

Driveway Ord. Requirements and Plan Submission Guide for Access Drives

(See the end of this guide for Plot Plan Instructions for the Replacement/Alteration of an Existing Driveway)

- A. Design standards. Whenever required or provided under the provisions of this chapter, all parking and loading areas and access drives shall be designed according to the following standards:
1. Except in the case of single- and two-family dwellings, the general layout shall be such that there will be no need for motorists to back over public rights-of-way.
 2. Access drives shall be paved from the edge of the cartway to a point 50 feet from the center line of the public road with a material equal or better than the cartway paving in accordance with Township requirements. Any portion of an access drive beyond the 50 feet shall be improved with a surface capable of year-round use and shall be maintained dust- and mud-free. Access drives for single- and two-family dwellings shall not exceed 22 feet in width for one- or two-car garages. Access drives for all other uses shall not exceed 35 feet in width, measured at right angles to the center line of the drive, within 12 feet of the street right-of-way line, excepting as increased by permissible curb return radii. [Amended 3-27-2012 by Ord. No. 347]
 3. The number of access drives shall not exceed two per lot on any one street frontage. The Loyalsock Township Planning Commission may grant permission for additional access drives where required to meet exceptional circumstances and where frontage of unusual length exists.
 4. Access drives shall not cross the street right-of-way line:
 - a. Within 50 feet of the street right-of-way line of an intersecting street, and in no case less than 15 feet from the point of tangency when the intersecting street lines are joined by a curve. Notwithstanding the above, and when deemed reasonably necessary for safety by the governing body after review and recommendations of the Planning Commission, this dimension shall be increased for access drives to shopping centers and other commercial, industrial, public or institutional uses. Such access drives shall be located on major streets where practical, in a manner to permit safe ingress and egress.
 - b. Within five feet of a fire hydrant, catch basin or drain inlet.
 - c. Within 20 feet of an access drive.
 - d. Within 10 feet of a property line in commercial and industrial uses.
 - e. Within three (3) feet of a property line in residential areas unless two adjoining owners mutually agree to a common access drive or agree to allow the adjoining property owner to place a driveway closer than three feet from his or her lot line. [Amended 10-23-2001 by Ord. No. 287]

5. General safety requirement; sight distance. Driveways shall be located in a safe relationship to sight distance and barriers to vision and shall not exceed a slope of 10% within 12 feet of the street line. Where drives enter a bank through a cut, unless a retaining wall is used, the side slopes of the cut shall not be graded to more than 1/2 foot vertical to one foot horizontal within 10 feet of the point the drive intersects with the right-of-way line. The existing slope of the shoulder of the public road shall be maintained.
6. Submission of plans. A scaled drawing of proposed off-street parking and loading areas, access drives and walks shall be submitted as part of the required plot plan. Any plan requiring access onto a state highway shall be approved by the Pennsylvania Department of Transportation in addition to township approval.

B. Special permits for access drives and driveways.

1. A separate zoning permit is required prior to the construction, reconstruction or placement of an access drive or driveway.
 - a. A zoning fee shall be paid by the applicant for review by the Township Codes Enforcement Officer or Road Superintendent.
 - b. A fee shall be paid by the applicant to cover the cost of review by the Township Engineer if said review is deemed necessary by the Township Codes Enforcement Officer or Township Road Superintendent.
 - c. A state highway occupancy permit shall be required for construction of a private driveway or access drive that enters onto a state highway.
2. Application. The applicant shall provide the following drawings and information upon determination by the Township Codes Enforcement Officer or Township Road Superintendent that said drawings are necessary:
 - a. A site plan showing the driveway location in relation to buildings, property lines, right-of-way lines, other access roads, drainage swales, ditches and drainpipes.
 - b. A cross-section of the driveway showing:
 - 1) Materials used to construct the driveway or access drive.
 - 2) Slope of driveway or access drive, crown and drainage swales.
 - 3) Width of cartway, berm, drainage swales or ditches.
 - c. A profile view of the driveway or access drive from its point of beginning to its end showing:
 - 1) Grade of slope for entire driveway or access drive.
 - 2) Height and depth of fill or cuts.

- 3) Length of driveway or access drive for the full shoulder width.
- d. A drainage plan showing:
 - 1) Size of drain pipes.
 - 2) Top and bottom elevation of pipes.
 - 3) Size, length and shape of drainage ditches or swales.
 - 4) Data on the drainage area contributing to the driveway, access drive or private road upon the request of the Township Engineer.
3. All access drives or driveways must meet requirements as listed in Article 10.
4. Access drives and driveway standards.
 - a. Approach angle:
 - 1) Single driveway: as near 90° as site conditions permit, but not less than 60°.
 - 2) Double driveway:
 - i. Two-way operation: same as for single driveway.
 - ii. One-way operation: between 45 and 60°.
 - b. Approach flares. Driveway approach flares shall be true arcs of circles and shall be tangent to the edge of pavement or curb.
 - c. Driveway slope:
 - 1) Driveways shall be constructed in such a manner as not to impair the drainage within the street right-of-way or the adjacent area.
 - 2) Where open shoulders occur, the driveway shall be sloped away from the pavement edge at a rate between 1/2 inch and one inch per foot.
 - 3) Where a drainage ditch exists, adequate drainage pipe (fifteen-inch minimum) shall be installed under the driveway at the property owner's expense and Township Engineer's approval.
 - 4) A leveling area must be provided at the intersection of any driveway or access drive and any road. Said leveling area shall extend from the edge of shoulder or curb to a point 30 feet from center line of existing thoroughfare. This leveling area may not exceed 7% unless recommended by the Township Engineer and approved by the Board of Supervisors. A leveling area at least 18 feet in length of the same percentage of slope must be maintained directly outside the garage.
 - 5) A site distance of 250 feet in each direction along the private or public road must be maintained at the intersection of the access drive or

driveway. This distance is measured from a point on the center line of the driveway or access drive and 10 feet from the edge of the cartway or pavement of a public or private road. Said distance may be reduced upon approval by the Board of Supervisors.

- d. Design review. Applications for private driveways, access drives or private roads shall be submitted to the Township Engineer by the Codes Enforcement Officer for review and recommendation if said review is deemed necessary by him. All designs must meet the requirements of Article 10 of this chapter and acceptable engineering practice. Special designs may be required for large traffic generators.

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- 1) With a completed zoning permit application, a site plan drawn to scale showing the existing driveway with dimensions to be replaced.
- 2) If widening an existing driveway, indicate on the drawing the dimensions at which the driveway will be widened.
- 3) Show distances the edge of the driveway will be from any side property lines (both existing drive and widened section (if applicable)).
- 4) Any existing individual public sidewalk blocks that cross a driveway must remain as concrete blocks.