



Permit Revision Date: February 2018

## NEW/MODIFIED DRIVEWAY PERMIT APPLICATION

**Return this form to:**

City of Lancaster, Engineering Bureau  
 120 North Duke Street, PO Box 1599  
 Lancaster PA 17608-1599  
 Fax: (717) 291-4772  
 Phone: (717) 291-4764  
 Email: engineering@cityoflanasterpa.com

**PERMIT SHALL BE POSTED ON THE DOOR OR FRONT WINDOW OF THE PROPERTY  
 UNDER CONSTRUCTION FOR PUBLIC WORKS INSPECTION AT ALL TIMES**

**\*\*\* THIS SECTION FOR CITY OF LANCASTER OFFICE USE ONLY \*\*\***

PERMIT NUMBER:	_____	DATE ISSUED:	_____
			<i>PERMIT EXPIRES IN 30 DAYS UNLESS NOTED</i>
PERMIT FEE:	\$290 (2 INSP.)	ISSUED BY:	_____
INSPECTION FEES:	_____ (\$95/EA)	BONDING:	ACTIVE      N/A
PERMIT TOTAL	_____	INSURANCE:	ACTIVE      N/A
NOTES:	_____	PA HIC ACTIVE:	ACTIVE      N/A

**\*\*\* ALL INFORMATION BELOW IS REQUIRED TO OBTAIN A PERMIT \*\*\***

WORK ADDRESS \_\_\_\_\_  
 NEAREST INTERSECTIONS \_\_\_\_\_ AND \_\_\_\_\_

NUMBER OF SPACES LOST ON STREET: \_\_\_\_\_  
 NUMBER OF SPACES GAINED OFF-STREET: \_\_\_\_\_  
 DRIVEWAY STATUS (CIRCLE):  NEW /  MODIFY EXISTING

CIRCLE ONE:  
 COMMERCIAL/RESIDENTIAL

SCOPE OF WORK (APRON/ROW):      DEPRESSED CURB \_\_\_\_\_ LF      SIDEWALK \_\_\_\_\_ SF  
    REGULAR CURB \_\_\_\_\_ LF

SCOPE OF WORK (DRIVEWAY):      ASPHALT \_\_\_\_\_ SF      LENGTH \_\_\_\_\_ IMPERVIOUS SQ FT  
    CONCRETE \_\_\_\_\_ SF      WIDTH \_\_\_\_\_      ADDED\*\*  
    OTHER \_\_\_\_\_ SF      IF OTHER, SPECIFY: \_\_\_\_\_

	OWNER	CONTRACTOR
NAME	_____	_____
ADDRESS	_____	_____
ADDRESS	_____	_____
PHONE	_____	_____
EMAIL	_____	_____
PA HIC #	_____	_____
BONDED?	YES	NO

APPLICANT SIGNATURE _____	DATE _____																													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 45%;">ROUTING</th> <th>NEEDED</th> <th>APPROVE</th> <th>REJECT</th> <th>INITIAL/SIGNATURE</th> </tr> </thead> <tbody> <tr> <td>PLANNING/ZONING</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>BUREAU OF CODE COMPLIANCE</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>STORMWATER BUREAU</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>ENGINEERING BUREAU</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>TRAFFIC COMMISSION (NON-RES OR 3+ UNIT)</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>	ROUTING	NEEDED	APPROVE	REJECT	INITIAL/SIGNATURE	PLANNING/ZONING	_____	_____	_____	_____	BUREAU OF CODE COMPLIANCE	_____	_____	_____	_____	STORMWATER BUREAU	_____	_____	_____	_____	ENGINEERING BUREAU	_____	_____	_____	_____	TRAFFIC COMMISSION (NON-RES OR 3+ UNIT)	_____	_____	_____	_____
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TRAFFIC COMMISSION (NON-RES OR 3+ UNIT)	_____	_____	_____	_____																										

WORK ACCEPTED/PERMIT CLOSED:	INITIALED:	DATE
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**THE FOLLOWING GUIDELINES SHALL APPLY AT ALL TIMES.  
FAILURE TO ADHERE TO ANY CONDITIONS OF THE PERMIT MAY RESULT IN PERMIT REVOCATION:**

1. ALL WORK SHALL ADHERE TO CITY SPECIFICATIONS, INCLUDING BUT NOT LIMITED TO ITEMS REGARDING ADA, TRENCH DRAINS, TREE WELLS, STORMWATER, CONSTRUCTION DEBRIS, MAINTENANCE AND PROTECTION OF TRAFFIC, AND OTHER CONSTRUCTION AND USES OF THE RIGHT-OF-WAY. MATERIAL SUPPLIER TICKETS MUST BE PRODUCED UPON REQUEST.
2. ALL PERMITTEES ARE RESPONSIBLE FOR CALLING PA ONE CALL PER PA ACT 287.
3. BUREAU OF ENGINEERING MAY, AT ITS DISCRETION, REQUIRE THE PERMITTEE TO PURCHASE ADDITIONAL INSPECTIONS RESULTING FROM FAILED INSPECTIONS, COLD WEATHER WORK, FAILURE TO NOTIFY THE BUREAU, EXCESS QUANTITIES, OR ANY REASON OUTSIDE OF THE CONTROL OF THE BUREAU OF ENGINEERING.
4. ANY WORK INSTALLED WITHOUT PROPER INSPECTIONS IS SUBJECT TO REMOVAL AND REPLACEMENT AT PERMITTEE'S EXPENSE.
5. INSPECTIONS ARE REQUIRED, AND INCLUDED, AS FOLLOWS:
  - STONE AND SUBGRADE (FIRST INSPECTION)
  - FINAL COMPLETION INSPECTION (SECOND/FINAL INSPECTION)
  - ALL OTHER SITE VISITS REQUIRE ADDITIONAL INSPECTION FEES
6. PATA 128 APPLIES TO ALL SIDEWALK CLOSURES AND REQUIRES PEDESTRIAN DETOURS. SIGNAGE MUST BE PRESENTED IN ENGLISH AND SPANISH (4 SIGNS PER CLOSURE)
7. ANY ROAD RESTRICTION OR CLOSURE REQUIRES A TRAFFIC CONTROL PERMIT THIS IS A SEPARATE PERMIT FROM THE BUREAU AND WILL REQUIRE TRAFFIC CONTROL DIAGRAMS, SITE SKETCHES, ETC. THE CITY GENERALLY REQUIRES AND ADHERES TO PENNDOT PUBLICATION 213. THE CITY MAY REQUIRE MODIFIED OR ADDED TRAFFIC CONTROL PATTERNS OR SITE CONTROLS AT ITS DISCRETION AT ANY TIME BEFORE OR DURING WORK.
8. PERMITTEE IS RESPONSIBLE FOR ENSURING 48 HOURS IS PROVIDED FOR SCHEDULING OF ALL REQUIRED INSPECTIONS. FAILURE TO DO SO MAY RESULT IN REJECTION OF WORK.
9. PERMITTEE IS RESPONSIBLE FOR PARKING METER COSTS ASSOCIATED WITH ANY WORK WITHIN A METERED PARKING AREA MANAGED BY LANCASTER PARKING AUTHORITY.
10. CITY OF LANCASTER MAY REJECT CURB PERMITS ON ANY STREETS THAT HAVE BEEN RESURFACED WITHIN THE LAST 36 MONTHS.
11. STREETScape STANDARDS WILL APPLY AT ALL LOCATIONS WITHIN THE STREETScape DISTRICT AND ASSOCIATED CORRIDORS.
12. PERMITTEE IS ADVISED THAT DEICING AND SNOW MELT PRODUCTS WILL HARM CONCRETE AND WILL ADVISE CLIENT(S) OR CUSTOMER(S) OF POTENTIAL DAMAGE AND POSSIBLE REDUCTIONS OR ELIMINATIONS IN WARRANTY.
13. WORK PERFORMED BY BONDED CONTRACTORS IS WARRANTED FOR 36 MONTHS FROM THE DATE OF ACCEPTANCE BY THE CITY OF LANCASTER.
14. UTILITY ADJUSTMENTS SHALL BE MADE TO ENSURE A FLUSH CONDITION AND WILL REQUIRE REWORK IF NOT FLUSH.