



Established 1824

KELLY  
Township

## Driveway Permit

### Township Use Only:

Date of Application: \_\_\_\_\_

Date Fee Received: \_\_\_\_\_

Permit Number: \_\_\_\_\_ Issuance Date: \_\_\_\_\_ (Expiration Date is 5 years from Issuance)

Date Site Reviewed: \_\_\_\_\_ Site Distance Left: \_\_\_\_\_ Sight Distance Right: \_\_\_\_\_

UNION COUNTY CONSERVATION DISTRICT QUESTIONNAIRE ATTACHED.

### Applicant Information:

Name of Applicant: \_\_\_\_\_

Phone: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

Application Fee: \$50.00  
(Made payable to Kelly Township)

Kelly Township  
551 Zeigler Road  
Lewisburg, PA 17837

### Site Information:

Address of Site for Proposed Driveway:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

☐

Single Family

☐

Multi-Family

☐

Non-Residential/Commercial

Tax Parcel #: \_\_\_\_\_

Description of Proposed Development: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Township Official: \_\_\_\_\_

Date: \_\_\_\_\_

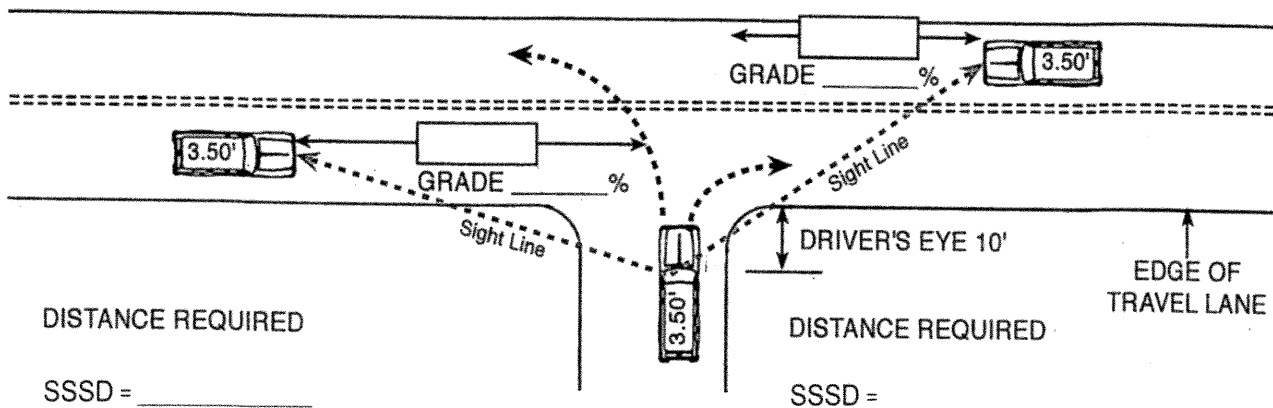
### Driveway Permit Requirements / Notes:

1. Driveway shall be constructed in accordance with approved plans.
2. No building may be occupied, nor any certificate of use shall be issued unless and until the driveway servicing said building has been constructed and/or installed and approved by the Township.
3. A completed copy of this permit must be given to the Township prior to occupancy.
4. This permit must be kept on the worksite and shall be available for inspection by any Township representative.
5. Refer the Kelly Township Subdivision and Land Development Ordinance (section 403.7 & Figures 4-7 through 4-11) for Township driveway design standards.
6. Driveways shall provide required sight distances in accordance with PennDOT Publication 70M: *Guidelines for the Design of Local Roads and Streets*.
7. Driveway location must be staked on site for Township Official to verify sight distances.
8. Property Boundaries must be staked prior to site visit to verify all setback distances.
9. Attach a plot plan indicating the location of the driveway along with a profile as necessary to show proposed grades and driveway drainage.
10. In addition to the Driveway Permit Application Fee, fees for conducting a site review are as follows:

Residential - \$50.00/hr. for any time beyond the 1<sup>st</sup> hour for which it takes to conduct a site review and issue a residential permit.

Non-Residential/Commercial – Actual costs to the Township for site review shall be rebilled to the Applicant.

### To be Completed by Applicant:



SSSD = Safe Stopping Sight Distance

UNION COUNTY CONSERVATION DISTRICT QUESTIONNAIRE ATTACHED.

## FORMULA SIGHT DISTANCE TABLE

Speed (V) (Miles Per Hour)	Average Grade (G) (Percent)											
	Use plus grades when approaching vehicle is travelling upgrade.											
	0.0	+1.0	+2.0	+3.0	+4.0	+5.0	+6.0	+7.0	+8.0	+9.0	+10.0	
25	147	145	144	143	142	140	139	138	137	136	135	
30	196	194	191	189	187	185	183	182	180	178	177	
35	249	245	242	239	236	233	231	228	226	224	221	
40	314	309	304	299	295	291	287	284	280	277	274	
45	383	376	370	364	358	353	348	343	339	334	330	
50	462	453	444	436	429	422	415	409	403	397	392	
55	538	527	517	508	499	490	482	475	468	461	454	
	Use negative grades when approaching vehicle is travelling downgrade.											
	0.0	-1.0	-2.0	-3.0	-4.0	-5.0	-6.0	-7.0	-8.0	-9.0	-10.0	
25	147	148	150	151	153	155	157	159	161	164	166	
30	196	199	201	204	207	210	214	217	221	226	230	
35	249	252	256	260	265	269	275	280	286	292	299	
40	314	319	325	331	338	345	352	360	369	379	389	
45	383	390	398	406	415	425	435	447	459	472	487	
50	462	471	481	492	504	517	531	546	563	581	600	
55	538	550	562	576	590	606	622	641	661	682	706	



UNION COUNTY  
CONSERVATION DISTRICT

*Conserving Natural Resources for Our Future*

**Municipal Notice to Conservation District for Earth Disturbance/Building Permit**

Please fill out, or have the applicant fill out, the information below. This will help determine the need for an Erosion and Sedimentation (E&S) Plan or NPDES Permit to cover projects involving earth disturbance. In most circumstances, the municipality must notify the County Conservation District ("District") of projects incurring 5,000 square feet or more of earth disturbance, per DEP guidance. You may FAX or e-mail the completed form to the District. The District will respond to the municipality within five days of receiving the form.

Municipality: \_\_\_\_\_

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number/email: \_\_\_\_\_

Type of project: Residential/Commercial/Other \_\_\_\_\_  
Please circle

**Does your project propose an earth disturbance more than 5,000 square feet?**

- ☐ Yes Please answer the next question.  
☐ No No written E&S Plan is required by the District. However, if your project is near a high quality stream or may impact wetlands, contact the District for detailed guidance.

**Does your project propose an earth disturbance of 1 acre or more?**

- ☐ Yes NPDES Permit is required, unless part of a project that already has permit coverage.  
☐ No If greater than 5,000 square feet, and less than 1 acre, a written E&S Plan is required.

Project name and/or NPDES Permit number if already permitted: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_  
Sign Date

**For additional assistance contact:**

Union County Conservation District  
155 North 15<sup>th</sup> Street  
Lewisburg, PA 17837

Jody Gibson (E&S Technician): [jgibson@unionco.org](mailto:jgibson@unionco.org)  
Greg Bonsall (District Manager): [gbonsall@unionco.org](mailto:gbonsall@unionco.org)



## CHAPTER 21

### STREETS AND SIDEWALKS

#### Part 2

#### Driveways

**§200. Purpose.** From and after the effective date of this Part it shall be unlawful for any person, firm or entity to construct or reconstruct any driveway or alter any grade, line or width of any shoulder, berm or drainage area within the right-of-way of any public street or road within Kelly Township, herein after referred to as the Township, without first obtaining a permit from the Township for the same.

**§201. Work In Right Of Way.** All work to be performed within the right-of-way of a Township road or street shall comply with the design standards set forth herein. All work to be performed within the right-of-way of a Commonwealth of Pennsylvania road or street shall comply with the standards established by the Commonwealth of Pennsylvania and if there be none then with the standards set forth herein. Copies of all Commonwealth of Pennsylvania permits relative to work within the right-of-way shall be delivered to the Township and shall be utilized in the issuance of the Township permit herein required.

**§202. Permit.** Prior to any work being performed within the right-of-way of any public street in the Township, the owner of the real estate or the owner's agent shall first apply for and obtain a permit pursuant to this Part.

**§203. Fees.** The Township shall, by Resolution, establish, from time to time, set such fees as shall be necessary and appropriate for the issuance of the permits required hereby and the enforcement of this Part.

**§204. Standards.** All work within the right-of-way of a public road or street shall be in accordance with the following standards.

##### A. Driveways.

1. No driveway, parking area or turnaround shall be constructed or installed within 5 feet of any side or rear lot line or within 15 feet of any front lot line except where said driveway crosses the set back area to connect to a public street. The area within this set back shall be maintained in grass and landscaping and may be used as part of a storm water conveyance system.

2. The centerline of any driveway, at the point where the driveway enters the cartway of a public street, shall be at least 50 feet from the intersection of the edge of the said cartway of the said street and the closest edge of the cartway line of any other public street.

3. Clear sight triangles shall be provided for each driveway entering a public street. No objects, except for approved mail boxes and newspaper receptacles, shall be installed or permitted within the clear sight triangle that are greater than 2 ½ feet in height.

Notwithstanding anything herein to the contrary nothing shall be permitted within the clear sight triangles that shall create an unsafe condition for entering the public street. The clear sight triangle shall be the area within a triangle whose corners are (1) the intersection of the centerline of the driveway and the centerline of the public street or road (2) a point on the centerline of the public street or road 150 feet from point (1) above and (3) a point on the centerline of the driveway 20 feet from the closest edge of the cartway of the public street. Exceptions may be granted to the size of the clear sight triangle where, in the opinion of the Township, the distance set forth herein cannot be achieved due to a condition beyond the applicant's control and the safe entrance to or exit from the public street is maintained.

4. The driveway shall be installed and maintained in such a manner as to insure proper drainage of storm water from and along the public street and said drainage may be provided as follows, subject to Township approval:

- (a) A drainage pipe of adequate size but not less than 15 inches in diameter may be installed under the driveway and within the drainage swale or underground drainage conveyance system servicing the said public street or road.
- (b) Where the drainage along the public street or road is by means of a swale the driveway may be constructed to permit the free flow of water across the driveway as a continuation of the swale.
- (c) By such other means as shall be approved by the Township.
- (d) Driveways shall be designed and constructed in such a manner as to prevent water run off from being discharged onto adjacent properties except through a storm water conveyance system approved by the Township.

5. All driveways entering or exiting Commonwealth of Pennsylvania streets or roads shall comply with the standards established by the Commonwealth of Pennsylvania and if there be none then with the provisions contained herein.

6. Driveways servicing a single use shall have a minimum width of 8 feet where it intersects the cartway of a public street or road. Driveways servicing two or more uses shall have a minimum width of 16' where it intersects the cartway of a public street. These are minimum widths and larger widths may be required where circumstances require a larger entrance. These widths shall be maintained for the depth of the right-of-way.

7. The portion of a driveway within the right-of-way shall be installed to meet the existing edge of the public cartway and shall be sealed at said edge. The paving within the right-of-way shall be the same material as the street and shall be cut and sealed at the edge of the right-of-way.

8. Where possible driveways shall intersect the right-of-way and cartway of the public street or road at a 90° angle but in no event shall it intersect the right-of-way or cartway of the public street or

road at less than a 60% angle. The angle of intersection is the acute angle where the centerline of the driveway intersects the edge of the right-of-way or edge of the cartway as the case may be.

9. Each lot or parcel of land shall be limited to one driveway entrance per street frontage.

10. All driveways shall be designed and constructed to include an area of 10 feet by 20 feet to permit vehicles to turn around thereby eliminating the necessity of backing into public streets and roads.

11. All driveways, other than the area within the right-of-way, shall be paved with a dustless material approved by the Township.

12. Common driveways servicing multiple lots or tracts shall be permitted, where said driveways service 2 abutting lots or tracts with road frontage on the same street or road, may be built within the set backs established by Chapter 27 of the Code of Ordinances of Kelly Township. At the time of application for a permit for a driveway described in this paragraph applicant shall attach a copy of a Maintenance and Use Agreement for the said driveway, which shall be executed by all parties who will use the said driveway and by all owners of the lots or tracts to be serviced by said driveway. The said Agreement will provide that it is a covenant running with the land and upon approval of the application and the issuance of a permit the Agreement shall be recorded in the Office of the Recorder of Deeds in and for Union County, Pennsylvania, within ten (10) days of the issuance of the permit.

#### B. Drainage Areas

1. The area between the edge of the right-of-way and the edge of the cartway shall be utilized to drain water from and along the public road or street. It shall be graded and maintained in accordance with elevations established and standards established from time to time by the Township.

2. Other than mailboxes and newspaper receptacles, approved by the Township, no obstructions shall be erected, installed or permitted within the said area designated by the Township for drainage except upon the written consent of the Township.

**§205. Drainage.** Landowners within Kelly Township shall be responsible for minimizing storm water runoff from their lands and shall take all reasonable steps to reduce said runoff. Landowners shall employ acceptable storm water management practices to achieve this goal, which shall include but not be limited to:

1. The discharge of storm water from pipes, downspouts, tiles and similar devices or facilities shall be directed to Township maintained storm water conveyance system, private storm water conveyance systems, or the landowners' land. In no case shall the said discharge be directed to or discharged onto adjacent lands without first being discharged onto the landowner's land at sufficient distance from adjacent lands as to permit sheeting prior to entering adjacent lands.

2. In no event shall the discharge of storm water from improved land to adjacent private lands, other than through a storm water conveyance system approved by the Township, increase the amount of discharged storm water that was discharged before the construction of any improvements by more than 10%.

3. All private storm water conveyance systems shall be maintained by the owner of the land upon which they are installed. Prior to the installation or modification of said systems, the design shall be approved by the Township and all work on said systems shall be done in accordance with said design.

**\$206. Exception.** The Township Board of Supervisors may grant exceptions to the provisions of this Part should the strict application of the same create a hardship as that term is defined in zoning variance matters. Said exceptions shall be granted only after a hearing with 20 days written notice to the applicant.

**\$207. Penalties.** Any person, partnership, firm, entity, corporation or joint venture who violates any of the provisions of this Part shall, upon conviction in a summary proceeding, be sentenced to pay a fine not exceeding \$1,000.00 and imprisonment to the extent permitted by law.

Commencing with the 5<sup>th</sup> day after which notice is given of a violation each day a violation of this Part continues shall be considered to be a separate violation.

Notwithstanding anything herein Township may, in addition to the enforcement provision set forth above, enforce the provisions of this Part in an Equity Action in the Court of Common Pleas of Union County.

(Ord No. 6-2000 adopted November 14, 2000)