

**BOARD OF SUPERVISORS
EAST BRUNSWICK TOWNSHIP
SCHUYKILL COUNTY, PENNSYLVANIA**

DRIVEWAY ORDINANCE

ORDINANCE NO. 2008-1

***AN ORDINANCE OF THE TOWNSHIP OF EAST BRUNSWICK,
A SECOND CLASS TOWNSHIP, IN THE COUNTY OF
SCHUYKILL AND COMMONWEALTH OF PENNSYLVANIA,
ESTABLISHING GUIDELINES FOR DRIVEWAY OCCUPANCY
PERMITS; REQUIRING CONSTRUCTION STANDARDS FOR
ALL DRIVEWAYS, ALLEYWAYS, PRIVATE OR PUBLIC ROAD
ACCESS; ESTABLISHING APPLICATION AND INSPECTION
FEES, AND INSURANCE; AND DETAILING CONSTRUCTION
REQUIREMENTS.***

This Ordinance shall be known and cited as the "EAST BRUNSWICK Township Driveway Ordinance".

NOW THEREFORE, BE IT ENACTED AND ORDAINED BY THE Board of Supervisors of EAST BRUNSWICK TOWNSHIP, Schuylkill County, Pennsylvania, in accordance with the general powers permitted by §1601 of the Second Class Township Code, as follows:

DEFINITIONS:

DRIVEWAY: Every entrance or exit used by vehicular traffic to or from properties abutting a roadway.

ROADWAY: Every public road or street including existing or proposed streets, lanes, alleys, courts and ways.

HIGH VOLUME DRIVEWAY: A driveway used or expected to be used by more than 1500 vehicles per day.

MEDIUM VOLUME DRIVEWAY: A driveway used or expected to be used by more than 750 but less than 1500 vehicles per day.

MODIFICATION: Shall mean any change or improvement to an existing Driveway, including but not limited to, paving, re-paving, resurfacing, grading,

re-grading or re-locating. The term shall not be defined to include "sealing" of driveway.

LOW VOLUME DRIVEWAY: A driveway used or expected to be used by more than 25 but less than 750 vehicles per day.

MINIMUM USE DRIVEWAY: A residential or other driveway which is used or expected to be used by not more than 25 vehicles per day.

SECTION I: This Ordinance shall regulate all activity by any person or entity involving the construction, reconstruction, or modification of driveways, alleyways, private or public road access as defined and enumerated in this Ordinance.

SECTION II: The attached document titled "INSTRUCTIONS; APPLICATION FOR DRIVEWAY PERMIT" shall be incorporated herein and be made a part of this Ordinance, and sets forth the activities covered under this Ordinance, the procedure to be followed; fees, permits and escrow required. Any changes, modifications or alterations of these instructions shall and may be revised by the Board of Supervisors through resolution from time to time, as required.

SECTION III: The attached document titled "SCHEDULE A; APPLICATION AND INSPECTION FEES" shall be incorporated herein and be made a part of this Ordinance and sets forth the particular fee schedule, inspection requirements and insurance requirements for activities within the purview of this Ordinance. Any changes, modifications or alterations of Schedule A shall and may be revised by the Board of Supervisors through resolution from time to time, as required.

SECTION IV: The attached document titled "SCHEDULE B; MINIMUM USE DRIVEWAY CONSTRUCTION STANDARDS" shall be incorporated herein and be made a part of this Ordinance and sets forth the construction standards to be followed and employed for all minimum use driveways in the Township, whether new construction, repair, re-paving, re-grading, resurfacing or relocating same. Any changes, modifications or alterations of Schedule B shall and may be revised by the Board of Supervisors through resolution from time to time, as required.

SECTION V: The attached documents titled "SCHEDULE C; APPLICATION FOR DRIVEWAY PERMIT" shall be incorporated herein and be made a part of this Ordinance and shall be used as the standard application form and permit for all activities encompassed by this Ordinance. Any changes, modifications or alterations of this form shall and may be revised by the Board of Supervisors through resolution from time to time, as required.

SECTION VI: Any person or entity seeking to construct, reconstruct or modify a driveway, as such term is defined herein, shall first complete the Application for Driveway Permit attached hereto as Schedule "C" and submit it, along with the requisite application and inspection fees (Schedule "A"), to the Township Secretary at least 30

days prior to commencing said work. Upon receipt of a fully completed application along with the appropriate application and inspection fees, the Secretary shall process the application.

SECTION VII: Any person or entity who shall violate or fail to comply with any of the provisions of this Ordinance, shall be guilty of a summary offense, and upon conviction thereof, be sentenced to pay a **FINE** of up to **THREE HUNDRED (\$300.00) DOLLARS** and costs of prosecution, provided, further, that each day's continuance of a violation shall constitute a separate offense.

The Board of Supervisors may direct the removal, repair or alterations, which constitute a violation, as the case may be, to be done by the Township and to certify the costs thereof to the Township Solicitor, the cost of such removal, repairs, or alterations shall be a lien upon such premises from the time of such removal, repair, and alteration which date shall be determined by the certificate of the person doing such work, and filed with the Township Secretary.

The Township, by means of a complaint in equity, may compel the owner of the premises to comply with the terms of any notice of violation such as making required modifications, or seek any such other relief as any such court or competent jurisdiction is empowered to afford.

SECTION VIII: SEVERABILITY. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason, held to be invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provisions, and such holding shall not affect the validity of the remaining portions hereof.

SECTION IX: EFFECTIVE DATE: This Ordinance shall become effective five (5) days after the adoption hereof.


ENACTED AND ORDAINED into law by the Township of **EAST BRUNSWICK**, Schuylkill County, Pennsylvania, this 14 day of AUGUST, 2008

ATTEST:


Kenneth Hartranft, Secretary

TOWNSHIP OF EAST BRUNSWICK

BY: 
Jeff Faust, Chairperson of the Board
of Supervisors

BY: 
Tom Strauss, Vice-Chairperson of the
Board of Supervisors



BY: J. Donald Rubinkam
J. Donald Rubinkam, Member, Board
of the Board of Supervisors

CERTIFICATE OF ADOPTION

The undersigned, Secretary of the Township of East Brunswick, Schuylkill County, PA, does hereby certify that the foregoing ordinance was duly adopted by a majority vote of the of the East Brunswick Township Board of Supervisors at a duly advertised, called and held public meeting of said Council, which meeting was held on the 7TH day of AUGUST, 2008, at the Offices of the Township.

TOWNSHIP OF EAST BRUNSWICK

BY: Kenneth Hartranft
KENNETH HARTRANFT, Secretary

SCHEDULE "A"

APPLICATION AND INSPECTION FEES

1. The following fees and inspection requirements shall apply to all applications for construction, reconstruction or modification of any driveway:

FEES & INSPECTION REQUIREMENTS			
	Existing Driveway & Modifications	New Driveway	Inspections Required By:
MINIMUM USE/RESIDENTIAL (< 25 VEHICLES PER DAY)	Application Fee: \$100.00 Inspection Fee: \$25 00	Application Fee: \$100 00 Inspection Fee: \$75 00	Township Roadmaster
LOW VOLUME USE (>25 BUT <750 VEHICLES PER DAY)	Application Fee: \$150.00 Inspection Fee: \$250 00	Application Fee: \$150.00 Inspection Fee: \$500 00	Township Engineer
MEDIUM VOLUME USE (>750 BUT <1500 VEHICLES PER DAY)	Application Fee: \$225.00 Inspection Fee: \$250.00	Application Fee: \$225.00 Inspection Fee: \$500.00	Township Engineer
HIGH VOLUME USE (>1500 VEHICLES PER DAY)	Application Fee: \$300.00 Inspection Fee: \$250.00	Application Fee: \$300.00 Inspection Fee: \$500.00	Township Engineer

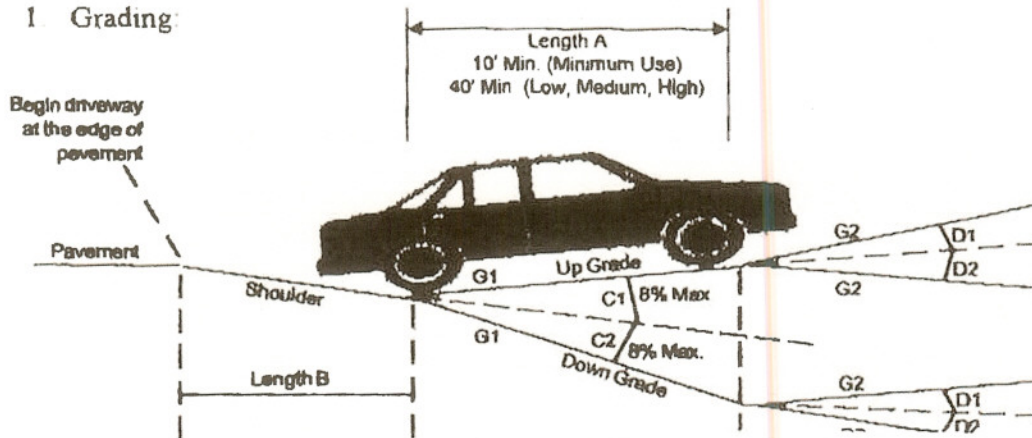
2. Where inspections are required by the Township Engineer (Low, Medium and High Volume uses), the above inspection fee includes two (2) site visits by the Township engineer. All costs and fees for additional inspections or site visits by the Township Engineer deemed necessary by the Township shall be the responsibility of the Applicant. Engineering fees and costs for additional site visits or inspections shall be charged at the Township's Schedule of Rates for Professional Engineering Services.
3. Contractors shall provide evidence of general liability coverage in an amount not less than \$1,000,000.00.
4. If the proposed occupancy is covered by an Improvements Agreement through the Subdivision and Land Development approval process, the escrow and security deposit are waived.

SCHEDULE "B"

MINIMUM USE DRIVEWAY CONSTRUCTION STANDARDS

A. Driveway design and construction shall comply with the following standards:

1. Grading:



The shoulder slope usually varies from 1/8"/ft. (2%) to 3/4"/ft. (6%). However, the shoulder slope should be maintained when constructing the driveway.²

For grade changes greater than those shown in the above diagram, vertical curves at least 10 feet long shall be constructed and length "A" shall be increased.

Grades (G) shall be limited to 15% for minimum use driveways and from five percent to eight percent for low, medium or high volume driveways within the right-of-way.

	Maximum Grade Change {D}	
	Desirable	Maximum
High Volume Driveway	0%	+/- 3%
Medium Volume Driveway	+/- 3%	+/- 6%
Low Volume Driveway (Minimum Use)	+/- 6%	Controlled by Vehicle Clearance

2. Sight Distance:

Driveways shall be located at a point within the property frontage limits which provides at least the minimum sight distance listed in the following table for passenger cars and single unit trucks existing from driveways onto roadways:

<u>Posted Speed (mph)</u>	<u>Safe Sight Distance (Left)*</u> (feet)	<u>Safe Sight Distance (Right)*</u> (feet)
25	250	195
25	250	195
35	440	350
45	635	570
55	845	875

* - measured from a vehicle ten feet back from the pavement edge at height of driver.

Note: for additional vehicle lane configurations - see Pennsylvania Code, Title 67. Transportation, Chapter 441, Access to and Occupancy of Highways by Driveways and Local Roads.

Note: Obtaining the required sight distance may require clearing and or trimming of trees on applicant's property. Initial clearing and future maintenance shall be the responsibility of the property owner. No structures (permanent or temporary) may be installed if they obstruct the safe sight distance.

3. Driveways Adjacent to Intersections

- a. There shall be a minimum ten foot tangent distance between the intersecting roadway to the radius of the first permitted driveway.
 - b. The distance from the edge of pavement of the intersecting roadway to the radius of the first permitted driveway shall be a minimum of 20 feet on curbed roadways and 30 feet on uncurbed highways.
 - c. Sections 3a and 3b may be waived only if the intersecting highway radius extends along the property frontage to the extent that it is physically impossible.
- B. The minimum driveway width for minimum use driveways is ten (10') feet. The driveway is to intersect the existing roadway at ninety degrees and have a minimum five (5') foot return radius on each side. Alternate configurations of less than ninety degrees will be reviewed on a case by case basis. All other accessway width shall be pursuant to Pennsylvania Code, Title 67. Transportation, Chapter 441, Access to and Occupancy of Highways by Driveways and Local Roads.

- C. The minimum use driveway shall be paved for the initial twenty (20') feet. The applicant/owner shall maintain the initial twenty (20') feet in a paved condition. The minimum pavement requirements consist of four (4") inches of 2A crushed aggregate and two (2") inches of superpave wearing course bituminous pavement. The joint between the paved driveway and existing Township Road pavement shall be sealed 6" on each side with PG 64-22. Additional paving of a 3" superpave bituminous base course is recommended but not required.
- D. A "C"-Swale/Gutter cross section must be provided across the proposed paved driveway. The cross section geometry shall be maintained so as to allow for unimpeded longitudinal stormwater flow. Minimum swale width shall be 4 feet wide. Swale requirement shall be greater than or equal to existing up and down stream swale adjacent to driveway or property
- E. Altering drainage prohibited. Unless specifically authorized by the permit, the permittee shall not:
 - 1. Alter the existing drainage pattern or the existing flow of drainage water.
 - 2. Direct additional drainage of surface water onto or into the road right of way.
- F. The owner/applicant shall control/mitigate increases in stormwater flow resulting from development as part of the building permit, erosion and sedimentation plan, subdivision regulations, and state regulations.
- G. If the applicant/owner requests a culvert installation, appropriate sketches and calculations shall be submitted to the Township for review and approval a minimum of thirty (30) days prior to planned construction. Pipe material is to be reinforced concrete pipe or high density polyethylene, with flared end sections and a minimum fifteen (15") inch diameter. The crown of the pipe is to be set below the elevation of the edge of pavement.
- H. All disturbed areas within the Township right-of-way, but not including the paved driveway, shall be graded and stabilized according to approved Subdivision/Land Development Plans if applicable, or otherwise returned to preexisting conditions.
- I. The applicant/owners shall be responsible for incorporating standard erosion and sedimentation control practices during the driveway construction. Cleanup of offsite sediment or repair of offsite erosion will be at the applicant's/owner's responsibility.
- J. The owner/applicant shall provide temporary traffic control devices and procedures, such as signage and flaggers, in accordance with PennDOT Publication 203, Chapter 203, Section 131.
- K. Design features not specifically identified in this ordinance shall reference Pennsylvania Code, Title 67. Transportation, Chapter 441, Access to and Occupancy of Highways by Driveways and Local Roads. If curb or sidewalk is adjacent and/or

on your property. It must be repaired, replaced or extended along your property per PENNDOT road construction (RC) standards.

- L. The location of the proposed driveway shall be staked as part of the permit application. The initial stake shall be placed along the Township roadway with subsequent stakes spaced at 25' intervals.
- M. Any damage to a Township Road, signage, etc. must be repaired or improved in kind at no cost to the Township.
- N. Crossing of construction equipment on Township roads may require an overweight permit. The road must be protected from damage via boards, tires, earth, etc.

EAST BRUNSWICK TOWNSHIP

55 West Catawissa Street
New Ringgold, PA 179
Phone: 570.943.2775
Fax: 570.943.3335

APPLICATION FOR DRIVEWAY PERMIT

1. APPLICANTS NAME: _____ TELEPHONE #: _____
CONTACT PERSON: _____ TELEPHONE #: _____
ADDRESS _____
2. CONTRACTORS NAME: _____ TELEPHONE #: _____
ADDRESS _____
INSURANCE CARRIER: _____ POLICY #: _____
3. PURPOSE OF DRIVEWAY: _____
4. TYPE OF DRIVEWAY: _____
_____ Minimum Use/Residential (less than 25 vehicles per day usage)
_____ Low Volume Use (greater than 25 vehicles but less than 750 per day)
_____ Medium Volume Use (more than 750 but less than 1500 vehicles per day)
_____ High Volume Use (more than 1500 vehicles per day)
4. LOCATION OF DRIVEWAY: _____
5. START DATE: _____ DAYS FOR COMPLETION: _____
6. DESCRIPTION OF DRIVEWAY: LENGTH _____ WIDTH _____ DEPTH _____
7. METHOD OF CONSTRUCTION: _____ BITUMINOUS PAVING _____ OTHER _____
8. SKETCH OF PROPOSED WORK: (Use area below or attach separate sheet)

(SHOW LOCATION OF PROPOSED DRIVEWAY, EDGE OF PAVEMENT, EDGE OF RIGHT-OF-WAY, STREET NAME, HOME LOCATION, PROPERTY LINE, EXISTING & PROPOSED UTILITIES, EXISTING & PROPOSED STORMWATER MANAGEMENT FEATURES, DISTANCE TO NEAREST INTERSECTION AND/OR DRIVEWAY AND ANY SIGHT DISTANCE OBSTRUCTIONS)

THE DIMENSIONS AND GRADES IN ACCORDANCE WITH THE FIGURE IN THE DRIVEWAY ORDINANCE WILL BE INSTALLED AS FOLLOWS:

1. LENGTH B (SHOULDER): _____ LENGTH A: _____
2. GRADE 1
 (G1): _____
 (C1): _____ OR
 (C2): _____
3. GRADE 2
 (G2): _____
 (D1): _____
 (D2): _____
 Location Marked In Field: _____ Yes _____ No
4. Sight Distance Provided: Distance _____ feet
 Right _____ Distance Left _____ feet

I, _____ The applicant as listed above execute this application this _____ day of _____, 20____ And understand the requirements of East Brunswick Township Ordinance _____ 2008-1 Number _____ and driveway design/construction requirements imposed by said ordinance.

SIGNATURE: _____ DATE: _____

FOR TOWNSHIP USE ONLY:

DRIVEWAY PERMIT APPLICATION NUMBER (DW- _____ - _____)

PERMIT FEES	
APPLICATION FEE:	\$ _____
INSPECTION FEE:	\$ _____
Total	_____

DATE APPLICATION AND FEES SUBMITTED: _____		Ck#: _____	Ck Amt.: \$ _____
SITE INSPECED BY: _____		DATE: _____	
RECOMMENDATION: _____		DATE: _____	
PERMIT ISSUED BY: _____		DATE: _____	

Permit Process:

1. Applicant submit completed application to Township Secretary (with corresponding check)
2. Township Secretary issues a Driveway Permit Application Number
3. Township Representative (Roadmaster or Engineer) inspect the proposed location/construction.
4. Township Secretary issues or rejects the permit based on recommendation of Township Representative
5. After permit is issued, applicant can start construction of driveway
6. Upon completion of driveway, applicant notifies Township Secretary when project is complete.
7. Township Representative inspects final construction.
8. Township Representative signs off as an "Approved Driveway"
9. Township Secretary files the application as the "Approved Driveway Permit"

Note: Creation of a paved driveway may be subjected to requirements of the Township Stormwater Management Ordinance (Ordinance 2008-4)