

# DRIVEWAY PERMIT CHECKLIST

**APPLICANT:**

**BLOCK/LOT:**

**ROAD NAME:**

**SIGNATURE OF APPLICANT:**

	<b>PLAN REQUIREMENTS:</b>	<b>Submitted</b>	<b>Remarks</b>
1	A site plan or sketch showing the driveway for its entire length and its relation to the intersecting road, the proposed and existing location of dwellings or structures, septic systems, existing or proposed surface water swales, diversions, etc.		(4 Copies Required) 8 1/2 x11
2	On any driveway where existing lot grades exceed 8% in the area of the driveway, a profile of the driveway showing existing and proposed center line grades and elevations for its entire length shall be required.		
3	A plan showing the type of storm drainage to be constructed along the driveway and at the driveway intersection with the road, i.e., dish-type gutter, pipe or culvert. Sizes of pipes, culverts and gutters, grades, elevations, typical cross-sections, construction details and any other information deemed necessary to the proper analysis of the installation shall also be shown.		
4	The applicant for a permit shall pay the Township an administration fee of \$100 upon application. Should the application be referred to the Township Engineer for review, the applicant shall deposit with the Township an escrow deposit in the amount of \$300. Escrow is to cover the estimated cost of professional review of the application by the Township Engineer and other professionals. The escrow deposit shall be administered in accordance with Chapter 132, Zoning, by the Township Clerk. The Township may require replenishment of such escrow in accordance with said section.		
5	Applicant shall engage the services of a qualified environmental consultant to evaluate the property for the presence or absence of freshwater wetlands, wetland buffers or flood hazard areas in the vicinity of the proposed improvements. Results of the evaluation are to be submitted in writing from the consultant concurrent with submission of the driveway application.		
6	Construction requirements can be found in Chapter 112 - Streets and Driveways of the Kingwood Township Ordinances		