

Bedminster Municipal Land Use Office

432 Elephant Road

Perkasie, PA 18944

Phone (215) 249-3320 Fax (215) 249-8270

Building and Zoning Office

Driveway Encroachment Permit Process

The attached Bedminster Township Driveway Encroachment Application shall be completed in its entirety and submitted, along with all required fees, escrows, plans and attachments, and any other permits required in association with the installation of the new driveway, (i.e. PennDOT, Bucks County, etc.), to Bedminster Township for each lot developed.

The applicant shall provide a detailed site plan or a copy of the detailed lot plan with this application. This plan shall have the proposed driveway and turn around area, if applicable, highlighted and shall have any restrictions or requirements concerning the driveway identified. The minimum plan size shall be 8 1/2" X 11".

Prior to the initial inspection by the roadmaster or township engineer the applicant shall mark with stakes and/or ribbons the location of the proposed driveway on and through the lot and at the roadway. In addition, the house number, assigned by the township, shall be posted at the roadway.

For lots within an approved land development the applicant shall not revise and/or alter the placement of the driveway location from that identified within the approved subdivision and land development plan without prior approval from the Bedminster Township Board of Supervisors. If the township roadmaster and/or Zoning Officer suspect and/or determine that any property in the vicinity of the driveway will be impacted by the installation of the proposed driveway and/or the driveway has a proposed grade of 10% or greater, the application shall be reviewed and approved by the township engineer prior to the permit being issued.

It is the responsibility of the applicant to verify that the excavator or installer follows the approved plan.

After the installation is complete the applicant shall contact the land use office at (215) 249-3320 to schedule a final inspection. The applicant and/or excavator shall accompany the township representative for this inspection. If there are any items that need to be changed and/or addressed the roadmaster or township engineer will identify them and schedule a re-inspection.

At the time the final inspection is complete and approved, and the roadmaster will issue a final approval, the roadmaster shall also issue a Release of Escrow Memo to the township office. The escrow will be processed and released after the Occupancy Permit has been issued.

Minimum Driveway Requirements

1. All applicable Commonwealth of Pa., Bucks County or Bedminster Township Permits shall be obtained and made available on site, including the driveway plan with all attachments.
2. The Bucks County Conservation District and the roadmaster shall be contacted a minimum of three (3) days prior to any work commencing on site.
3. The new address shall be posted at the road.
4. The applicant shall contact The PA One Call System at 1-800-242-1776 a minimum of three (3) days prior to any excavating.
5. All requirements of Publication 203-Work Zone Traffic Control shall be followed whenever working within the right-of-way for any roadway within the township.
6. A clear sight triangle shall be maintained two hundred feet (200'-0") in each direction and shall be measured at ten feet (10'-0") from the edge of the existing cartway. No landscaping, trees and/or fencing greater than two feet (2'-0") in height shall be permitted within the clear sight triangle.
7. Any gate, fence and/or structure that is proposed to be installed across a proposed driveway shall not be installed less than thirty five feet (35'-0") from the edge of the existing cartway. The clear opening width of any gate, fence and/or structure shall be a minimum of twelve feet (12'-0").

I, _____ acknowledge and understand on this date _____, that failure to follow any of the conditions, restrictions, regulations, or requirements pertaining to this application and permit may result in enforcement action being brought against me, including the revocation of any issued permit, loss of escrow and other fines and penalties.

**BEDMINSTER TOWNSHIP, BUCKS COUNTY
APPLICATION FOR TOWNSHIP DRIVEWAY/ROAD OPENING PERMIT**

Applicant _____

Telephone No. _____

Address _____

Tax Parcel Number (Location of Driveway) _____

Address (Proposed Driveway) _____
(Include number and road)

NOTE: A DETAILED SKETCH MUST BE ATTACHED SHOWING THE LOCATION OF THE PROPOSED DRIVEWAY. THE SKETCH MUST INCLUDE THE FOLLOWING INFORMATION, AT A SCALE NOT TO EXCEED 1"=20'.

1. Existing and proposed contours within 1 foot interval
2. Lot lines, including monuments/pins/markers
3. North arrow
4. Street trees
5. Driveway opening, slope, turnaround and parking areas, depressed curb length, and exact driveway configuration from garage to street
6. High points, drainage arrows, drainage swales
7. Limits of disturbance

DRIVEWAY LOCATION MUST BE STAKED OUT IN ORDER FOR THE TOWNSHIP TO VERIFY THE EXACT PLACEMENT OF THE DRIVEWAY.

Approximate date when work will begin _____

Approximate date when work will be completed _____

Distance from centerline of road to Right-of Way _____ (feet)

Distance of proposed work along the road _____ (feet)

The improved surface of the road (will) (will not) be opened _____ (sq. yds)

Approximate area of openings on unimproved surface _____ (sq. yds)

Length of trench along the road _____ (feet)

Depth of trench below surface _____ (inches)

Signature of Applicant

Date

FEE: \$100.00

GENERAL INSTRUCTIONS

Any work performed within the right-of-way of a township road requires submission of three (3) copies of this form along with three (3) copies of a sketch showing the location and details of proposed work.

Any work performed on a township road over, under, or within, the limits of a limited access state highway requires a state permit.

The prescribed permit fee shall accompany the application and sketch.