



# New Hanover Township

2943 N Charlotte Street, Gilbertsville, PA 19525  
610-323-1008 | permits@newhanover-pa.org

## Driveway Application

### Part 1 - Owner Information

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Mailing Address (if different) \_\_\_\_\_  
Phone # \_\_\_\_\_ Email \_\_\_\_\_

### Part 2 - Contractor Information

Business \_\_\_\_\_ Business Contact \_\_\_\_\_  
HIC # \_\_\_\_\_ Address \_\_\_\_\_  
Phone # \_\_\_\_\_ Email \_\_\_\_\_

### Part 3-Driveway

This application is for a  New Driveway  Existing Driveway *\*New driveways require a Highway Occupancy Permit from the agency having jurisdiction over the roadway.*  
Width of driveway at street \_\_\_\_\_FT Will underdrain be installed?  Replacement  New  No  
Total area of existing driveway, if applicable \_\_\_\_\_SF  
Total area of new driveway or driveway expansion/extension \_\_\_\_\_SF

### Part 4-Plot Plan

Provide a plot plan that shows the area of the existing/proposed driveway and design/location of underdrain, if applicable. Indicate material type (paved/gravel). Driveways may not be located closer than 5 feet from property lines.

### Part 5-Applicant's Signature\*

The applicant is the:  Property Owner  Contractor Date \_\_\_\_\_  
Applicant's Signature \_\_\_\_\_ Print \_\_\_\_\_  
Owner's Signature \_\_\_\_\_ Print \_\_\_\_\_

*\*The property owner's signature is required. If the applicant is the contractor, a signed service contract may be submitted in lieu of signature here.*

### Township Use Only

Parcel # \_\_\_\_\_ Zoning District \_\_\_\_\_ Permit # \_\_\_\_\_  
Zoning Officer Signature \_\_\_\_\_ Date \_\_\_\_\_

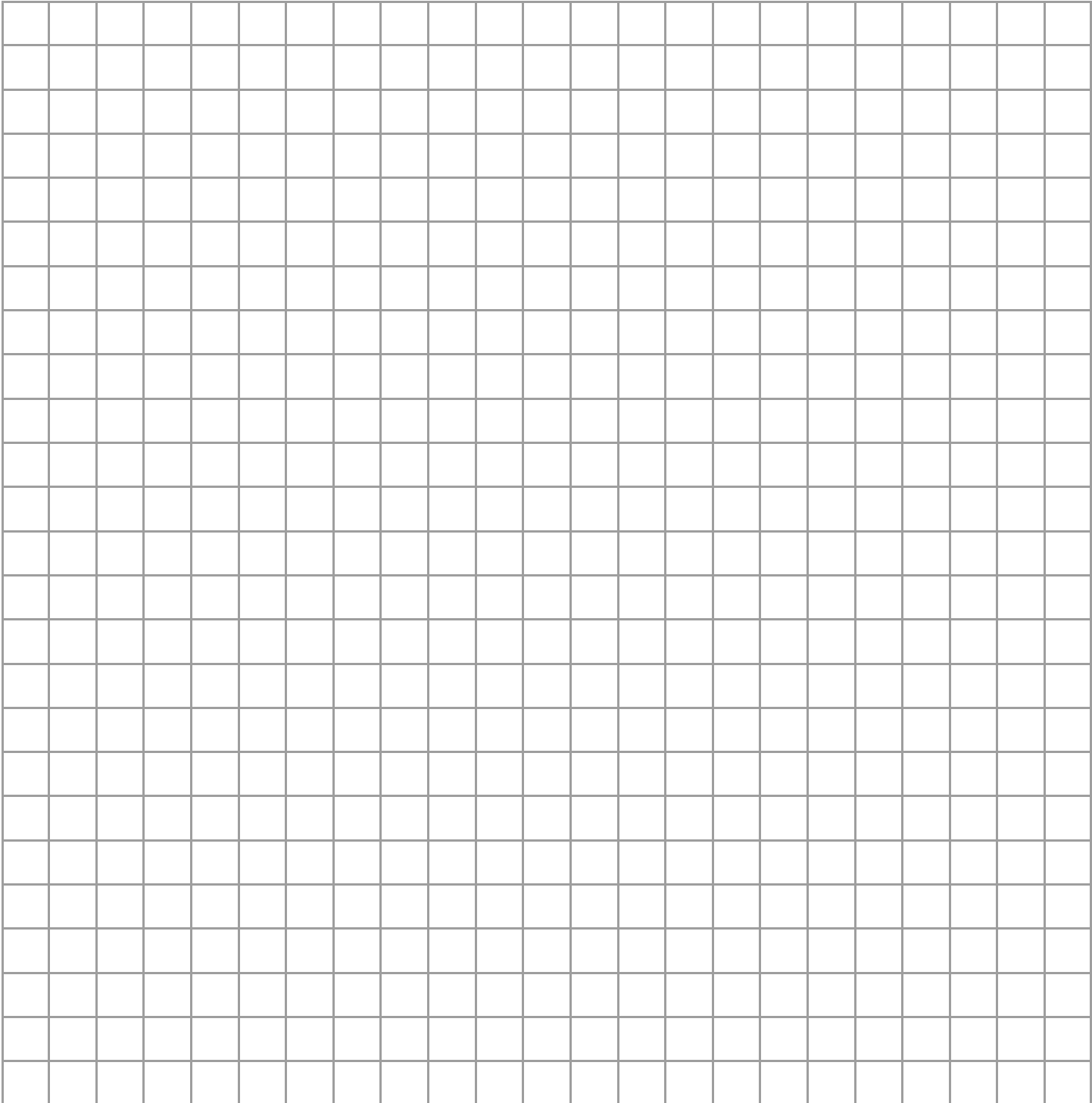
#### Permit Notes:

This project results in the addition of \_\_\_\_\_ SF regulated impervious cover. \_\_\_\_\_ SF regulated impervious cover remaining until a stormwater management facility is required to be installed.

# Driveway Application–Plot Plan

Please use the graph below, or a separate drawing, to provide a plot plan of the proposed improvements. Plans do not have to be to scale, but must demonstrate accurate dimensions, shapes, and orientation. Plot plans must include the following information:

- Orientation of the property to surrounding street(s).
- Outline of property boundaries. *Property owners are responsible for knowing where property lines are located. No improvements may be constructed outside of the property boundary or within easements.*
- All existing and proposed improvements. Dimensions and setbacks must be clearly marked.





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## Procedure for Permit Application

### 1. Fill out all fields completely on the application page(s)

- Please provide contact information for the property owner and the contractor. If no contractor is being used, please indicate "Homeowner as Contractor".
- The applicant may either be the property owner or a contractor.
- The application form **MUST** be signed by the applicant and the property owner. If the application is being submitted by a contractor on behalf of the property owner, a signed contract between the property owner and the contractor may be submitted in lieu of the property owner's signature on the application form

### 2. Include all supplemental documents with the permit application

- A plot plan is required with any building permit that includes work on the exterior of the primary structure, including, but not limited to, patios, sheds, driveways, building additions, decks, and pools. Plot plans must show the full property boundary, all existing features (e.g. home, driveway) and all proposed improvements. Setbacks must be indicated from the proposed improvements to front, side, and rear property lines.
- The applicant must submit a copy of the Contractor's Certificate of Insurance with the Township listed as the certificate holder. This may be submitted with the application or mailed/emailed separately to the Township. If submitted separately, please indicate which property address it is associated with.
- All permits must include other building drawings or manufacturer specifications related to the scope of work.
- Failure to submit required documentation with the permit application will result in a processing delay until all missing materials are received. Applications will not be reviewed until they are considered complete.

### 3. Submit all initial application fees

- A non-refundable initial application fee of \$100 Residential/\$300 Non-Residential is due at the time of permit application for all BUILDING permits. The same application fee applies for projects that require both building AND zoning permits.
- All ZONING-ONLY permits require a non-refundable application fee of \$75 Residential/\$125 Non-Residential.
- Some applications require submission of escrow payment; please contact the Township at 610-323-1008 x102 if you are unsure what fees to submit with your application.
- Payments can be made via cash, check, or credit card. Credit card payments may be made over the phone.
- The initial application fees will be applied toward the total permit balance. Any remaining fees will be due at the time of permit issuance. The permit is not considered issued until all payment fees have been received.
- **PLEASE NOTE: No construction may begin without paying for and receiving your approved permit. Performing work without a permit may result in a doubling of permit fees and/or a fine of \$150.**

### Timelines

Complete permit applications will be reviewed and issued within 15 Township business days for Residential projects, and within 30 Township business days for Non-Residential projects. Once a permit is issued, work must begin within 6 months, or the permit will become invalid and void. Work issued under a permit must be completed within five years. Final inspections are required to obtain a Certificate of Occupancy. Permits are not closed out unless a C/O is issued.