

TOWN OF PHILADELPHIA
DRIVEWAY PERMIT APPLICATION

OFFICE USE ONLY
Application # D-_____
Application Fee: \$10.00
Submittal Fee: _____
Approval Date: _____
Denial Date: _____

All applications for a Driveway Permit must be accompanied by a drawing showing the shape, size, dimensions and location of the driveway at the proposed intersection with the Town Road as well as the dimensions and location of all existing or proposed berms, curbing, drainage structures and grades of both the driveway and the Town Road at the proposed driveway.

Applicant: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

Town Road intersected by driveway (give directions to location) _____

Special requirements for the Superintendent of Highways: (Office use only)

Site Plan: Attach drawing of proposed driveway. Drawing must include: width of driveway, length of driveway, maximum grade and type of surface.

Procedure:

1. Driveway location must be marked on the property so the Superintendent of Highways can locate and access the proposed construction. You must notify the Superintendent of Highways at: (315) 642-0022 when work commences and when work to be performed is completed so that the necessary inspections can be made.
2. Work may commence on the date of issuance of the permit. The permit will expire ninety (90) days from the date of issuance unless extended by the Superintendent of Highways.
3. The permit may be revoked if special requirements and permit conditions are not in compliance as stated herein.

Special Requirements:

1. Driveway permits are required for the construction of a driveway or construction within a Town right-of-way.
 2. Improvements which require a Driveway Permit include, but are not limited to the following: Construction of a new driveway, expansion of the width of a driveway. (Additional stone to an existing driveway, coating or sealing an existing paved driveway **Do not require permits**)
 3. All trees and shrubs will not be permitted within the Town right-of-way (ROW). The Town ROW is measured from the center of the road to a distance of 25 feet, unless otherwise noted in the special requirements section above.
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Driveway Requirements: Section 2.3 (H) Driveway Access of Local Highway Design Standards

1. One driveway for each residential property is allowed. However if sufficient road frontage exists, more than one driveway may be allowed. Driveways to the same property must be 30 feet apart.
 2. Residential Driveways should not be less than 12 feet in width.
 3. The maximum grade for residential driveways is 12%
 4. Two driveways are allowed for each commercial property, no less than 100 feet apart, if 500 feet of road frontage exists.
 5. The maximum grade for commercial driveways is 10%.
 6. The driveway shall not cause water to pond in the ditch nor flow across the pavement of shoulders.
 7. Drainages collected by ditches, gutters or pipes on private property shall not be discharged into the highway drainage system unless expressly approved by the Highway Superintendent.
 8. If a driveway crosses a highway ditch, a sufficiently sized culvert pipe (minimum 12" inside diameter and 30 feet long shall be installed in the ditch by the permittee.
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Improperly installed driveways and driveways that are constructed without permits may subject the owner to removal and/or relocation of the driveway at the owner's expense.

I, the undersigned, do hereby agree to all the requirements and conditions stated herein.

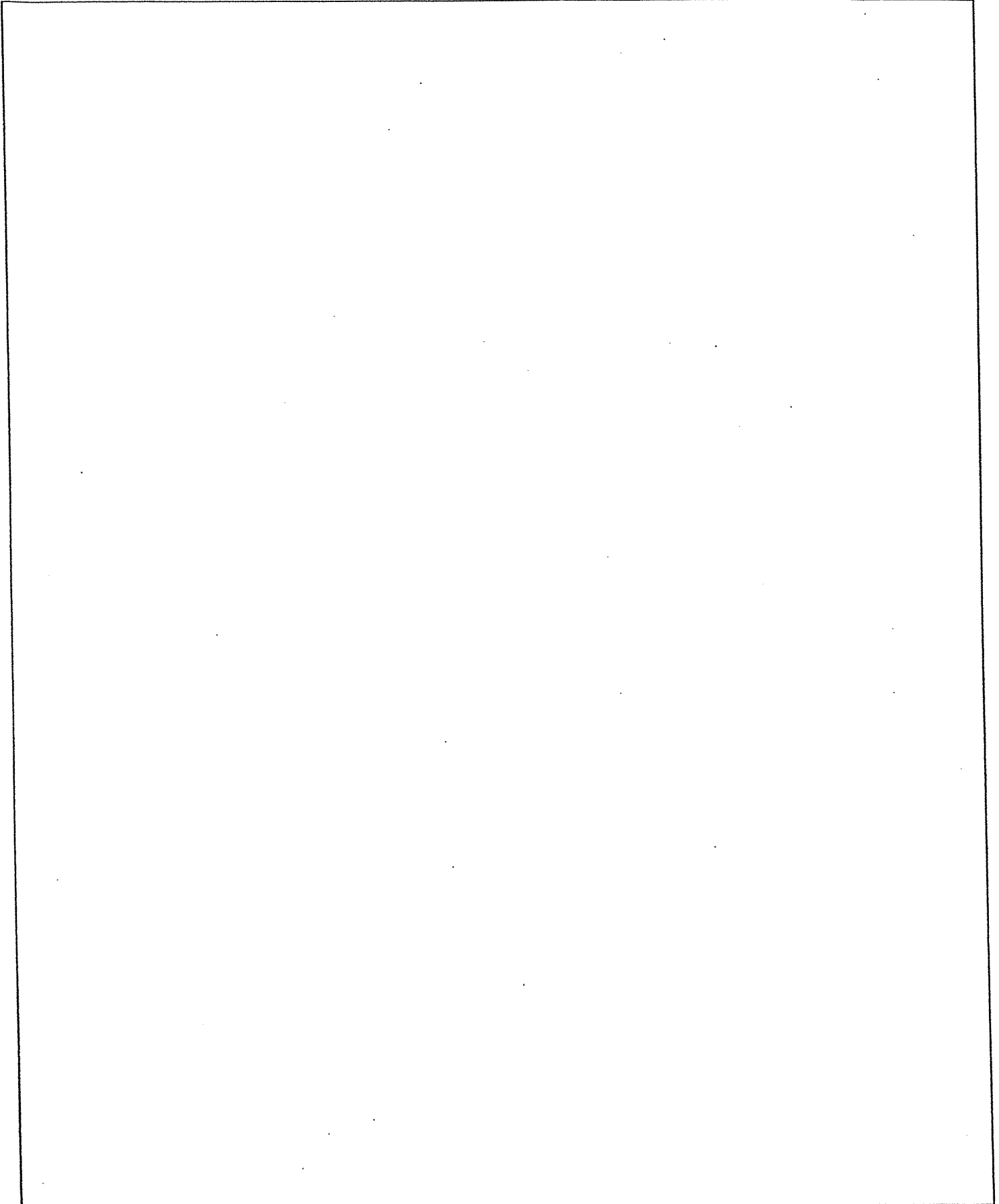
Property owner _____ Date: _____

Permit issued by: _____ Date: _____

Superintendent of Highways: _____ Date: _____

Zoning Officer: _____ Date: _____

Please use this area to sketch the proposed driveway.



DIAGRAM