6/09/2025 rev.

East Manchester Township
DRIVEWAY/RIGHT-OF-WAY APPLICATION

Tax Map #_____ Parcel #_____

Application Date: _____ METHOD TO RECEIVE PERMIT PACKET: OFFICE ____ MAIL ____ EMAIL ____
(Mail – need self-address stamped envelope) (Payments must be received prior to mail/email option)

Applicant Name: _____**Telephone #:** _____

Address: _____**Email**_____

PROPERTY OWNER INFORMATION - (if different than applicant)

Name(s): _____**Telephone #:** _____

Address:_____**Email:**_____
_____

PROPERTY INFORMATION **Address Work is Occurring At:** _____

Special Exception/Variance Granted: No Yes (describe)_____

Lot Size: _____ **Corner Lot?** _____ **Flood Zone?** _____ (if yes, submit details including engineer's drawing)

Right-Of-Ways or Easements? _____ **Is your property:** Residential: _____ Non-Residential: _____

OFFICE USE ONLY: Zone: _____ Max Coverage: _____% = _____sq/ft **of** _____sq/ft **lot size**

TOTAL EXISTING SURFACE ON LOT

Primary Structure: _____sq/ft

Garage(s): _____sq/ft

Existing Shed(s): _____sq/ft

Existing Deck(s): _____sq/ft Roofed? YES or NO

How tall: existing deck(s)? _____(do not include in →)

Existing Driveway(s): _____sq/ft

Existing Patio(s): _____sq/ft

Existing Pool: _____sq/ft

Impervious Walks: _____sq/ft

TOTAL: _____**SQ/FT**

IMPROVEMENT INFORMATION **Project Value**: $_____

Additional Driveway: _____ New Driveway: _____ Overlay: _____ Tie into Road: _____ Parking Lot:____ Sidewalks/Curbs: _____

Type: STONE: _____ PAVERS: _____ CONCRETE: _____ BLACKTOP: _____

OTHER (please describe): _____

Foot print of ADDITIONAL surface: _____sq/ft

CONTRACTOR/BUILDER INFORMATION (if the owner or applicant is the contractor, just write "self")

Name:_____**Email**_____
_

Address: _____**Telephone #:** _____

Person in charge of work: _____**Telephone #:** _____

Note: An updated Certificate of Insurance must be submitted with application to East Manchester Township

The applicant hereby makes request for a permit under all applicable Codes of the Township of East Manchester and hereby certifies, under the penalties of perjury, that all facts set forth above are true and correct and the actual work will be performed in accordance with the above. All applicable construction must meet Code as defined within Act 45 - PA Construction Code

*****FAILURE TO SUBMIT ANY OF THE INFORMATION REQUIRED WILL RESULT IN AN INCOMPLETE SUBMISSION AND THIS APPLICATION WILL BE DENIED***NO REFUNDS ON ANY ISSUED PERMITS*****

_____
Owner or Owner Agent's Signature

****APPLICANT SHALL CONTACT TOWNSHIP AT LEAST 24HOURS BEFORE WORK IS TO BEGIN AND AGAIN BEFORE THE WORK IS COMPLETED. THE TOWNSHIP OFFICE HOURS ARE 8:00AM TO 4:00PM MONDAY THRU FRIDAY**717-266-4279 ****

If Subdivision was approved after August 10, 1999 - I, the applicant, further certify that all intersecting points on the lot which is the subject of this permit have been marked with monuments pursuant to the Code of the Township of East Manchester, Subdivision and Land Development (Chapter 208-61), and that such monuments are accurately placed, and accurately reflect the property corners of the lot. In the event that I am not the owner of the lot, I certify that I am acting as the agent for the owner for purposes of this permit and this certification.

Permit Limitations

1. No permit shall be issued for the building or alteration of any building or structure within the right-of-way limits of any street or highway, with the exception of drainage structures, curbing or pavement.
2. No permit shall be issued unless all building setback lines as specified in the Subdivision and Land Development provisions or any Zoning Ordinances enacted by the Township are met.
3. No permit shall be issued unless all surface drainage of the land, as required, is provided for.
4. No permit shall be issued for any building or alteration of any building or structure upon land in a subdivision unless and until a Final Plan of such subdivision has been approved and properly recorded.
5. No permit shall be issued unless or until any required sewerage permits have been issued.
6. No permit shall be issued for a public occupancy building until plans approved by the Township's UCC agent are submitted to the Township.

§ 208-48 Driveways.

A. The placement, relocation, repavement, or other substantial involvement to any driveway shall require a permit to be issued by the Township, on such forms as are prescribed by the Township, and shall require the payment at the time of application for the permit of a fee in such amounts as shall be set by the Board of Supervisors.

B. B. General rule. All driveways shall be located, designed, constructed and maintained in such a manner as not to interfere or be inconsistent with the design, maintenance and drainage of the highway.

C. C. Location.

(1) General location restrictions.

(a) Access driveways will be permitted at locations in which:

[1] Sight distance is adequate to safely allow each permitted movement to be made into or out of the access driveway;

[2] Free movement of normal highway traffic is not impaired;

[3] The driveway will not create a hazard and,

[4] The driveway will not create an area of undue traffic congestion on the highway.

(2) Specific location requirements.

(a) Access driveways shall not be located at intersections, interchanges, ramp areas or locations that would interfere with the placement and proper functioning of highway signs, signals, detectors, lighting or other devices that affect traffic control.

(b) Access to a property which abuts two or more intersecting streets or highways may be restricted to only that roadway which can more safely accommodate its traffic, but preference shall be given to locating driveways on the street having the lower classification.

(c) The Township may require the permittee to locate an access driveway directly across from a highway, local road or access driveway on the opposite side of the roadway if it is judged that offset driveways will not permit left turns to be made safely or that access across the roadway from one access to the other will create a safety hazard.

(d) Driveways shall not enter on or exit from arterial or collector streets.

[Amended 11-10-2009 by Ord. No. 2009-3]

D. Local roads. An access intended to serve more than one property or to act as a connecting link between two or more roadways is, for the purpose of this chapter, considered a local road and must be dedicated as a public street. As such, its design must be in accordance with this chapter and any construction and material specifications which are or shall be adopted by the Board of Supervisors.[1]

[1]:Editor's Note: See Ch. A260, Construction and Material Specifications.

E. Number of driveways. The number and location of entrances which may be granted will be based on usage, interior and exterior traffic patterns and current design policy of East Manchester Township.

(1) Only one driveway will be permitted for a residential property and not more than two driveways will be permitted for a nonresidential property.

[Amended 12-9-2014 by Ord. No. 2014-6]

(2) If the property frontage exceeds 600 feet, the permit may authorize an additional driveway.

(3) Regardless of frontage, a development may be restricted to a single entrance/exit driveway, served by an internal collector road separated from the traveled way.

F. Approaches to driveways. Driveway approaches shall conform to the following standards:

(1) The location and angle of an access driveway approach in relation to the highway intersections shall be such that a vehicle entering or leaving the driveway may do so in an orderly and safe manner and with a minimum interference to highway traffic.

(2) Where the access driveway approach and highway pavement meet, flaring of the approach may be necessary to allow safe, easy turning of vehicular traffic.

(3) Where the highway is curbed, driveway approaches shall be installed 1 1/2 inches above the adjacent highway or gutter grade to maintain proper drainage.

G. Driveway design requirements.

(1) General. The design features described in this section are to be used by the applicant in designing the driveway plans which accompany the application, in conjunction with such construction and material specifications as are or shall be adopted by the Board of Supervisors.[2]

[2]:Editor's Note: See Ch. A260, Construction and Material Specifications.

(2) Angle of access driveway approach.

(a) Access driveway approaches used to two-way operation shall be positioned at right angles, that is, 90°, to the highway or as near thereto as site conditions permit.

(b) When two access driveways are constructed on the same property frontage and used for one-way operation, each of these driveways may be placed at an angle less than a right angle, but not less than 45° to the highway.

(3) Driveway size and setbacks.

(a) Residential driveways.

[1] Unless otherwise required for specific types of uses or special circumstances by Chapter 255, Zoning, or other Township ordinances or regulations, the minimum width of any residential driveway shall be 10 feet zero inches, except where a driveway services two abutting lots. In such cases, the minimum width of the driveway shall be 20 feet zero inches, except where Chapter 255, Zoning, may require a greater width for specific types of uses or special circumstances.

[2] The minimum distance between a residential driveway and a side or rear lot line shall be two feet zero inches, except where a driveway serves two abutting lots.

[3] In no event shall a driveway serving a single-family residence be wider than 25 feet zero inches within the right-of-way of any Township, county, or state road or street.

[Amended 11-10-2009 by Ord. No. 2009-3]

(b) Nonresidential driveways. Nonresidential driveways shall be designed by the developer, and such design shall be shown on the plan, which design shall be approved by the Township.

(4) Driveways adjacent to intersections. Driveways serving properties located adjacent to a street or road intersection shall have a minimum distance between the center line of the driveway and the street right-of-way of the adjacent intersecting street of at least 40 feet zero inches.

(5) Property line clearance. Except for joint-use driveways, no portion of any access shall be located outside the property boundary line.

(6) Multiple driveways. Multiple driveways serving the same property must be separated by a minimum distance of 15 feet measured along the right-of-way line and 20 feet measured along the shoulder, ditch line or curb.

(7) Curbing.

(a) The permit may require the installation of curbing wherever it is required to control access or drainage, or both. All curb must be permanent concrete curbing, subject to construction or material specifications as are or shall be adopted by the Board of Supervisors.[3]

[3]:Editor's Note: See Ch. A260, Construction and Material Specifications.

(b) Where the property abutting the right-of-way line could be used as a parking area, the permit may require curbing, permanent guardrail or fencing to be constructed along the right-of-way line in order to prohibit vehicle encroachment upon the sidewalk or shoulder area.

(c) When curb exits adjacent to the proposed driveway, the line and grade of the existing curb shall be matched, unless otherwise authorized by the permit.

(8) Sight distance.

(a) Access driveways shall be located at a point within the property frontage limits which provides at least the minimum sight distance set forth in such construction and material specifications as are or shall be adopted by the Board of Supervisors.

(b) If sight distance requirements as specified in this section cannot be met, the Township may:

[1] Prohibit left turns by exiting vehicles;
[2] Restrict turning movements to right turns in and out of a driveway;
[3] Require installation of a right turn acceleration lane or deceleration lane;
[4] Require installation of a separate left turn standby lane;
[5] Alter the horizontal or vertical geometry of the roadway;
[6] Or deny access to the highway.

(9) Grade of access driveway.

(a) All driveways shall be constructed so as not to impair drainage within the right-of-way, alter the stability of the improved area or change the drainage of adjacent areas.

(b) Where a drainage ditch or swale exists, the permittee shall install adequate pipe under the driveway. Drainage pipe installed under driveways shall be at least 15 inches in diameter if compatible with field conditions and as approved by East Manchester Township and the Township Engineer.

(c) The side slopes for the driveway embankments within the right-of-way shall be steeper than 10:1.

(d) Grade requirements in uncurbed shoulders within the right-of-way shall conform to such construction and material specifications as are or shall be adopted by the Board of Supervisors.[4]

[4]:Editor's Note: See Ch. A260, Construction and Material Specifications.

(e) A profile of the driveway demonstrating compliance with the requirements of this Subsection G(9) shall be submitted with the plans.

[Added 12-9-2014 by Ord. No. 2014-6[5]]

[5]:Editor's Note: This ordinance also provided for the redesignation of former Subsection G(9)(e) as Subsection G(9)(f).

(f) In addition to the requirements set forth herein, all driveways shall be designed and improved in accordance with such construction and material specifications as are or shall be adopted by the Board of Supervisors.[6]

[6]:Editor's Note: See Ch. A260, Construction and Material Specifications.