

MANHEIM BOROUGH - DRIVEWAY PERMIT APPLICATION

Section 1 - Applicant Information

Property Owner Name	
Mailing Address	
Phone Number	
Email Address	
Contractor Name	
Contractor Phone/Email	

Section 2 - Property Location

Street Address	
Parcel ID (Map & Lot No.)	
Zoning District	

Section 3 - Proposed Driveway Information

Is this:	☐ New	☐ Repair	☐ Reconstruction
Cartway width of public road			
Driveway width at right-of-way (10-20)			
Distance from side property lines (>3)			
Slope within 25 ft of ROW (max 8%)			
Distance from intersecting streets			
Distance from fire hydrant			
Surface material			
Will curb cut exceed 24 feet?			
Does driveway access a PennDOT road?			
Is a turn-around area provided?			
Projected daily vehicle trips			
Low-/Med-/High-volume driveway?			
Low = 25-750 veh per day (vpd) Med = 750-1500 vpd			
High = >1500 vpd			

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Section 4 - Attachments Checklist

- ☐ Site plan with location, dimensions, distances
- ☐ Sight distance measurements for NEW driveway
- ☐ Construction materials and grading
- ☐ Stormwater drainage plan (if earth disturbance or additional impervious area is proposed)
- ☐ Professional Engineer seal/signature (if a low, medium, or high volume driveway is proposed)
- ☐ PennDOT permit (if driveway intersects a state-owned road)
- ☐ Application fee (per Borough resolution)

Section 5 - Acknowledgements and Certification

By signing below, the applicant acknowledges compliance with Ordinance 692, that all construction must follow the approved plan, that the permit expires after 12 months unless extended, and that additional zoning or stormwater permits may be required.

Applicant Signature: _____ Date: _____

Contractor Signature: _____ Date: _____

FOR BOROUGH USE ONLY

Application Received (Date)	
Fee Paid (Amount)	
Plan Reviewed By	
Base Inspection Date	
Final Inspection Date	
Permit Approved	
Permit Number	
Date of Approval	
Permit Expiration Date	

Reviewer Signature: _____ Date: _____