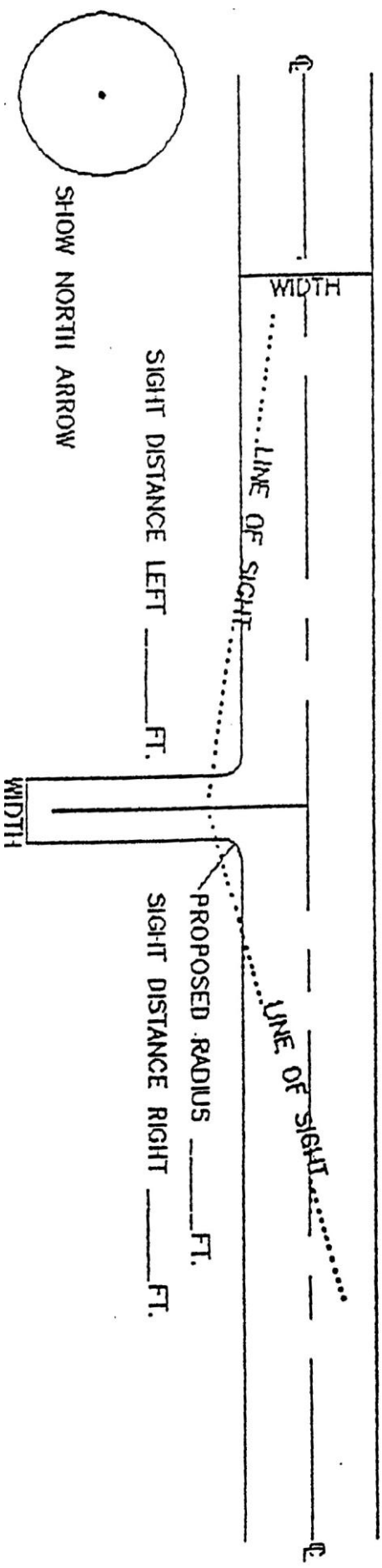
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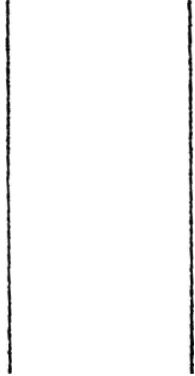
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APPLICANT [] DATE: _____

ADDRESS: _____

P. H. ONE:





COLLECT<LIST: PLAN:

NOTTOSCALE

EXISTING RQ 15

INDICATEAP

NAME

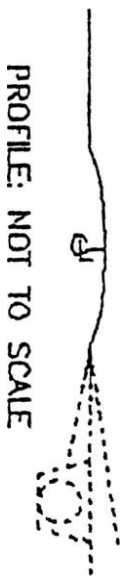
PROX.

POSTEDSPEED LIMIT

EXISTING DRIVEWAY GRADE

PROPOSED DRIVEWAY GRADE (1'

1" = 10' MAX. 20')



CONNECTING ANGLE (APPROXIMATE)

DIS [ANCEPTO NEAREST= ERSECI • 15

N

PAVED RADIUS (硯 N. 5-. MAX. 20 .)

NUMBER OF CARS / TRUCKS

PER DAY (CLASS = 每)

1 = ONLY) NOTE】 5 1

G 311 DISTANCE IS

MEASUREMENT FORM

APPOINT 10 TH. FROM EDGE OF EXISTING

PAVE

INDICATE ON SKETCH 41】

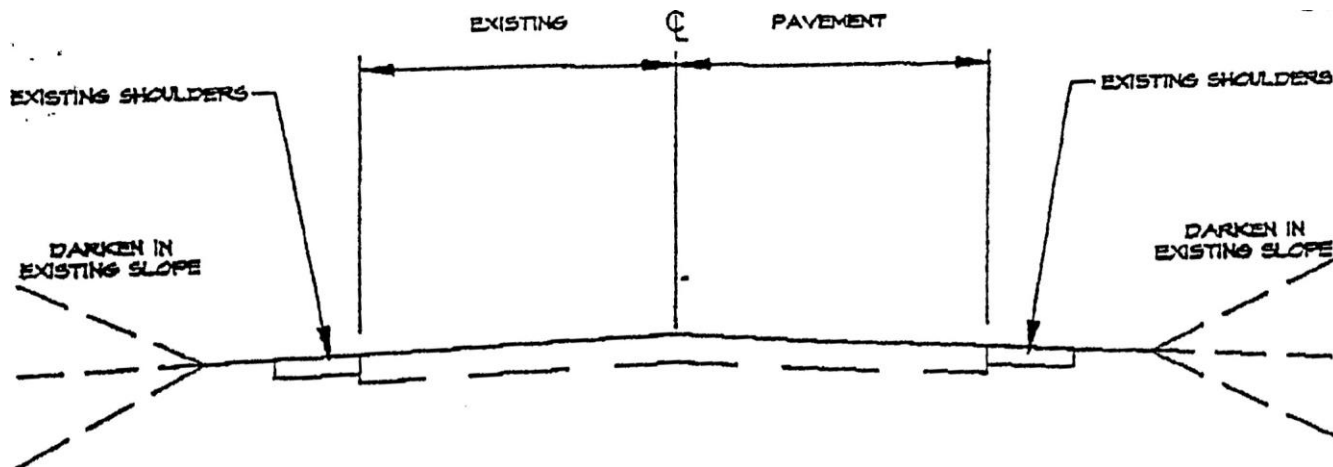
TO CENTER LINE OF ONCOMING TRAFFIC

X+STING DRAINAGEDITC!1 CWIDTI-
IANDDEPT • | X+STING
DRAINAGECULVERT (SIZEANDLEN, TH)
XIST1BIG DRIVEV /AYSW π •
IIN SIGHTDISTANCE (A50
OPPO5 [E SIDEOF ROAD)

APPROXIMATE LOCATION OF PROPERTY LINES

1) STANCE FROM PROPERTY LINE TO CENTERLINE OF
PROPOSED DRIVEWAY

X = STIPULATED UTILITY POLE, SIGNS. %E . D C. VI
/ m • = b l m 4 SIGI • iT t_INE



TYPICAL SECTION

SHOW LOCATION AND SIZE OF LINE AND DEPTH OF FACILITY

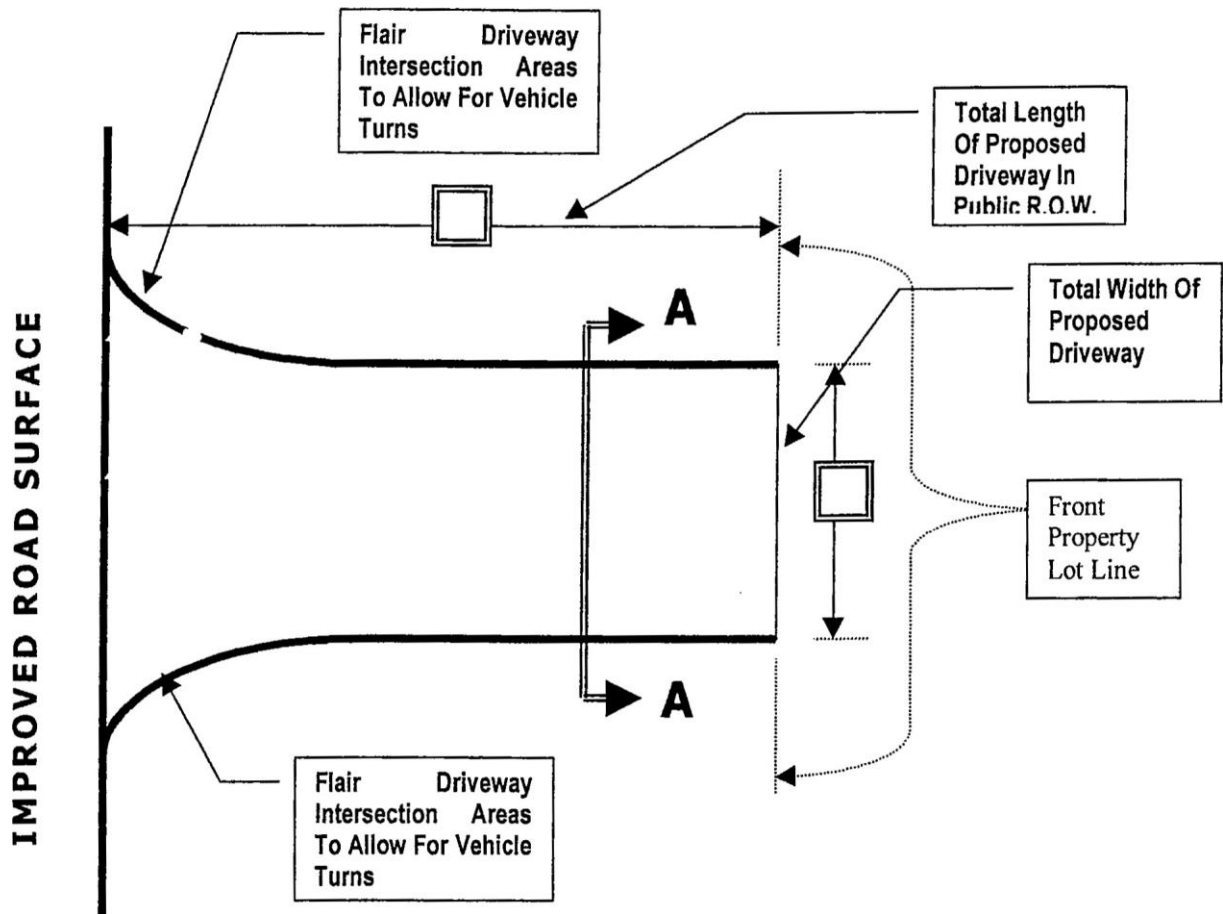
DEFINITIONS

- i. LOCATION DIMENSIONS OF SURFACE OPENINGS (SKETCH PROPORTIONALLY).
2. SUCH AS LATERAL HIGHWAY FEATURES (curbs, inlets, guardrails, pipes, manholes, bore pits, etc)
3. SHOW INTERSECTION WHEN APPLICABLE.
4. SUBMIT LOCATION MAP.
5. ALL UTILITIES MUST BE SAUCUT. (SEE PENNSYLVANIA CHAPTER 454.1.e)
6. ALL BACKFILL MATERIAL MUST BE COMPACTED IN 4" LAYERS (8" IF VIBRATORY EQUIPMENT IS USED.)
7. FOP. ALL RESTRICTIONS TO PA CODE. SEE CHAPTER 4* 3.
- e. FINAL SURFACE, PAINT RESTRICTIONS. CONTACT TOWNSHIP. *R. EA
- q. FOR BORINGS INDICATE THE LOCATION AND THE DEPTH OF THE CASING AND CARRIER PIPES. STATE OF THE BORING PITS AND THE SIZE

Driveway Apron and Shoulder

REQUIRED IMPROVEMENTS

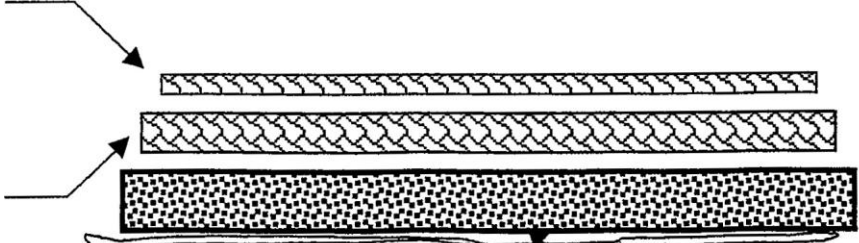
Within The Limits of the Public Right-Of-Way



TYPICAL SECTION A-A

2- INCH
BC/BC
BLACKTOP
BINDER OR
APPROVED
MATERIAL

1-1/2 INCH m
BLACKTOP OR
APPROVED
MATERIAL

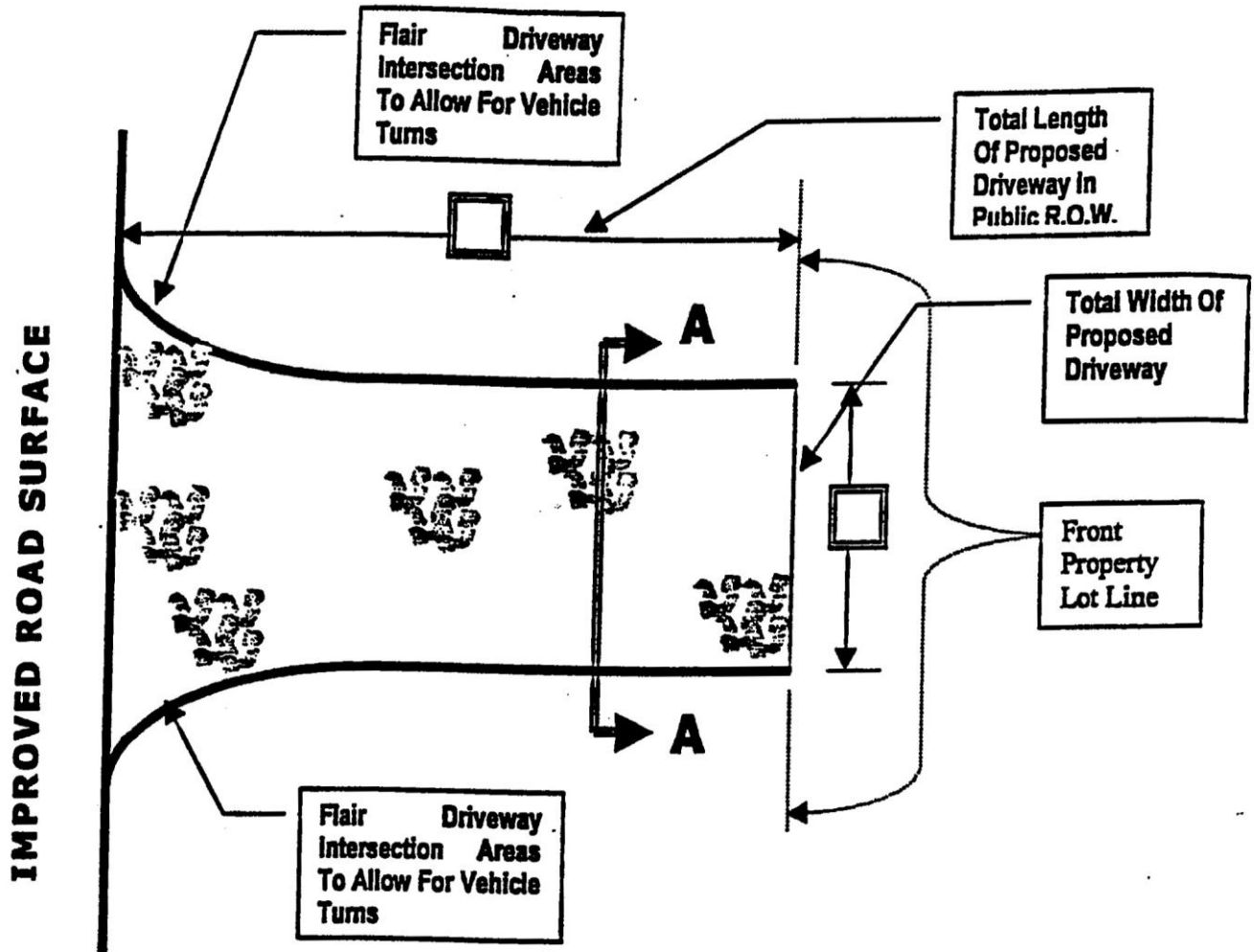


GEO-TEXTILE
FILTER FABRIC
AS REQUIRED

6- INCH CRUSH-
ED STONE BASE
COURSE OR
APPROVED
MATERIAL

REQUIRED

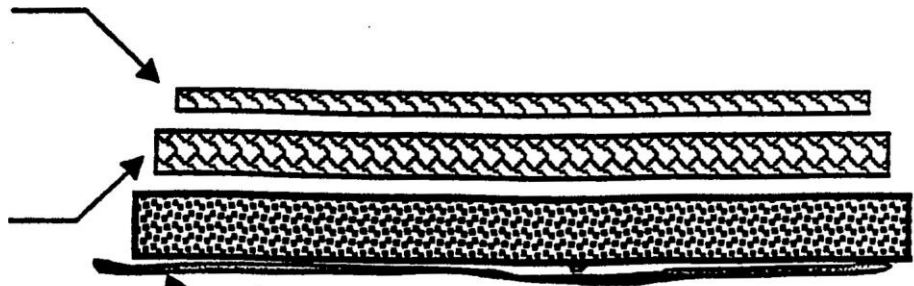
Within The Limits of the Public
Right-Of-Way



TYPICAL SECTION A-A

1-112
2.4
BLACKCOP
OR APPROE
UTERI. U

2- BOBC
BLACKTOP
UNDER OR
MATERIAL



GEO-TEXTILE
FILTER FABRIC
AS REQUIRED

6- INCH CRUSH-
ED STONE BASE
COURSE OR
APPROVED
MATERIAL