



# POLK TOWNSHIP SUPERVISORS

165 Polk Township Rd., PO Box 137, Kresgeville, PA 18333

Phone: 610-681-5376 Fax: 610-681-3063 E-mail: [info@polktwp.org](mailto:info@polktwp.org)

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## Driveway/Encroachment Applications

Permit applications and required documentation are to be submitted to the Polk Township Zoning Officer for processing. Payment of fees and escrows must be in the form of cash or check are payable to POLK TOWNSHIP. **FEES AND ESCROWS MUST BE SEPARATE FORMS OF PAYMENT. Fees are nonrefundable.**

When the application is processed, the Polk Township Roadmaster will do the initial inspection and issue the permit. **When permits are issued, the Township will call you that your permits are ready.** When work is completed, you **MUST** contact the Zoning Officer for final inspections by the Roadmaster. If an escrow was required, you must request it when scheduling the final inspection.

**APPLICATIONS** will be submitted to Tracy Herman at Polk Township.

**Tracy Herman, Polk Township Zoning and Codes Enforcement Officer**

**Office: (610) 681-5376**

**Fax: (610) 681-3063**

**Email: [zoning@polktwp.org](mailto:zoning@polktwp.org)**

**Office Hours:**

**Monday- Friday**

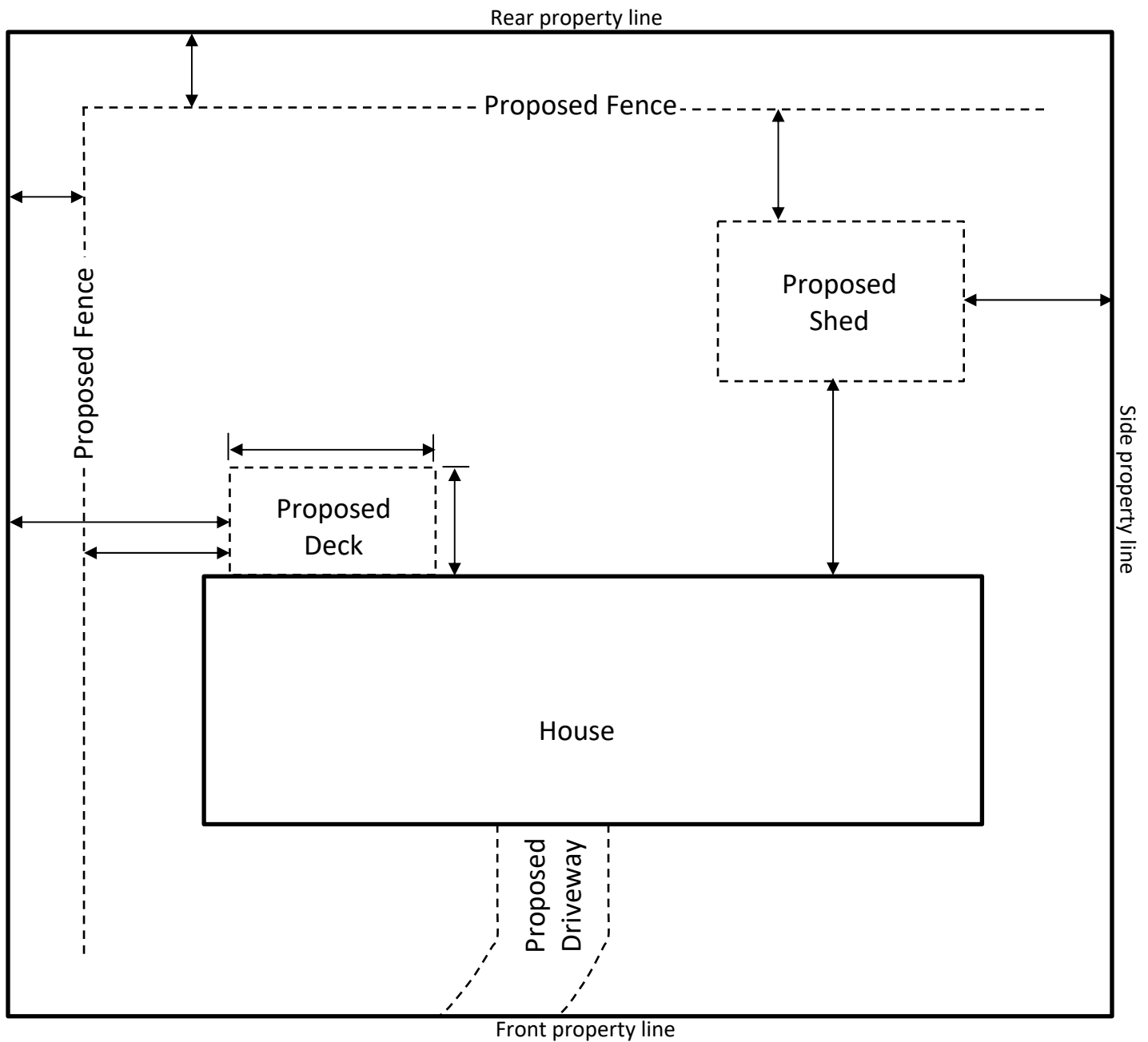
**8am-2:30pm**

***Appointments are encouraged.***

### Requirements:

1. All required documentation must be submitted:
  - a. Completed and signed application
  - b. Plot plan with detailed information on setbacks, street names, lot lines, any structures
  - c. Sight Distance Form
2. Driveways proposed to enter onto a Township Road must be constructed to meet Polk Township Driveway Ordinance. Driveways proposed to enter onto a State Road requires an approved Highway Occupancy Permit
3. Proposed driveways must be marked where they will be placed for initial inspection.

## Example of a Plot Plan



This is an example of a plot plan. Please create a plan for the property in which you are applying by showing:

1. Show all roads that are next to the lot.
2. Lot Dimensions
3. Septic and Well location
4. All existing structures including porches, decks and pools. Dimensions of all structures must be included.
5. Show the driveway and the size, along with any parking areas.
6. Include any proposed structures in which you are applying for.
7. Any other information that the Zoning Officer may request to make an informed decision.
8. Your drawing should be as close as you can to scale. This drawing should be an accurate portrayal of an overhead view of your property.

# POLK TOWNSHIP

## ENCROACHMENT/DRIVEWAY PERMIT APPLICATION

- |  | Fee:                  | Escrow:  |
|--|-----------------------|----------|
| <input type="radio"/> New Driveway             | \$100.00              | \$500.00 |
| <input type="radio"/> New Encroachment         | \$100.00              | \$500.00 |
| <input type="radio"/> Blacktopping             | \$50.00               |          |
| <input type="radio"/> Excavation onto Twp. Rd. | \$100.00 per road cut |          |

*Escrow checks MUST be separate from fees! Permit may be denied if 2 separate checks are not received.*

DATE: \_\_\_\_\_  
 ROAD NAME \_\_\_\_\_  
 SUBDIVISION \_\_\_\_\_  
 PIN # \_\_\_\_\_

**Permit Fee:** \_\_\_\_\_  
 Cash/Check#: \_\_\_\_\_  
**Escrow Fee:** \_\_\_\_\_  
 Cash/Check#: \_\_\_\_\_

LOCATION OF DRIVEWAY: \_\_\_\_\_

Work will begin on: \_\_\_\_\_ Work completed by \_\_\_\_\_

APPLICANT/OWNER: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTRACTORS NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

CONTRACTORS ADDRESS: \_\_\_\_\_

(Include plot plan showing exact location of driveway on property and site distances in both directions; owner or applicant must mark location of driveway on property.)

**Polk Township Conditions and Requirements**

- A. The existing drainage patterns and shoulder slope SHALL be maintained.
- B. Any additional drainage SHALL be directed to road drainage swales.
- C. Driveway sight lines and clear sight triangles shall be established and maintained always.
- D. Proper shoulder grades and drainage flow lines shall be established.
- E. Driveway shall be constructed of stable materials, stone etc. that will not wash away.
- F. The applicant shall be responsible for any damage to the roadway and shoulders caused by this installation.
- G. Three inspections are required: preliminary, when working in right-of-way and final.
- H. Applicant must follow attached design specifications as part of this permit.
- I. Minimum pipe size if required is 15 inches in diameter with one foot of cover.
- J. The Township Roadmaster or Zoning Officer may at any time revoke this permit for nonperformance with any conditions, regulations or requirements hereof.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**POLK TOWNSHIP SPECIAL REQUIREMENTS**

1. Refer to Figures A. B. & C. Attached
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Preliminary Inspection Date:** \_\_\_\_\_ ROADMASTER: APPROVED DENIED Signature: \_\_\_\_\_

Notes: \_\_\_\_\_

**Final Inspection Date:** \_\_\_\_\_ ROADMASTER: APPROVED DENIED Signature: \_\_\_\_\_

Notes: \_\_\_\_\_

Figure A

M-950S  
(03-04)  
PENNDOT

# DRIVEWAY SIGHT DISTANCE MEASUREMENTS (FOR LOCAL ROADS, USE PENNDOT PUB 70)

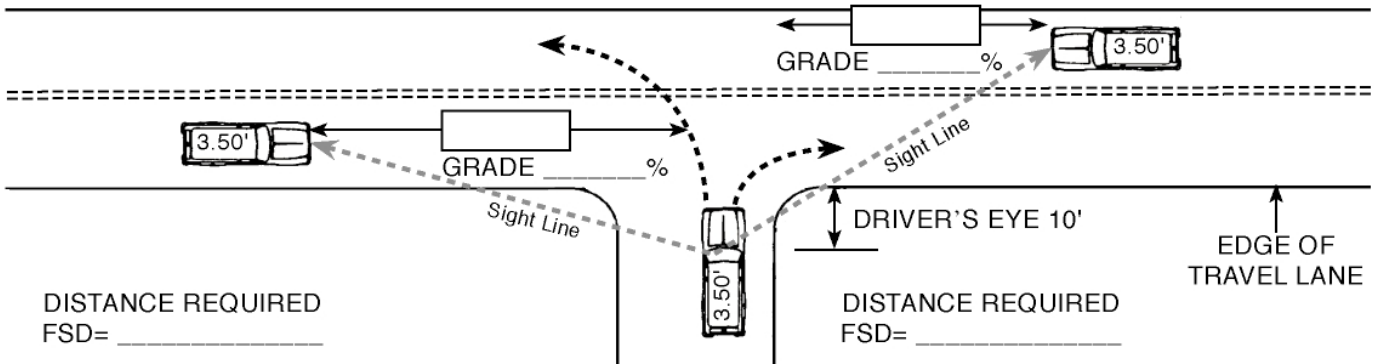
APPLICANT \_\_\_\_\_ APPLICATION NO. \_\_\_\_\_

S.R. \_\_\_\_\_ SEG. \_\_\_\_\_ OFFSET \_\_\_\_\_ LEGAL SPEED LIMIT \_\_\_\_\_

MEASURED BY \_\_\_\_\_ DATE \_\_\_\_\_

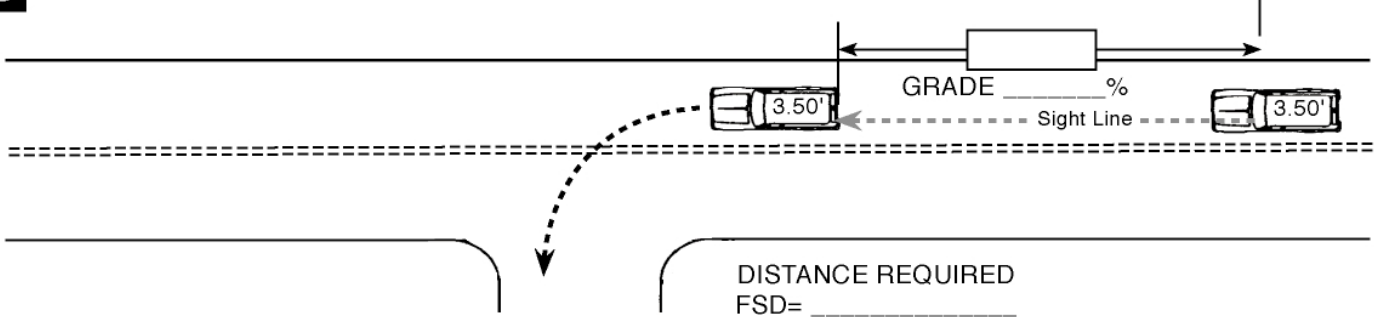
FOR DEPARTMENT USE ONLY: Safe-Running Speed \_\_\_\_\_ 85th Percentile Speed \_\_\_\_\_

**A**



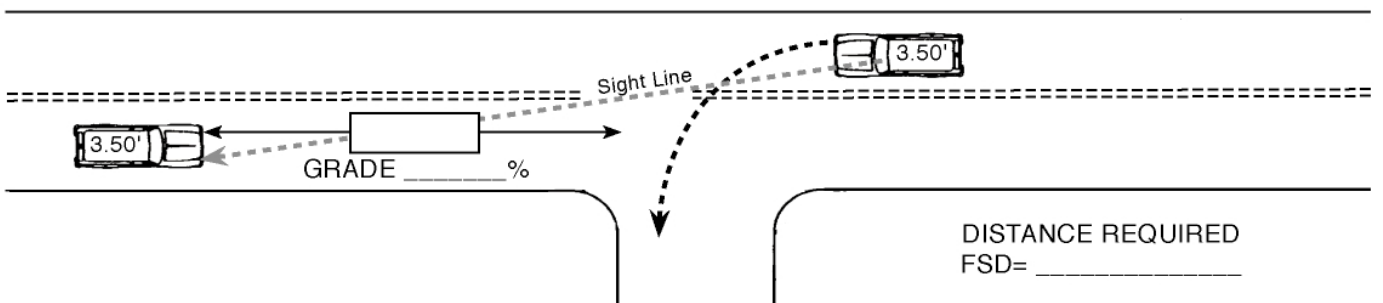
THE MAXIMUM LENGTH OF ROADWAY ALONG WHICH A DRIVER AT A DRIVEWAY LOCATION CAN CONTINUOUSLY SEE ANOTHER VEHICLE APPROACHING ON THE ROADWAY.

**B**



THE MAXIMUM LENGTH OF ROADWAY ALONG WHICH A DRIVER ON THE ROADWAY CAN CONTINUOUSLY SEE THE REAR OF A VEHICLE WHICH IS LOCATED IN THE DRIVER'S TRAVEL LANE AND WHICH IS POSITIONED TO MAKE A LEFT TURN INTO A DRIVEWAY.

**C**



THE MAXIMUM LENGTH OF ROADWAY ALONG WHICH A DRIVER OF A VEHICLE INTENDING TO MAKE A LEFT TURN INTO A DRIVEWAY CAN CONTINUOUSLY SEE A VEHICLE APPROACHING FROM THE OPPOSITE DIRECTION.

Appendix I  
Desirable Sight Distances

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 <sup>1</sup> (feet)	Safe Sight Distance — Right <sup>1</sup> (feet)
25	250	195
25	250	195
35	440	350
45	635	570
55	845	875

NOTES:

<sup>1</sup> Measured from a vehicle 10 feet back of the pavement edge.

Table 2 — Safe sight distance for buses and combinations exiting from driveways onto two-lane roads

Posted Speed (mph)	Safe Sight Distance — Left <sup>1</sup> (feet)	Safe Sight Distance — Right <sup>1</sup> (feet)
25	400	300
25	400	300
35	675	625
45	1,225	1,225
55	2,050	2,050

NOTES:

<sup>1</sup> Measured from a vehicle 10 feet back of the pavement edge.

Table 3 — Safe sight distance for passenger cars and single-unit trucks exiting from driveways onto four- and six-lane roads

Posted Speed (mph)	Safe Sight Distance — Left <sup>1</sup> (feet)	Safe Sight Distance — Right <sup>2</sup> (feet)
25	175	195
25	175	195
35	300	350
45	500	570
55	785	875

NOTES:

<sup>1</sup> Measured from a vehicle 10 feet back of the pavement edge to a vehicle approaching in the outside lane.

<sup>2</sup> Measured from a vehicle 10 feet back of the pavement edge to a vehicle approaching in the median lane.

Table 4 — Safe sight distance for buses and combinations exiting from driveways onto four- and six-lane roads

Posted Speed (mph)	Safe Sight Distance — Left <sup>1</sup> (feet)	Safe Sight Distance — Right <sup>2</sup> (feet)
25	300	300
25	300	300
35	625	625
45	1,225	1,225
55	2,050	2,050

NOTES:

<sup>1</sup> Measured from a vehicle 10 feet back of the pavement edge to a vehicle approaching in the outside lane.

<sup>2</sup> Measured from a vehicle 10 feet back of the pavement edge to a vehicle approaching in the median lane.

Table 5 — Safe sight distance for passenger cars and single-unit trucks entering driveways by left turns

Posted Speed (mph)	Safe Sight Distance in Feet <sup>1</sup>		
	2-Lane	4-Lane	6-Lane
25	190	205	220
35	300	320	345
45	445	470	500
55	610	645	680

NOTES:

<sup>1</sup> Measured from the point where a left-turning vehicle stops to a vehicle in the outside lane.

Table 6 — Safe sight distance for buses and combinations entering driveways by left turns

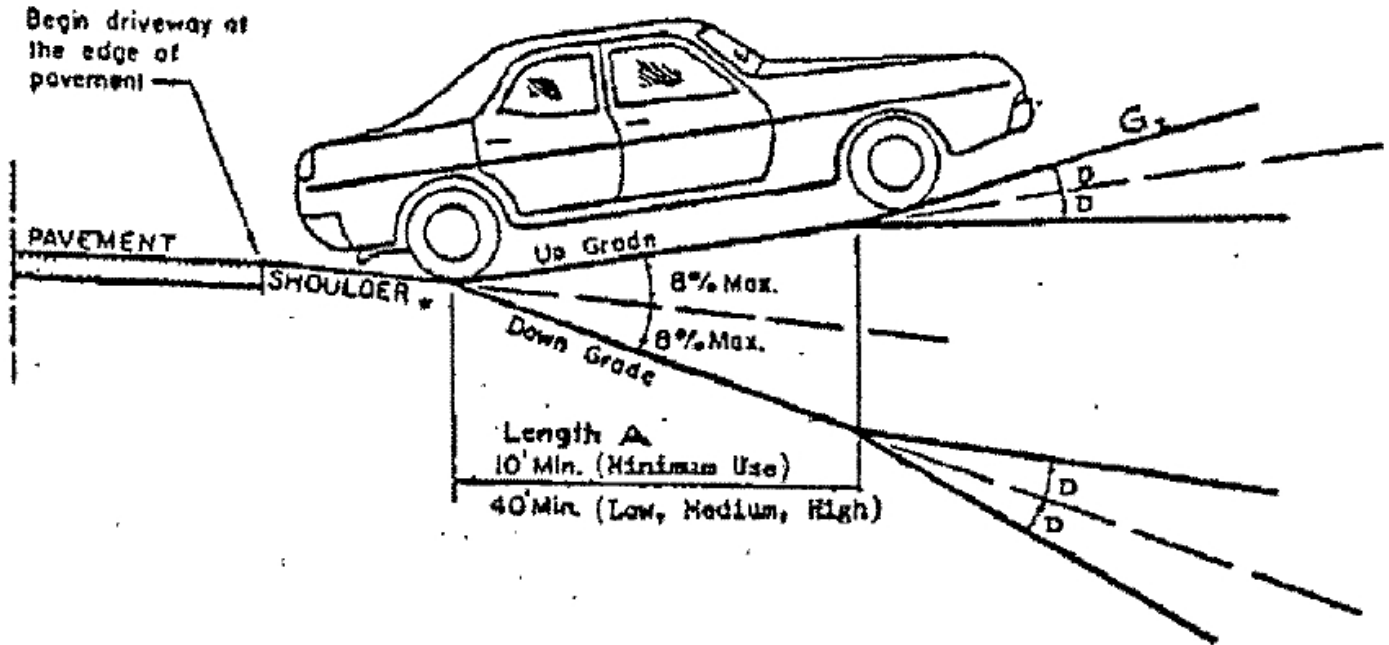
Posted Speed (mph)	Safe Sight Distance in Feet <sup>1</sup>		
	2-Lane	4-Lane	6-Lane
25	330	360	390
35	485	530	575
45	690	750	810
55	905	990	1,075

NOTES:

<sup>1</sup> Measured from the point where a left-turning vehicle stops to a vehicle in the outside lane.

Attachment C

Appendix IV  
Maximum Driveway Grade Within the Road Right-of-Way



\* The shoulder slope normally varies from 4% to 6%. Maintain the existing shoulder slope when constructing the driveway unless it is less than 4%, which shall be maintained as a minimum.

For grade changes greater than those indicated, vertical curves with a minimum length of 10 feet shall be constructed and length "a" increased by the length of the curve.

Within the road right-of-way, grade G<sub>2</sub> shall be limited to 15% for minimum-use driveways and from 5% to 8% for low-, medium- or high-volume driveways.

	Maximum Grade Change	
	Desirable	Maximum
High-volume driveway	0%	±3%
Medium-volume driveway	±3%	±6%
Low-volume driveway	±6%	Controlled by vehicle clearance