

Driveway Permit Application Checklist

Please provide the following information with you permit application.

1. Two copies of the completed Driveway permit application.
2. Two copies of a plot plan with the following information;
 - a. Lot boundaries.
 - b. Existing and proposed buildings.
 - c. Driveway slope within the street right ofway.
 - d. Driveway slope within 25 feet of street right of way.
 - e. Driveway slope for remained of driveway.
 - f Clear sight distance.
 - g. Width of driveway.
 - h. Pavement specifications.
 - i. Distance from driveway to any intersections.
 - J. Locations of any parallel driveways.
 - k. Existing and proposed grades.
3. Copy of recorded driveway easement and driveway maintenance agreement when applicable.

The driveway permit application will be reviewed by the Township Engineer. The review process usually takes approximately one to two weeks.

Permit applications may be emailed to [codes@newgarden .org](mailto:codes@newgarden.org), hand delivered or mailed to 299 Starr Road, Landenberg PA 19350.

Phone: (610) 268-2915
Fax: (610) 268-0458

Email: office@newgarden.org
Website: www.newgarden.org



New Garden Township

BOARD OF SUPERVISORS
299 STARR ROAD
LANDENBERG, PENNSYLVANIA 19350

New Garden Township Driveway Permit Application (Submit in duplicate)

In compliance with Ordinance No. 19 ordained and enacted on the 1st day of August 1955, entitled "Regulating the opening, or breaking of the surface, or tunneling the surface of Township highways, the granting of permits for doing so, fixing the charges therefore, and penalties for violation. :

1. Name of applicant _____

2. Address of applicant _____

3. Telephone number _____

4. Location of work (street address) _____

5. Description of work _____

6. Attach site plan, driveway profile and specifications of work to be done.

7. The applicant agrees that:

(a) The installation will be in accordance with approved plans, state laws and Ordinance No.19 and the New Garden Township Zoning Ordinance and Township Subdivision and Land Development Ordinance regulating installation of driveways.

(b) No portion of any work will be covered or backfilled prior to inspection and approval by the Township Engineer / Inspector.

Signature of applicant _____ Date _____

NOTE:

For use of approving agent: Building Code Official, Township Engineer, Township Inspector, and Township Secretary.

Permit No. _____ Application received _____ 20 _____

Fee paid \$ _____ (cash, check, credit card or money order payable to New Garden Township.)

Permit issued _____ 20 _____ By _____

Required inspections when applicable:

Inspections shall be scheduled with the Township Engineer / Inspector minimum 48 hours in advance. This form must be signed by the Township Engineer / inspector and submitted to the Building Code Official prior to the issuance of a certificate of use and occupancy. Where seasonal conditions prevent completion of the driveway a "temporary" certificate of use and occupancy may be issued by the Township upon request.

Stone base _____ 20 _____ By _____

Paving (binder) _____ 20 _____ By _____

Paving (wearing coarse) _____ 20 _____ By _____

Concrete apron _____ 20 _____ By _____

Other _____ 20 _____ By _____

Other _____ 20 _____ By _____

Remarks:

ANY EARTH DISTURBANCE IN NEW GARDEN TOWNSHIP REQUIRES EROSION AND SEDIMENT CONTROL

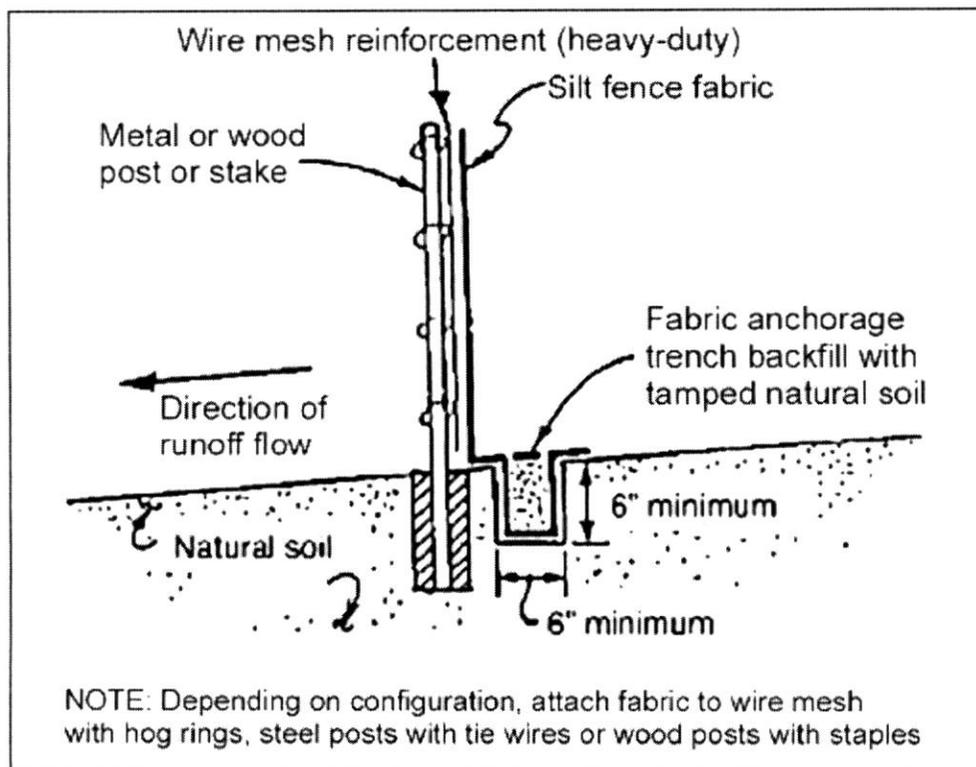


Figure 1: Typical Installation for Silt Fence

Read the following pages to learn about the requirements

New Garden Township

Erosion and Sediment Control Requirements

Q: When is an Erosion and Sediment Control Plan required?

A: Any project involving earth disturbance in New Garden Township requires erosion and sediment controls. All earth disturbances greater than 5,000 square feet but less than acre must submit a written Erosion and Sediment Control Plan to New Garden Township and the Chester County Conservation District for review. Any disturbance associated with the use of Chapter 105 General Permit (GP) (stream crossing, wetland disturbance, pond dredging etc.), or one acre and greater disturbance must have an Erosion and Sediment Control Plan developed and then reviewed by the Conservation District office and the Township.

(5000 square feet is about 1/8 of an acre)

Q: What is NPDES and when do I need one of these permits?

A: NPDES is a federal program administered by the state. NPDES (National Pollutant Discharge Elimination System) is established to regulate all point source discharges (specifically-discharge of stormwater from construction sites). The County Conservation District has delegation authority to administer this program. Any proposed disturbance of 1 acre or more through the life of the project must have a NPDES permit.

- **General NPDES permit** – Issued by the District after District review of the Erosion and Sediment Control Plan and finds the plan adequate. This permit is for projects in non-protected watersheds
- **Individual NPDES permit** – Issued by PA DEP after recommendation from the District to issue and a 30 day publication in the PA Bulletin. This is for sites in High Quality / Exceptional Value Watersheds and those sites with possible environmental pollution or history of non-compliance.

Call the Township for more information: 610-268-2915

Chester County Conservation District: 610-925-4920