



# UPPER MACUNGIE TOWNSHIP DRIVEWAY PERMIT & WORK IN STREET RIGHT-OF-WAY OR TOWNSHIP EASEMENT

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

CASE #: \_\_\_\_\_

THIS PERMIT IS REQUIRED FOR WORK WITHIN THE RIGHT-OF-WAY OF A PUBLIC STREET

PLEASE PRINT LEGIBLY AND FILL OUT FORM COMPLETELY

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

PROPERTY ADDRESS: \_\_\_\_\_ APPLICATION DATE: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_

APPLICANT ADDRESS: \_\_\_\_\_ PIN # if Applicable: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

An application is hereby made for a permit for construction as indicated herein and which shall be located as shown on the plot plan submitted herewith and/or to use the premises for the purpose herein described. Applicant agrees that such work will comply with all provisions of the Zoning Ordinance, Building Code, with all deed restrictions and with all other applicable Ordinances of Upper Macungie Township.

APPLICANT PRINTED NAME AND SIGNATURE: \_\_\_\_\_

IF THIS APPLICATION IS NOT BY THE PROPERTY OWNER, THEN BY WHAT AUTHORITY: \_\_\_\_\_

CONTRACTOR NAME: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_

CONTRACTOR ADDRESS: \_\_\_\_\_ FAX/CELL: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PROPERTY OWNER NAME: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_

OWNER ADDRESS: \_\_\_\_\_ FAX/CELL: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

TYPE OF WORK TO BE DONE (CHECK ALL THAT APPLY AND COMPLETE "TYPE OF WORK TO BE DONE" ON PAGE 2)

**WORK WITHIN A STREET RIGHT-OF-WAY**

- New Construction (including driveways) (excavation) \$125
- Reconstruction (including driveways) (excavation) \$125
- Resurface Only (including driveways) (no excavation or expansion) \$125
- Sidewalk Installation/Repair \$125
- Utility Installation \$125
- Curb Installation or Replacement \$125
- New Curbing - includes survey by Township \$250
- Opening New Street (Surface <5 years old) \$250
- or two (2%) percent of all the total cost of restoring the opening.
- Utility Pole/Anchor Install - up to 50 poles \$125
- Utility Connection/Repair \$125
- Other: \_\_\_\_\_ \$125

**WORK WITHIN A TOWNSHIP EASEMENT**

- Utility Pole/Anchor Install-up to 50 poles \$125
- Utility Connection/Repair \$125
- Sidewalk Installation/Repair \$125
- Other: \_\_\_\_\_ \$125

**Driveway Permit**

- Residential Driveway Zoning Review \$75
- Commercial/Industrial Driveway Zoning Review \$75
- Repave/Repair Existing Driveway Zoning Review \$75
- New Construction Zoning Review \$75

**NOTES:**

1. Please Refer to Sheet 3 to Complete Additional Information
2. Maintenance Fees Not Required for Work on Private Property
3. Inspection fees included with Driveway Permit

Please See Fee Schedule for Additional Fees

**DENIED:**

APPROVAL:	REVIEWED BY	DATE
<input type="checkbox"/> PUBLIC WORKS	_____	_____
<input type="checkbox"/> ZONING OFFICIAL	_____	_____

**FEES:**

Application Fee (due at application): \$ \_\_\_\_\_

Inspection Fee (See Fee Schedule): \$ \_\_\_\_\_

Maintenance Guarantee (See Fee Schedule): \$ \_\_\_\_\_

Other: \_\_\_\_\_ \$ \_\_\_\_\_

- BUSINESS PRIVILEGE LICENSE
- WORKER'S COMPENSATION
- NOTARIZED FORM

**W-9 Form**

PERMIT EXPIRES: \_\_\_\_\_

CONDITIONS OF APPROVAL:

**TOTAL** \$ \_\_\_\_\_

\*All Fees Due at Application  
\*Please Note: All Fees are Cumulative

Check # \_\_\_\_\_

Check # \_\_\_\_\_

Check # \_\_\_\_\_

PERMIT ISSUED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

PERMIT AUTOMATICALLY EXPIRES NINETY (90) DAYS AFTER APPROVAL IF NOT PICKED UP

See Ordinance #2019-09 for More Information

**TYPE OF WORK TO BE DONE (PLEASE INCLUDE SKETCH OF WORK AND DESCRIPTION BELOW)**


**Description of Work:** \_\_\_\_\_  
(include dimensions \_\_\_\_\_  
of excavation) \_\_\_\_\_

**DRIVEWAY PERMIT**

**CONSTRUCTION PERMIT INFORMATION**

Finished surface material?  Concrete  Asphalt  Stone  Other \_\_\_\_\_

Is there curbing along the lot frontage?  Yes  No

If repaving, are you widening the driveway?  N/A  Yes  No

Additional information: \_\_\_\_\_

Contractor or Person Responsible for Construction: \_\_\_\_\_  
(Name, Address and Phone Number)

\_\_\_\_\_  
(Phone)

A site plan drawn to scale must accompany this application showing property lines and proposed driveway.

A site plan showing the driveway location has been included with this permit application.

**Notes:**

1. Driveways must be 5' feet from the property lines and dimensioned on site plan.
2. Residential driveways require a minimum and maximum width of 10' feet and 20 feet respectively
  - a. Final inspection is required after final grading but before paving or concreting.
  - b. 48 hours notice is required for all inspections by calling the UMT Zoning Officer at 610-395-4892, ext. 126.

**Pa One Call Serial #** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Starting Date:** \_\_\_\_\_ **Approximate Completion Date:** \_\_\_\_\_

*All work to be done in accordance and subject to 67 PA Code, Chapter 213 (Work Zone Traffic Control), PA Act 38 (PA One Call), and all other conditions, restrictions and regulations prescribed by Upper Macungie Township with the same force and effect as if written or printed here and under and subject to special conditions, restrictions, and regulations may be imposed by the Township.*

I/We agree to protect, defend, indemnify and save harmless the Township, Officer or Agents thereof, from all claims, suits, actions and proceedings of every nature and description whatsoever which may be brought against the Township Officers or Agents thereof, for or on account of injuries or damages to persons and/or public or private property, due to any materials or applications an in the work or by account of improper materials of workmanship, or for on account of any accident or any other act, negligence or omissions of said applicant or his agents, servants or employees, and the Township shall not in any way be liable therefore. The applicant is (1) that person or persons who will be doing the work; or (2) the property owner. Please refer to Ordinance #2019-09 for a complete understanding of your requirements as a permittee, which requirements are incorporated herein by reference.

\_\_\_\_\_  
**PROPERTY OWNER'S SIGNATURE**

\_\_\_\_\_  
**CONTRACTOR'S SIGNATURE**

**Right-Of-Way Performance and Inspection Escrows**

Area of Disturbance	Security Escrow	Review/Inspection Fee
1-100 SF	\$1,000	\$350
101-200 SF	\$2,000	\$400
201-300 SF	\$3,000	\$450
301-400 SF	\$4,000	\$500
401-500 SF	\$5,000	\$550
Greater than 500 SF	See Note 2	See Note 2
<b>Minimum Deposit/Escrow Amount \$250</b>	<b>Minimum Security Amount \$1,000</b>	<b>Inspections Billed at \$82/hour</b>

**Notes:**  
 1. Inspection Escrow amounts are only noted as the initial amount posted. Should inspection escrow need to be replenished, the amount will be determined by the Township.  
 2. Security and Inspection Escrow amounts to be determined based on extent of area to be disturbed. It is estimated that each of the 100 square feet of additional disturbance will result in a \$1,000 Security and \$82/hr Inspection Fee.  
 3. Security and Inspection Escrow amounts can be reviewed and adjusted based on approval from the Township.