

DRIVEWAY (ROAD OCCUPANCY) PERMITS: When a resident requests a driveway permit, get the address of the property and tell them to put stakes where they would like to place the driveway. Have a Supervisor inspect the location to be sure there is adequate sight distance and to determine if any pipes are needed. Note on the permit which Supervisor approved the permit and the date of the inspection. The Supervisor will tell you if a pipe is needed, and, if so, exactly what size and type of pipe should be installed.

When the Supervisor approves the location, issue the permit (kept in right desk drawer). See the attached sample copy.

Fee: \$10.00

Permit is good for **two years**; can be renewed at no charge; renewal must be prior to expiration date for no fee. If renewed after expiration date, charge additional \$10.00.

Township Route Number is found on map in Meeting Room or on the attached lists.

UTILITY COMPANIES will sometimes request a permit in order to install pipes, lines, etc. See the attached sample copy. The utility company will provide the description of what they plan to install.

Fee: \$70.00

Put township seal on all driveway / road occupancy permits.

Customer gets white copy; we keep the pink and yellow copies.

Give copy of regulations (Section 85-20 of Township Code, copy attached) to customer.

No permit needed to have an existing driveway black-topped **OR** to widen an existing driveway.

SWM requirements and Zoning Requirements must be satisfied.