

## **COMPLETING THE APPLICATION FORM**

1. This application must be submitted in the name of the owner of the property.
2. Complete all items on the face of this form for proposed Driveways.
3. Your driveway must be designed and constructed in accordance with the Conewago Township Regulations ( Ordinance # 263 ) and the issued permit. Please review these regulations to assure your compliance.
4. Place a stake, with colored ribbon attached , at the right-of -way line on the left and right corners of your proposed driveway, to clearly identify the proposed location of your access.

## **PAYMENT OF FEES AND MAILING INSTRUCTIONS**

Mail or deliver this application to the Conewago Township Office 490 Copenhaffer Rd. York, Pa. 17404. Include a \$100.00/ \$50.00 check with your application made payable to Conewago Township. To avoid delays , your application should be submitted 10 days before anticipated start of work .

### **Plans Required for Proposed Driveways**

All applications for permits shall be submitted to the permit officer and shall be accompanied by two copies of a plan which illustrates, at minimum, the following including dimensions where applicable:

- A. Existing roadway pavement, ditches, rights-of-way and relevant property lines, roadway appurtenance, utilities, medians, and other significant features that may affect the location of the proposed driveway.
- B. Design features of existing and proposed driveways, curbs, tapers, acceleration and deceleration lanes, including the following:
  1. Driveway width,
  2. Driveway radii and other points of curvature,
  3. Driveway grade or profile and cross-sections,
  4. Driveway angle relative to the roadway and
  5. Driveway surface material.
- C. Distance from each existing and proposed driveway to the following :
  1. Nearest street intersection,
  2. Nearest driveway on adjacent properties within the limits of the safe sight distance,
  3. Locations of streets and driveways opposite the site and within the limits of the safe sight distance and
  4. Relevant property lines and property lines extended to the driveway.
- D. Sight distance in each direction from each proposed driveway.
- E. Existing roadside gutters, ditches, swales, or stormwater conveyance structures located in between the applicant's property lines that intersect the street.
- F. Location, depth and size of proposed stormwater swales, pipes, and other appurtenance which will be used to convey stormwater issuing from, or by, the proposed driveway.
- G. Owner of record's name, address and phone number.
- H. Applicant's name, address and phone number.