



## ROAD OCCUPANCY PERMIT GUIDELINES

### REQUIRED FORMS:

- COMPLETED ROAD OCCUPANCY PERMIT (For New Driveway or Improvements)
- FEE OF \$400.00 TWP ROAD OCCUPANCY & A SEPARATE COMPLIANCE FEE OF \$1000.00
- CERTIFICATION OF STATE ROAD OCCUPANCY PERMIT - \$300.00 (NO COMPLIANCE FEE)
- ONE (1) PAPER SET AND ONE (1) PDF SET OF A PLOT PLAN FOR THE PROPOSED DRIVEWAY PREPARED BY A DESIGN PROFESSIONAL.

### TOWNSHIP ROAD OCCUPANCY SUBMITTAL REQUIREMENTS:

- Earth Disturbance related to the road occupancy in excess of 2000 sq. ft. will require a grading permit and/or Stormwater Management may be required for impervious surface exceeding 1000 sq. ft. (Consult Township Engineer for further information).
- One (1) paper set and one (1) PDF set of a plot plan for the proposed driveway prepared by a design professional.
- Plan should indicate location of proposed driveway to property lines.
- Plan should indicate dimensions and size of proposed driveway.
- Plan must show type and size of pipe or culvert for drainage purposes.
- Plan should indicate any preserved land or easements on the effected property.

### REQUIRED INSPECTIONS:

- Inspection will be required by Township Engineer or Roadmaster to verify the driveway was constructed in accordance with submittal and the project is complete.
- Upon completion and approval, the applicant may request, in writing, the reimbursement of the compliance fee.

### STATE ROAD OCCUPANCY SUBMITTAL REQUIREMENTS:

- Contact local PennDOT office, Doylestown, at 215-345-6660.
- Follow guidelines as described for Township Road Occupancy permit.
- Township will release letter of approval that applicant submits to PennDOT.
- **PENNDOT WILL PERFORM INSPECTION.**



ROAD OCCUPANCY PERMIT APPLICATION

PROPERTY OWNER \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

OWNER ADDRESS \_\_\_\_\_

PROPERTY LOCATION \_\_\_\_\_ TAX MAP PARCEL # \_\_\_\_\_

TOWNSHIP ROAD TO ENTER \_\_\_\_\_ DRIVEWAY STAKE DATE \_\_\_\_\_

COMPLIANCE FEE SHOULD BE RETURNED TO OWNER APPLICANT

AUTHORIZATION

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized the owner to make this application as an authorized agent and we agree to conform to applicable laws of this jurisdiction.

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PROJECT DATA

A Township service fee at the monthly rate of 1.5% (18% Annually) will be applied to the permit fee and from the deposit on all expired permits. The Solebury 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.

- The road surface is Improved Unimproved Improved width is \_\_\_ feet.
- Distance from the center line of roadway to bottom of gutter or ditch is \_\_\_ feet.
- Distance to property line is \_\_\_ feet.
- Black top ditch to end of legal right-of-way or property line, whichever is applicable and necessary for road drainage. Depth is \_\_\_ inches.
- Location of grate or pipe from center line of roadway is \_\_\_ feet.
- Diameter of pipe is \_\_\_ inches.
- All work under this permit to be completed on or before \_\_\_\_\_.

Driveway is a minimum of twelve feet from the property line.

Driveway conforms to the attached Road Occupancy Permit Sketch.

Table with 2 rows and 4 columns: PERMIT ISSUED, TOWNSHIP APPROVAL, PERMIT #, FEE, COMPLIANCE DEPOSIT, TOTAL