

When to Submit Applications: Permit applications shall be submitted prior to the construction of any building which the proposed driveway will serve to assure that the driveway can be constructed consistent with Chapter 441.

Application Procedure and Required Information: Permit applications shall be:

- submitted in person or by mail on properly completed Department Form M950A, (see page 7 and 8);
- signed by the applicant;
- accompanied by a check or money order, payable to the Department, in the appropriate amount.
- accompanied by proof of ownership or interest in the property (i.e., copy of deed, sales agreement, etc.);
- submitted to the Department at least 30 days prior to the anticipated start of work.

Traffic Control Plan: When the applicant anticipates that it will be necessary to close a portion of a lane to vehicular traffic in order to perform the permitted work, the applicant shall submit a traffic control plan with the application.

Authority to Reject Application: The Department will examine and determine the genuineness, regularity and legality of every application, and may reject any application if not satisfied of its genuineness, regularity or legality, or the truth of any statement contained in the application. The Department may also make such investigations and require such additional information as it deems necessary.

PERMIT FEES - \$25.00 (CURRENTLY)

Permit Issuance Fees: Issuance fees are used to defray costs incurred by the Department in reviewing and processing the application and plan, including the preliminary review of the site location identified in the application and issuing and processing the permit.

General Permit Inspection Fees: General inspection fees are used to defray costs incurred by the Department in spot inspection of permitted work or subsequent inspection after the permitted work has been completed, to ensure compliance with the permit and Chapter 441.

ISSUANCE OF PERMITS

Requesting Permit Time Extension: A permit is valid for a six month period or multiples thereof as specified on the permit. If the permittee has not completed all authorized work by the completion date specified on the permit, submit an application requesting a time extension. If approved, a supplement may be issued by the District Office, authorizing work to continue for an additional 6-month period.

Work Completion Notification: When all permitted work has been completed, notify the District Permit Office that all work authorized by the permit has been completed and ready for inspection by the Permit Inspector.

GENERAL CONDITIONS

Scope of Permit: The permit is binding upon the permittee, its agent, contractors, successors, and assigns.

The permittee is responsible for causing compliance with all terms and conditions of the permit by its employees, agents, and contractors.

Retain the permit at the work site to be available for inspection by any police officer or representative of the Department.

Maintain the permit as a permanent record; it will remain in effect, subject to the permit conditions and Chapter 441, as long as the driveway or the facility authorized by the permit exists.

Responsibility for compliance with the terms of the permit cannot be assigned or transferred by the permittee without first obtaining approval from the Department after submitting Form M-948, Assignment of Permit or License.

The Department, in granting a permit, will waive none of its powers or rights to require the future change in operation, removal, relocation, or proper maintenance of any access within State highway right-of-way.

Altering Drainage Prohibited: Unless specifically authorized by the permit, the permittee shall not:

- alter the existing drainage pattern or the exiting flow rate or velocity of drainage water; or
- direct additional drainage of surface water onto or into the highway right-of-way or highway facilities in a way which would have a detrimental effect on the highway or highway facilities.

Restoration: Restore all disturbed portions of the highway, including slopes and all appurtenances and structures such as guide rail or drain pipes, to a condition at least equal to that which existed before the start of any work authorized by the permit. This includes providing appropriate end treatments on guide rail systems where existing guide rail is being opened for the driveway.

Maintenance: Continuously maintain all driveways and adjacent areas within the highway right-of-way to conform to the permit, and ensure the access does not interfere or is not inconsistent with the design, maintenance, and drainage of the highway, or the safe and convenient passage of traffic upon the highway.

GENERAL DRIVEWAY REQUIREMENTS

General Rule: Locate, design, construct and maintain all driveways in such a manner as not to interfere or be inconsistent with the design, maintenance, and drainage of the highway.

General Location Restrictions: Access driveways shall be permitted at locations in which:

- sight distance is adequate to safely allow each permitted movement to be made into or out of the access driveway;
- the free movement of normal highway traffic is not impaired;
- the driveway will not create a hazard; and
- the driveway will not create an area of undue traffic congestion on the highway.

Specific Location Restrictions: Do not locate access driveways at 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.

Number of Driveways: Normally, only one driveway will be permitted for a property.

Approaches to Driveways: Locate and angle the access of a driveway approach in relation to the highway intersection so that a vehicle entering or leaving the driveway may do so in an orderly and safe manner and with a minimum of interference to highway traffic.

Where the highway is curbed, install driveway approaches 1¹/₂ inches above the adjacent highway or gutter grade to maintain proper drainage.

DRIVEWAY DESIGN REQUIREMENTS

Angle of Access Driveway Approach: Position access driveway approaches used for two-way operation at right angles (90 degrees) to the highway or as near thereto as site conditions permit.

Driveways Adjacent to Intersections: Ensure a minimum ten foot tangent distance between the intersecting highway radius and the radius of the first permitted driveway. The distance from the edge of pavement of the intersecting highway to the radius of the first permitted driveway is a minimum of 20 feet on curbed highways and 30 feet on uncurbed highways.

Property Line Clearance: Except for joint-use driveways, locate no portion of an access outside the property frontage boundary line.

Curb: When curb exists adjacent to the proposed driveway, match the line and grade of the existing curb, unless otherwise authorized by the permit.

Grade of Access Driveway: Construct all driveways 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. Where a drainage ditch or swale exists, install adequate pipe under the driveway, as authorized by the permit. Ensure that drainage pipe installed under driveways is at least 15-inches in diameter. Provide slope sides for driveway embankments within the right-of-way no steeper than ten to one.

For More Information, Contact The PENNDOT Office Closest To You:

Engineering District 1 • Oil City

Crawford, Forest, Erie, Mercer, Venango, Warren counties

Engineering District 2 • Clearfield

Centre, Clearfield, Clinton, Cameron, McKean, Potter, Mifflin, Juniata, Elk counties

Engineering District 3 • Montoursville

Columbia, Lycoming, Montour, Northumberland, Snyder, Sullivan, Tioga, Union, Bradford counties

Engineering District 4 • Dunmore

Lackawanna, Luzerne, Pike, Susquehanna, Wayne, Wyoming counties

Engineering District 5 • Allentown

Berks, Carbon, Lehigh, Monroe, Northampton, Schuylkill counties

Engineering District 6 • King of Prussia

Bucks, Chester, Delaware, Montgomery, Philadelphia counties

Engineering District 8 • Harrisburg

Adams, Cumberland, Dauphin, Franklin, Lancaster, Lebanon, Perry, York counties

Engineering District 9 • Hollidaysburg

Bedford, Blair, Cambria, Fulton, Huntingdon, Somerset counties

Engineering District 10 • Indiana

Armstrong, Butler, Clarion, Indiana, Jefferson counties

Engineering District 11 • Bridgeville

Allegheny, Beaver, Lawrence counties

Engineering District 12 • Uniontown

Fayette, Greene, Washington, Westmoreland counties

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**Doing Business/Permits:
Highway Occupancy Permits (HOP)**