

CITY OF ALTOONA

DEPARTMENT OF PUBLIC WORKS/BUREAU OF ENGINEERING

1301 – 12TH STREET, SUITE 300

ALTOONA, PA 16601

Driveway Permit Application

Applicant Name: _____

Mailing Address: _____

Telephone: _____

Address for Permit: _____

Owner(s) Name and Address (if different from applicant):

Name: _____

Mailing Address: _____

Is driveway for: Existing Building New Construction

If new construction, is building to be Residential Commercial

Industrial Institutional

Please provide a sketch showing location of proposed driveway on the property.

SIGNATURE OF APPLICANT

DATE

Driveway Permit Fee: \$125.00 Fee must accompany the Application
(Check is payable to the "City of Altoona")

THE FOLLOWING TO BE COMPLETED BY THE BUREAU OF ENGINEERING

Receipt No.: _____

Driveway Permit No.: _____



City of Altoona

Driveway Specifications

Residential Driveway

- Permits required for any and all new construction as well as any existing driveway which is altered.
- Width of a Residential Driveway to be 10 Feet Minimum, 20 Feet Maximum.
- In Right-of-ways with existing curb and sidewalk, driveway to be a Minimum 6" Reinforced Concrete (Monolithic curb and sidewalk is allowable).
- In Right-of-ways without curb and/or sidewalk - Minimum 6" Reinforced Concrete (preferred) or 4" 2A Stone Subbase, 4" B.C.B.C., and 1" ID-2 Wearing Course.
- When curbing exists adjacent to the proposed driveway, match the line and grade of the existing curb. Install depressed concrete curb driveway approaches 1 1/2" above the adjacent street or gutter grade to maintain proper drainage. Side slopes should be 12:1, however depending on existing site conditions this may not be possible, a maximum of 10:1 is acceptable.
- When no curbing exists, construct the driveway so as not to impair existing drainage within the Right-of-way. Where a drainage ditch or swale exists, install adequate size and length of pipe under the

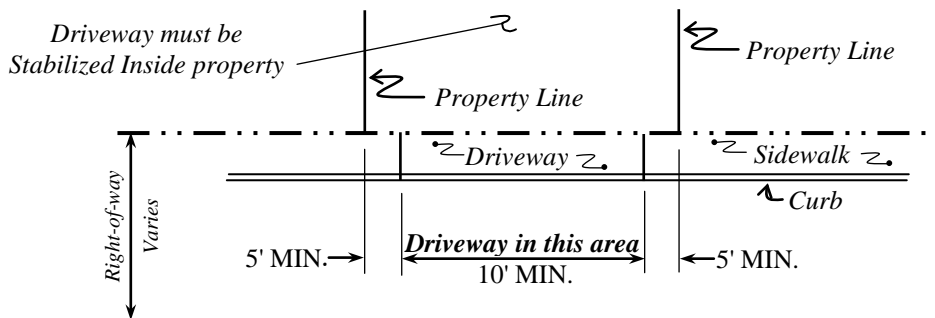
5' MIN.

driveway for drainage. Pipe to be a minimum 15" Diameter unless site conditions require less. If Cover over the pipe is minimal, reinforced concrete or corrugated metal pipe is recommended.

- Driveway must meet adequate Sight Distance as per PennDOT roadway sight distance criteria.
- Driveway must be a MINIMUM of 5 feet from the side property line within the Right-of-way area.
- Driveway must be stabilized inside of property.
- On Driveways adjacent to intersections the distance from the edge of pavement of the intersecting Street to the first permitted driveway is a minimum of 20 feet on curbed streets, 30 feet on uncurbed Streets, and 15 feet from alleys.
- Normally only one driveway is permitted for residential driveways, However if property frontage or site conditions warrant, an additional driveway may be authorized for an additional fee.
- The driveway and parking facilities must be on the same or immediately adjacent lot and under the same ownership as the residence.
- Position driveways used for two way operation at right angles (90 degrees) to the street or as near to 90 degrees as site conditions permit. Also, restrictions on backing out of driveway may be applied.
- The current Permit fee is per each driveway. The current Clerical fee is per application.
- Contact the Pennsylvania One Call System three business days before digging, call 811 or 1-800-242-1776

Commercial Driveway

- All of the above residential specifications apply to commercial driveways with the following exceptions:
- Commercial Driveway - 35' Maximum Width
- When more than one driveway is requested a 8' or larger separation area is required
- Depending on existing conditions, commercial driveways may be required to be entrance or exit only and required to be signed as such. Stop signs or other signs may also be required to be placed. All required signing will be at owners expense.



ORDINANCE NO. 5607

AN ORDINANCE ENTITLED "DRIVEWAY CONSTRUCTION" TO REQUIRE ALL PERSONS CONNECTING TO CITY STREETS, AVENUES, ROADWAYS, AND RIGHTS-OF-WAY, INCLUDING THOSE TO BE OFFERED FOR PUBLIC DEDICATION, TO OBTAIN PERMITS THEREFOR; TO REQUIRE SUBMISSION OF PLANS AND FEES AS PART OF THE PERMIT APPLICATION; TO REQUIRE DRIVEWAYS TO COMPLY WITH CITY OF ALTOONA STANDARDS AND SPECIFICATIONS, AS WELL AS PENNDOT DESIGN REQUIREMENTS; TO PROVIDE PENALTIES FOR VIOLATION AND ESTABLISH AN EFFECTIVE DATE.

The City of Altoona hereby ordains:

SECTION 1: TITLE

This Ordinance shall be known as the "Driveway Construction Ordinance".

SECTION 2: PURPOSE

It is in the public interest to regulate the locations, design, construction, maintenance and drainage of access driveways, local roads and other property within the City right-of-ways for the purpose of security, consistency, maintenance, proper drainage, and safe and reasonable access.

SECTION 3: DEFINITIONS

For purposes of this Ordinance, the following definitions shall apply:

- A. **COUNCIL:** City Council of the City of Altoona.
- B. **CONTRACTOR:** The person, firm, corporation or other business entity which intends to construct or install a driveway, including all agents, officers, or employees of that person, firm, corporation or business entity.
- C. **DRIVEWAY:** Any area of land designated or to be used as a means of ingress or egress for vehicles traveling from a City roadway to any parcel of land or from any parcel of land to a City roadway. Driveway shall also include such drainage structures and erosion control materials as may be necessary and/or required for the proper function thereof.
- D. **OFFICE:** Department of Public Works, City Hall, 1301 – 12th Street, Suite 300, Altoona, PA 16601-3491.
- E. **OWNER:** The owner of land upon which a driveway is located, constructed, or installed or is proposed to be located, constructed, or installed.
- F. **PENNDOT:** Pennsylvania Department of Transportation.
- G. **PERMIT:** The permit issued by the city relating to the design and construction of driveways and driveway connections.
- H. **ROADWAY:** Any open road, street, avenue, highway, right-of-way or public thoroughfare, including the entire width between right-of-way lines whether actually maintained by the City and/or any road, street, highway, alley or public thoroughfare, including the entire width between right-of-way lines shown on a subdivision or land development plan intended to be dedicated to the City of Altoona in the future.
- I. **STOPPING SITE DISTANCE:** The distance required by a driver traveling at a given speed to stop the vehicle after an object on the roadway becomes visible to the driver.

- J. **CITY:** City of Altoona, Blair County, Pennsylvania
- K. **CONCRETE:** Refer to PennDOT approved concrete with a 28-day minimum mix design compressive strength of 3500 psi.

SECTION 4: GENERAL REQUIREMENTS

- A. No owner or contractor shall hereinafter construct, install or allow any work to be performed toward the installation of any driveway, either temporary or permanent, within a City right-of-way or abutting any City roadway without the owner first obtaining a permit from the City. A permit shall be obtained by having the owner submit an application to the City's Bureau of Engineering office, City Hall, 1301 – 12th Street, Suite 300, Altoona, PA 16601-3491.
- B. Each application shall be submitted to the City's Bureau of Engineering office on a form furnished by the Bureau of Engineering. All associated fees shall accompany the application.

The fees shall be in accordance with the prevailing Ordinance as amended from time to time by the City. A copy of the Ordinance is available at the City Clerk's office.
- C. Each application shall be submitted to the City at least ten (10) working days prior to the anticipated start of work.
- D. In the case of a subdivision plan application with roadways to be constructed and dedicated to the City, driveway plans must be submitted with the preliminary subdivision plan to the City for review of the proposed driveway locations on the proposed roadway.
- E. A permit shall be valid for a period of twelve (12) months from the date of issuance. If the permittee has not completed all authorized work within said twelve (12) month period, the permit shall expire and a new application, permit, and all associated fees shall be required.

SECTION 5: PLAN AND DRIVEWAY REQUIREMENTS

- A. Each application shall have attached thereto a plan showing the design of the driveway that designates all dimensions, radii, percent grade, sizes and materials to be used, drainage facilities involved, and all other information necessary for the construction, as applicable. All land development, subdivision and like plans shall be prepared and sealed by a registered professional engineer.
- B. All driveways and driveway plans shall take into account and reflect the standards and specifications of the permit attached as Exhibit "A", current edition, and the following:
 - 1. Driveways within the City where sidewalks exist or are proposed are required to be concrete. If no sidewalk exists or is proposed, driveways may be constructed using concrete, asphalt, brick, or 2A stone in accordance with City standards and specifications. The City reserves the right to limit the use of 2A stone depending on site conditions.
 - 2. In areas where driveways require a stormwater cross-pipe, a driveway cross-pipe (culvert) must be installed in accordance with the City or permit standards and specifications and/or comments.
 - a. All culverts must be installed at the size indicated on the approved plans and/or permit.

- b. All culverts must be protected at the inlet and outlet with a pipe end section or concrete headwall approved by the City.
 - c. Unless otherwise approved in writing by an authorized representative of the City, the minimum size of culvert pipe shall be 15-inch diameter.
 - d. The type and minimum amount of cover provided over the culvert shall be in accordance with the pipe manufacturer's specifications. If minimum cover cannot be provided or if directed by the City, reinforced concrete pipe shall be used.
3. When construction access is required, a "rock construction entrance" shall be provided in accordance with approved best management practices. This entrance shall be located at the approved driveway location. Permanent drainage, i.e. culvert, and erosion control measures shall be installed as per the approved plan/permit and/or approved erosion and sedimentation plan.
4. Horizontal alignment for minimum use driveways shall be in accordance with the PennDOT "minimum use driveway" specifications and the City permit standards and specifications attached as Exhibit "A". Driveways adjacent to an intersection shall be a minimum of twenty (20) feet from the pavement edge of an intersection curbed street or a minimum of thirty (30) feet from the pavement edge of an intersecting uncurbed street. In addition, driveways shall be a minimum of fifteen (15) feet from the edge of an intersecting alley.
5. Driveway horizontal and vertical alignment geometries shall be in accordance with the grade requirements of the latest edition of PennDOT Publication 70 (Guidelines for the Design of Local Roads and Streets), Pennsylvania Code, Title 67, Chapter 441 (Access to and Occupancy of Highways by Driveways and Local Roads), and the design criteria of any other publications incorporated therein by reference which are in effect as of the date the application is filed.
6. In general, only one driveway per property or adjoining properties under the same ownership will be approved. Only properties with a frontage length of one hundred (100) linear feet or greater may be considered for a second driveway. In addition to frontage, consideration for a second driveway will also be dependant on property size, location, and site conditions. Approval of a second driveway will be on an individual basis and solely at the discretion of the City. A second driveway, if approved, will be subject to all applicable fees. No more than two (2) driveways shall be provided to any one property or adjoining properties under the same ownership from a public right of way.
7. Shared driveways should be avoided wherever possible. Only if no other alternative is available shall a shared driveway be considered or approved. Before a shared driveway will be approved, an agreement that includes maintenance responsibilities, signed by both parties, along with an easement must be recorded at the Blair County Courthouse.
8. The following applies to the portion of the driveway that is located within a public right-of-way: All driveways within the right-of-way shall be a minimum distance of five (5) feet from any side property line.
9. All driveways must be stabilized (minimum 3 inch depth stone) inside of property.

10. All driveways and parking facilities must be on the same or immediately adjacent lot they are intended to serve and under the same ownership as the residence.
11. All driveways shall provide, wherever possible, appropriate accessibility based on the Americans with Disabilities Act (ADA) across all driveways/curb cuts. Reference should be made to the ADA Accessible Rights-of-Way manual.
12. Access driveways shall be located at a point within the property frontage limits which provides at least the minimum sight distances listed in the appropriate following table:

Table 1 – Safe Sight Distance for passenger cars and single unit trucks exiting from driveways onto two lane roads.

Posted Speed (MPH)	Safe Sight Distance – Left ¹ (Feet)	Safe Sight Distance - Right ¹ (Feet)
25	250	195
35	440	350
45	635	570

¹Measured from vehicle ten feet back of the pavement edge.

Table 2 – Safe Sight Distance for buses and combination trucks exiting from driveways onto two lane roads.

Posted Speed (MPH)	Safe Sight Distance – Left ¹ (Feet)	Safe Sight Distance - Right ¹ (Feet)
25	400	300
35	675	625
45	1,225	1,225

¹Measured from vehicle ten feet back of the pavement edge.

SECTION 6: APPROVAL OF APPLICATION AND GRANTING OF PERMIT

- A. The City or its agents shall review the application and plans in order to determine if the proposed construction will:
 1. Eliminate the hazardous effects of stormwater runoff,
 2. Protect the City roadway from damage by the construction; and
 3. Comply in general with this Ordinance, City design requirements, standards and specifications, as well as PennDOT Publication No. 70, Chapter 441 of Title 67, and the design criteria of the other publications incorporated therein by reference which are in effect as of the date the application is filed. Requested deviations from this Ordinance or PennDOT requirements in design criteria must be approved in writing by the City or its authorized agents.
- B. If the plans meet the criteria set forth in this Ordinance, the authorized agents reviewing the application and plans shall issue the permit to the owner applying for the permit within thirty (30) working days after the review is complete.

- C. If the application and plans are found to be deficient or if in the opinion of the City or reviewing agent, the plan should be modified or amended to meet the criteria set forth in this Ordinance, the reviewing agent shall notify the owner seeking the permit in writing of the changes to be made, whereupon the owner shall make such changes and return the revised plan to the City's Bureau of Engineering office. When the plan is acceptable to the reviewing agent, the authorized agent shall issue a permit to the owner applying for the permit as set forth in subsection B above.
- D. When the City grants the permit, its agents shall, during construction and upon completion, inspect the work authorized by the permit. All construction or work that does not comply with the approved plans, City standards and specifications, permit and other requirements of this Ordinance shall constitute a violation of this Ordinance and may be ordered by the City and its authorized agents to be corrected, and the City may enforce compliance as set forth below.

SECTION 7: WORK WITHIN RIGHT-OF-WAY

- A. All excess material and material deemed unsuitable for backfill shall be removed and disposed of outside the right-of-way as the work progresses.
- B. All trench backfill within the right-of-way shall be 100% stone (PennDOT 2A) backfill in all cases.
- C. All traffic control devices shall be of an approved type and in accordance with the Manual on Uniform Traffic Control Devices (MUTCD) and PennDOT Publications 212 and 213.
- D. Driveways must be of paved material and be constructed within the right-of-way within one (1) year of permit issuance. Work to be in accordance to all referred standards and specifications.

SECTION 8: SUBSEQUENT INSPECTIONS

The City or its agents may, at their discretion and in addition to any inspections listed above, re-inspect the work authorized under the permit not more than two (2) years after the completion of the work and if any settlement of the roadway or driveway surface or other defect appears in the work contrary to the conditions, restrictions, and regulations of the City as provided in this Ordinance, the city may notify the owner, in writing, of the defect and may order that the defect be corrected and may enforce compliance as set forth below.

SECTION 9: EMERGENCY CONSTRUCTION

Nothing in this Ordinance shall be construed to require a permit in advance for emergency construction necessary for the safety of the public. Any emergency construction, however, shall be made in compliance with the specifications set forth in this Ordinance and an application for a permit and the fees shall be submitted within five (5) days after completion of the work after which time the remaining provisions of this Ordinance shall apply.

SECTION 10: PERMIT REQUIRED FOR EACH DRIVEWAY

Each driveway, whether or not serving the same parcel of land, shall require an individual permit.

SECTION 11: ENFORCEMENT AND RECTIFICATION OF IMPROPER WORK

- A. If the owner fails to rectify improper work or a defect which presents an immediate or imminent safety or health problem within forty-eight (48) hours notice by the City, or any other improper work and/or defect within thirty (30) days after written notice from the City, the City or its agents may do the work and in addition to any penalty that may be assessed under this Ordinance, the violator shall be liable for any costs incurred by the City to bring the driveway into compliance plus fifteen percent (15%), the same to be assessed upon that person as a property lien in accordance with applicable statutes, which may be recovered by an action in the Court of Common Pleas of Blair County.
- B. In addition to any other penalty provided for herein, any person who shall violate any provision of this Ordinance shall, upon conviction thereof, be sentenced to pay a fine of not less than One Hundred Dollars (\$100.00) and not more than One Thousand Dollars (\$1,000.00) plus the cost of prosecution and/or be sentenced to imprisonment for a term not to exceed ninety (90) days.
- C. Each day's violation of this Ordinance shall be considered a separate offense under this Ordinance.
- D. The City may also enforce this Ordinance through an action in equity brought in the Court of Common Pleas of Blair County.
- E. All fines and penalties collected for the violation of this Ordinance shall be paid to the City of Altoona.

SECTION 12: MAINTENANCE

- A. The applicant and any subsequent owner of the property utilizing the driveway shall be required to maintain the driveway where it abuts or traverses the public right-of-way in a manner so that it will not damage any public improvement or equipment or create a safety hazard to the public.
- B. The applicant and any subsequent owner of the property utilizing the driveway shall at all times keep any drainage pipes clean and free of debris and shall not create any obstruction to the free flow of water in the drainage areas.
- C. If the applicant or any subsequent owner of the property utilizing the driveway does not maintain the driveway or drainage, as provided herein, and continues to fail to maintain the same for thirty (30) days after notice is given by the City, either in person or by registered or certified mail, the person shall be guilty of violating this Ordinance.
- D. In addition to any penalty that may be assessed under this Ordinance, that person shall be liable for any costs incurred by the City to bring the driveway into compliance plus fifteen percent (15%), the same to be assessed upon that person as a property lien in accordance with applicable statutes.

SECTION 13: PRE-EXISTING DRIVEWAY

- A. Existing driveways that have been permitted prior to the passing of this ordinance shall be exempt from any new requirements stated under this ordinance. Any existing driveway that has not been properly permitted can be made to be permitted and the driveway brought up to the standards and specifications as referred to in this ordinance and the permit.
- B. Nothing in this Ordinance shall be construed that any existing driveway, permitted or not, that may be deemed as unsafe, a hazard, or jeopardizing the safety of the public shall not be corrected. The owner of any existing driveway deemed as unsafe, a hazard, or jeopardizing the safety of the public shall be issued a written order to cease using the driveway until corrections and permit, if required, are made.

SECTION 14: CONSTRUCTION OF ORDINANCE

All terms in the singular shall also include the plural and all terms in the masculine gender shall also include the feminine gender unless the context clearly indicates otherwise or would lead to an absurd interpretation.

SECTION 15: REPEAL

All ordinances and resolutions or parts of ordinances and resolutions, insofar as they are inconsistent herewith are hereby repealed.

SECTION 16: SEVERABILITY

If any sentence, clause, section or part of this ordinance is for any reason found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections or parts of this Ordinance. It is hereby declared that it is the intent of City Council that this Ordinance would have been adopted had such unconstitutional, illegal or invalid sentence, clause, section or part thereof not have been included herein.

SECTION 17: EFFECTIVE DATE

This Ordinance shall become effective upon the earliest date provided by law.

ORDAINED AND ENACTED as an Ordinance of the City of Altoona this 24th day of March in the year two thousand ten (2010).