

Permit Application for

# DRIVEWAY WORK BY HOMEOWNER

(No contractor involvement)

## PENN ESTATES PROPERTY OWNERS ASSOCIATION

ARCHITECTURAL REVIEW BOARD

3445 Penn Estates East Stroudsburg PA 18301

570.426.9353 phone

570.421.1092 fax

### Please submit the following:

- Completed Permit Application

### Plans:

- A copy of a plot plan which includes the proposed location of the driveway work to be performed. If the proposed location is close to the property lines, an as-built survey may be required.
- A complete narrative describing planned work and the materials to be used.
- A copy of your homeowner's insurance policy.

### ENCLOSURES FOR DRIVEWAY

Application for Permit

Letter to acknowledge responsibility for driveway connection to road.

Relevant sections from the Rules and Regulations.

NOTE: PROPERTY OWNERS WHO GET ASSOCIATION PERMISSION TO INSTALL A DRIVEWAY AND CULVERT PIPE ON LAND OWNED BY THE ASSOCIATION **OR ON LOT OWNERS PROPERTY LINE EASEMENTS** ARE SOLELY RESPONSIBLE FOR THE MAINTENANCE, REPAIR AND REPLACEMENT OF THE DRIVEWAY AND CULVERT. THIS OBLIGATION INCLUDES KEEPING THE CULVERT CLEAR OF DIRT, STONES, LEAVES AND OTHER MATERIAL THAT WOULD IMPEDE OR BLOCK THE PROPER FLOW OF SURFACE WATER.

All driveways are required to have a culvert pipe underneath as per Penn Estates Rules and Regulations. Please call if you have a question about this.

**PENN ESTATES PROPERTY OWNERS ASSOCIATION  
APPLICATION FOR ALL DRIVEWAY WORK BY HOMEOWNER**

(Please type or print)

Owner(s) \_\_\_\_\_ Date \_\_\_\_\_

(Last Name) (First Name)

Address: Lot \_\_\_\_\_ Section \_\_\_\_\_ Street \_\_\_\_\_

Mailing Address \_\_\_\_\_

(Number/Street) (City/State) (Zip)

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

Other Phone \_\_\_\_\_ Fax Number \_\_\_\_\_

Applicant(s) if other than owner \_\_\_\_\_

Brief project description, ie: 'sealing', 'parking area', 'extend/enlarge', etc.

**I/WE UNDERSTAND THAT:**

1. No construction on or alteration of the site may be started before the Association reviews and approves a fully completed application for a property improvement permit, and inspects the site.
2. I/We have received, read, and understood, or caused their representatives to do so, and do agree to comply with all of the provisions of the Rules and Regulations of the Penn Estates Property Owners Association, and with all applicable National, State and Local codes. Any failure to comply will among other things result in either issuance of a permit with corrections and modifications or issuance of a denial of the permit by the Architectural Review Committee or Board or their agents.
3. I/We understand that Penn Estates Property Owners Association and its agents do not assume any responsibility or liability to the Owner for the quality of construction or code compliance of any contractor. All inspections by the Association are for its benefit only, and not for the benefit of the Owners of the property.

\_\_\_\_\_  
(Property Owner Signature)

\_\_\_\_\_  
(Date)

**DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY**

Received by \_\_\_\_\_ Date \_\_\_\_\_

Missing from application ? :  Insurance;  signature(s);  plot plan;

driveway responsibility form;  other \_\_\_\_\_

Date of completed application \_\_\_\_\_ reviewed by \_\_\_\_\_

**APPROVAL CERTIFICATE**

The attached plans and specifications are approved for property improvement purposes. Any conditions, corrections or modifications are noted on the Permit.

Application approved: \_\_\_\_\_ Date: \_\_\_\_\_

(Architectural Review Committee)

Permit # \_\_\_\_\_

**PENN ESTATES ARCHITECTURAL REVIEW BOARD  
3445 PENN ESTATES  
EAST STROUDSBURG, PA. 18301  
570-426-9353**

LOT: \_\_\_\_\_ SECTION: \_\_\_\_\_ PENN ESTATES

DATE: \_\_\_\_\_

THIS LETTER IS TO ACKNOWLEDGE RESPONSIBILITY FOR THE DRIVEWAY AT

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STREET ADDRESS OF DRIVEWAY

I, \_\_\_\_\_ WILL TAKE FULL RESPONSIBILITY FOR THE DRIVEWAY CONNECTION TO THE ROAD. THIS MUST MEET CURRENT ROADWAY REQUIREMENTS, AND SHOULD BE INSPECTED PRIOR TO BLACK TOP. OWNER IS RESPONSIBLE FOR PERPETUAL REPAIR AND UP KEEP OF BLACKTOP CONNECITONS TO ROADWAY.

MAILING ADDRESS \_\_\_\_\_

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SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

THIS DOCUMENT IS ATTACHED TO DRIVEWAY PERMIT # \_\_\_\_\_

## Connecting Driveway to Road

The driveway pavement must connect with road pavement in a manner that will not:

1. Result in drainage problems.
2. Result in difficulty for road equipment such as snow plows or graders.

Where the driveway slopes deeply either up or down from the road, special precautions must be taken or proper connection to the road. Some driveways may be of a nature that the connection to the road should be left unpaved.

Driveways sloping steeply up from the road that are paved to the road pavement must:

1. Have a swale at the bottom of the driveway before connecting with the paved part of the road.
2. Meet the road before reaching the paved portion and at a lower elevation than the road pavement.
3. Be constructed so water runs off the paved driveway into the drainage ditch.

Driveways sloping steeply down from the road that are paved to the road pavement must:

1. Be constructed so as to direct storm water away from owner's home and/or garage.
2. Be constructed so as road runoff will tend to flow into the drainage ditches.

**PENN ESTATES PROPERTY DEVELOPMENT AND IMPROVEMENT CODE  
ARTICLE XXI FROM THE RULES AND REGULATIONS**

**Relevant Paragraphs for Driveways**

**24. FUNCTIONAL RELATIONSHIPS**

The total area of impervious surfaces to be built on any lot shall not exceed twenty-five (25%) percent of the total gross area of the lot. The term “impervious surfaces” means all building areas, cemented brick, stone or block patios, paved sidewalks, paved driveways and parking areas and covered storage areas.

There shall be no changes in elevations, grades, vegetation or other natural features that may cause damage or disturbances from the increased surface water run off or soil erosion to other lot owners, nor shall any structures be so located as to intrude, intercept or impede the function of a natural drainage way.

Driveways shall be located to provide safe access to the public road and shall have the longest available slight distance in each direction, combined with the flattest grade at the point of intersection.

Storage buildings, structures and areas shall be compatible and in keeping with the style and character of the residential building, and shall be located unobtrusively on the property.

Outside areas to be used for temporary storage of trash, garbage, waste materials or an unsightly debris and be located where maximum protection can be provided against wind, precipitation, extreme temperatures, animals and other wildlife.

### **30. DRIVEWAYS**

Driveways are to be designed so they do not create any hazard, and the surface type must be clearly identified. Rock, shale or stones are acceptable. There shall be minimum obstruction caused by the driveway to the natural flow of surface water. Driveways require a permit and must be constructed as approved on the plot plan. Concrete driveways over 30 feet long shall contain expansion joints not more than 30 feet apart.

Excavations, fill and surface materials shall be made and placed in a manner that will not interfere with or intensify natural surface runoff, drainage or future maintenance operations of subsurface water and sewer lines. It is directed that drainage pipe made of approved material be of sufficient size and strength to provide resistance to normal traffic and deterioration. Where driveways intersect with roadway drainage ditches, a pipe made of approved material shall be installed with a diameter capable of carrying surface water from the drainage ditch, but no less than 15 inches in diameter. The length shall extend a minimum of two feet beyond each edge of the driveway.

Prior to any excavation work, driveways and future parking areas should be cleared and made passable for contractor use to prevent random parking and damage to the natural character of the property. Depending upon the season, weather factors, topography, and soil conditions, it may be desirable to stabilize the driveway as soon as possible, except for drain pipe installation where the driveway meet the public road, which may be damaged from heavy equipment loads.

Surface materials used on driveways should be compatible with the natural character of the property. Local shale, stone or gravel mix is durable and will allow surface drainage. A paved surface should not be used unless adequate preparation is made including grading, subsurface drainage, road base and shoulder protection.

It is directed that the drainage pipes be of sufficient size and type to provide sufficient strength, storm water capacity and useful life. Culvert pipe and headwalls must be installed in accordance with Township specifications.

When parking areas are built, there should be ample room allowed for vehicular positioning. Edge guards should be used to prevent rutting, erosion, and disintegration. If logs are used as edge guards, they should be set on stone or rock to lessen their decay.

CAREFUL ATTENTION SHOULD BE GIVEN TO THE SLOPE OR GRADE OF THE DRIVEWAY TO PREVENT EXCESS SURFACE RUNOFF AND WATER ACCUMULATION PROBLEMS.

Normally only one (1) driveway will be permitted for a residential property. Driveway approaches shall create minimum interference to roadways.