



**CITY OF
LANCASTER**

**DEPARTMENT OF PUBLIC WORKS
BUREAU OF ENGINEERING**

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
	PA HIC ACTIVE: ACTIVE N/A
NOTES: _____	

***** 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

ROUTING	NEEDED	APPROVE	REJECT	INITIAL/SIGNATURE
PLANNING/ZONING				
BUREAU OF CODE COMPLIANCE				
STORMWATER BUREAU				
ENGINEERING BUREAU				
TRAFFIC COMMISSION (NON-RES OR 3+ UNIT)				

WORK ACCEPTED/PERMIT CLOSED: _____ INITIALED: _____ DATE: _____

**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 DRIVEWAY 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.