

# Carroll Township Driveway Permit

**TOWNSHIP USE ONLY:**

Permit Number: \_\_\_\_\_ Issuance Date: \_\_\_\_\_  
Site Distance Left: \_\_\_\_\_ Site Distance Right: \_\_\_\_\_

## Applicant Information

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

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

Property Address of site for proposed driveway: \_\_\_\_\_

Number of dwellings to be served by driveway: \_\_\_\_\_  
\$50.00 single dwelling  
\$100.00 multiple dwellings

- 1 This permit may be revoked for the reasons set forth in the Carroll Township Ordinance Chapter 62.
- 2 If construction or installation of driveway and of any building or structure for which such driveway is to be installed has not be commenced within one year after the issuance of a permit for specified driveway, the said permit shall expire, and a new permit shall be obtained prior to the commencement of said construction.
- 3 Driveway to be constructed in accordance with approved plans.
- 4 No building may be occupied nor any certificate of use issued unless and until the driveway servicing said building has been constructed and/or installed and approved by the Township.
- 5 A completed copy of this permit must be given to the Township prior to occupancy.
- 6 This permit must be kept on the worksite and shall be available for inspection by any township representative.
- 7 Driveway location **must** be staked on site for Township Official to verify site distances.
- 8 Property boundaries must be marked prior to site visit to verify all setback distances.
- 9 **Upon driveway completion, the applicant must apply for a Certificate of Use from the Township**

**CALL BEFORE YOU DIG!**

PENNSYLVANIA LAW REQUIRES  
3 WORKING DAYS NOTICE FOR  
CONSTRUCTION PHASE AND 10 WORKING  
DAYS IN DESIGN STAGE - STOP CALL

**1-800-242-1776**

**Send Application, along with a check made payable to  
Carroll Township:**

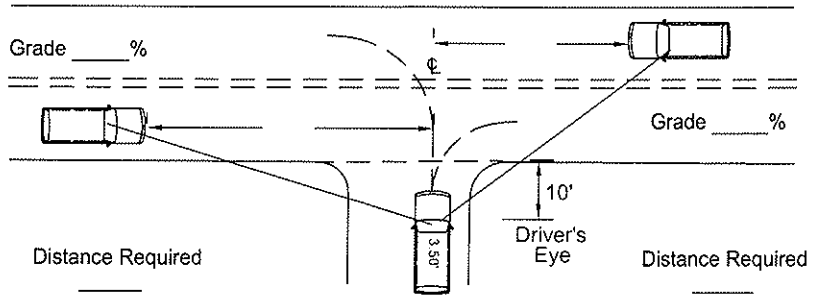
**Carroll Township  
50 Rambo Hill Road  
Shermans Dale, PA 17090  
717-582-8200**

**KEEP THIS PERMIT FOR FUTURE REFERENCE**

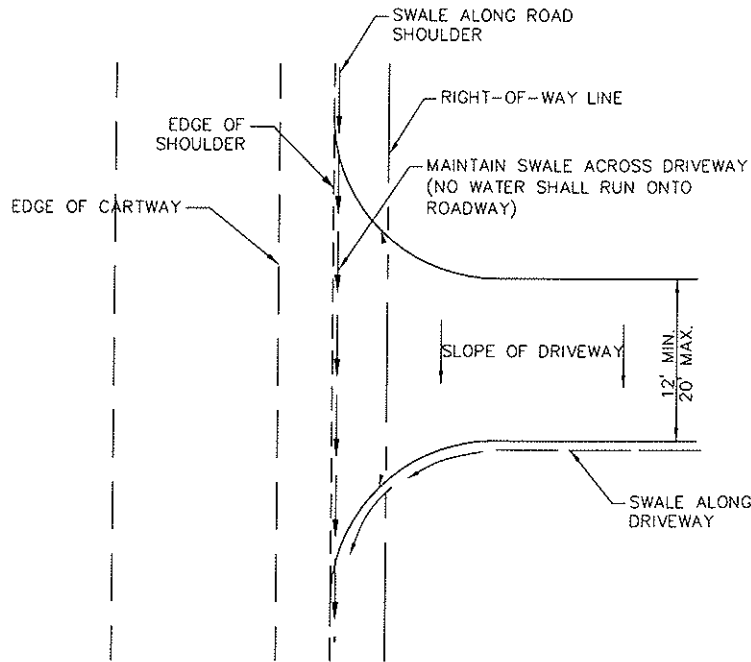
**TOWNSHIP USE ONLY:**

Approved Location and Site Distance: \_\_\_\_\_ Date \_\_\_\_\_  
(Township Official)

TO BE COMPLETED BY THE APPLICANT



SIGHT DISTANCE MEASUREMENTS

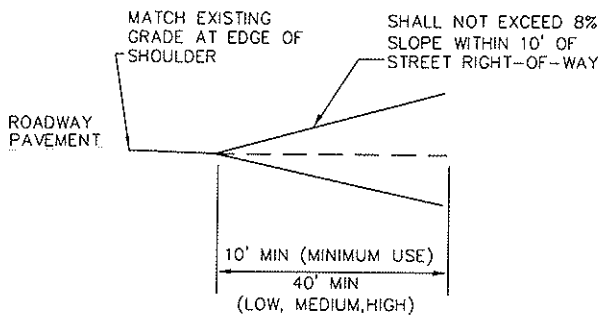


TYPICAL DRIVEWAY PLAN  
NOT TO SCALE

DRIVEWAY MUST BE STAKED BY APPLICANT

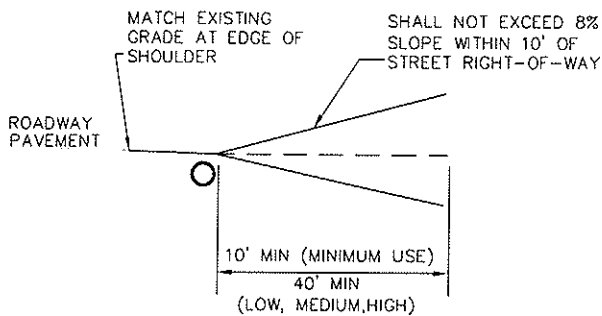
## REQUIREMENTS for DRIVEWAY PERMIT ISSUANCE:

1. All applications will include a pencil sketch including plan (bird's-eye-view) and profile (cut-away from side) views of proposed location and construction.
2. All driveway shall be constructed to allow for, or maintain, a drainage swale parallel to the roadway but outside the shoulder of the road.
3. Driveway surface shall be graded to direct its runoff water into the swale before it enters the improved roadway. Driveway surface treatments may connect directly to the paved cartway provided they do not rise above the plain of the cartway in any way that would interfere with snow or maintenance operations.
4. Subsurface piping will be allowed in any instance where its placement provides for drainage of both public and private cartway surfaces.
5. Plans and site will be reviewed for compliance and approved by signature.
6. Completed construction will be reviewed for compliance and approved by signature upon satisfactory completion.

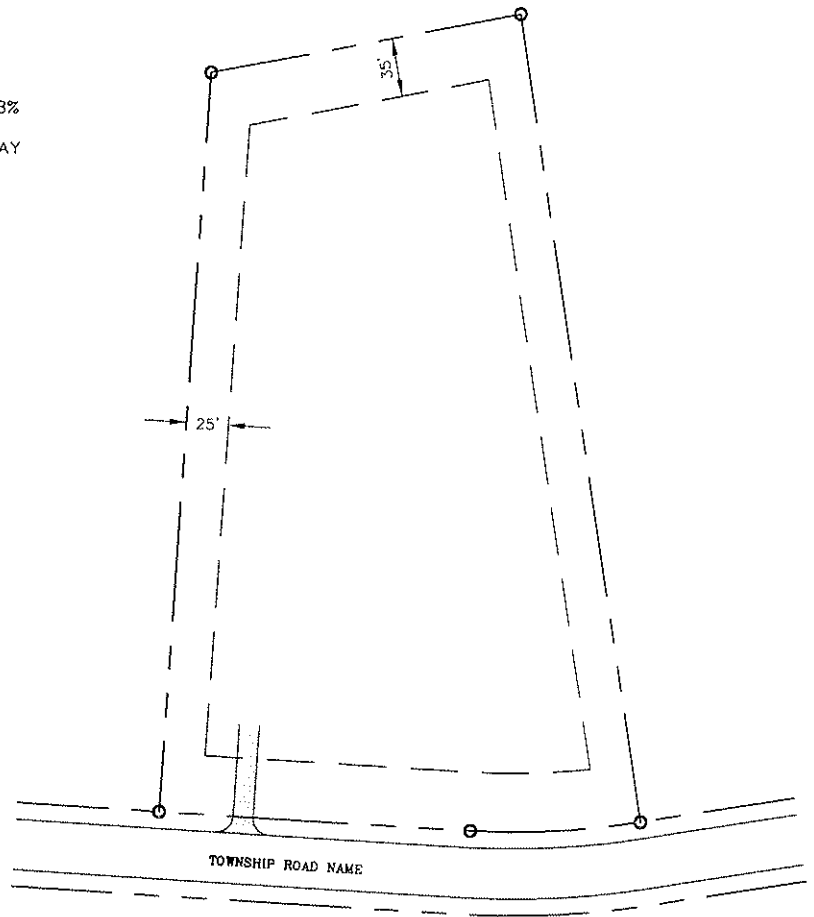


**TYPICAL DRIVEWAY PROFILE  
WITHOUT PIPE**  
NOT TO SCALE

-OR-



**TYPICAL DRIVEWAY PROFILE  
WITH PIPE**  
NOT TO SCALE



**TYPICAL DRIVEWAY PLAN VIEW**  
NOT TO SCALE

The applicant shall provide a driveway profile and plan view similar to those above. It should show how the existing roadside swale will be maintained. If a culvert is required, the type, size and location must be noted. On the plan view, it should show dimensions to the property lines in order to verify in the field.