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TIMELINE FOR ISSUANCE OF PERMITS:

15 Business Days to review and approve Residential & Sign Permits.

30 Business Days to review and approve Commercial Permits & Zoning Applications.

To ensure a timely approval process, make sure applications are complete.
Anything that exceeds 400 square feet is required to have Stormwater Management

DRIVEWAY PERMIT

Permit(s) Required:

- 1) Curb, Driveway, & Sidewalk Application
- 2) Plus Borough Engineering Inspection Costs
- 3) \$1,000 Bond Required if work completed by Licensed & Registered Contractor

Required Fee: \$75.00 (Check made payable to "Borough of Malvern")

Breakdown of fees:

\$75 for Curb, Driveway, & Sidewalk Application Fee

FEE WAIVED FOR CURB & SIDEWALK IF WORK COMPLETED BY PROPERTY OWNER

Required Documents:

2 copies of plan showing driveway are required along with permit submission.

An Existing Driveway being resurfaced in the same material does not require a permit.

A New Driveway requires a Zoning Permit and may require a PennDOT Street Opening or Access Permit (depending on location, please visit their site:

<http://www.penndot.gov/DoingBusiness/Permits/HighwayOccupancyPermits/Pages/default.aspx>

Zoning Information:

§ 179-25 Existing driveways; standards. [Added 12-2-1975 by Ord. No. 254]

All existing driveways shall conform to the standards of width as established by the Pennsylvania Department of Transportation.

§ 181-513 Driveways.

A. All driveways and related improvements shall be located and constructed in such a manner as to provide safe access to Borough and state roads, not to impair drainage or normal maintenance within road rights-of-way, alter the stability of a roadway, subgrade, Permits Frequently Asked Questions 1 East First Avenue Suite 3 Malvern, Pennsylvania 19355 Phone 610.644.2602 Fax 610.644.4504 Email malvern@malvern.org or roadway embankment, change the drainage of adjacent areas, interfere with the traveling public and assure sufficient area for and access to off-street parking.



B. Sight distance requirements for all driveways shall be in accordance with the Pennsylvania Code, Title 67, Transportation, Chapter 441, "Access To and Occupancy of Highways by

Driveways and Local Roads," latest edition. All sight distance obstructions, including, but not limited to, embankments and vegetation shall be removed by the applicant to provide the required sight distance.

C. Clear sight triangles shall be provided at all driveway entrances and shall be shown on the plans. The legs of such triangles shall be at least 50 feet in either direction, measured from a point 12 feet back from the edge of the cartway of the intersecting street. Within such triangles, no object greater than 2 1/2 feet in height and no object that would obscure the vision of the motorist shall be permitted.

D. No more than two lots shall be served by a private driveway in cases of common ownership or shared use of a private driveway. As a condition to final plan approval, an agreement providing for the maintenance, repair, construction and reconstruction, including drainage facility maintenance and snowplowing of the common driveway, shall be submitted to and approved by the Borough, and shall be recorded against the lots in question.

E. Private driveways, whether individual or common, on corner lots, shall be located at the following minimum distances from the point of intersection of the nearest street right-of-way lines: [Amended 3-4-2014 by Ord. No. 2014-3] (1) Driveways onto local roads: at least 40 feet; and (2) Driveways onto collector and arterial roads: at least 100 feet.

F. No driveway shall be situated within five feet of a side or rear property line, except where common driveways are utilized.

G. Driveways to corner lots or lots having access to more than one street shall gain access from the street of lower classification when a corner lot is bounded by streets of two different classifications.

H. Where on-street parking is permitted, the layout of the curb cuts of the driveways shall be designed to maximize the number of on-street parking spaces.

I. Where a driveway slopes down from the street surface, a stormwater runoff paving diverter surface shall be provided for the driveway by sloping up from the edge of street or curb 1/4 inch per foot for a distance of 10 feet before starting the down slope of the driveway. Permits
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J. Driveways shall intersect streets as nearly as possible to 90°, but not less than 75° nor greater than 105°.



K. Residential driveways:

- (1) The driveway within the legal right-of-way of the public road, or for a distance of at least 20 feet from the edge of the cartway, whichever is greater, shall not have a grade in excess of 4%. The maximum grade of any driveway shall not exceed 12%.
- (2) When the grade of a driveway, at any point, exceeds 8%, a minimum of one off-street parking space shall be provided. The off-street parking space shall be located before the grade of the driveway at any point exceeds 8%, outside the driveway access aisle and outside the public right-of-way. Such off-street parking space shall be a minimum of nine feet by 18 feet.
- (3) For driveways serving single residential units, the minimum width shall be 12 feet within the legal right-of-way and a minimum of 10 feet at all other points within the property. Width of common driveways shall be a minimum of 16 feet. The Borough may require pullover areas to provide safe passage of two vehicles.
- (4) Not more than one driveway entrance shall be permitted for a residential driveway.
- (5) Where feasible, new driveways shall provide for a safe turnaround area outside of the road right-of-way, and shall be designed so that vehicles will not be required to back into the adjoining street.
- (6) The driveway shall be constructed with a base of stone compacted to six inches and a surface of a minimum of 1 1/2 inch ID-2 bituminous wearing course. Driveway material standards shall apply to driveways for a minimum of 25 feet from the edge of cartway or curb. Common driveways or driveways serving multifamily dwellings shall be paved in their entirety.

L. Nonresidential driveways:

- (1) The driveway within the legal right-of-way of the public road, or for a distance of at least 20 feet from the edge of the cartway, whichever is greater, shall not have a grade in excess of 4%. The maximum grade of any driveway shall not exceed 8%.
- (2) Driveway entrances into all nonresidential, single-use properties shall be no less than 20 feet in width and shall not exceed 36 feet in width at the street line unless provided with a median divider, and shall be clearly defined by use of curbing. The curbs of these driveway entrances shall be rounded with a minimum radius of 20 feet where they intersect a street. Permits Frequently Asked Questions 1 East First Avenue Suite 3 Malvern, Pennsylvania 19355 Phone 610.644.2602 Fax 610.644.4504 Email malvern@malvern.org
- (3) Driveways serving nonresidential uses shall be paved in their entirety. Specifications for such paving shall be subject to review by the Borough Engineer as applicable for the specific use proposed.



(4) Driveways shall be limited to two along the frontage of any single street and their centerlines shall be spaced a minimum of 50 feet apart. M. Concrete aprons, where required by the Borough, shall be provided for all driveways with concrete sidewalks. The concrete aprons shall be a minimum of six inches of Class AA concrete (a twenty-eight-day minimum compressive strength of 3,500 psi and 6% air entrainment by volume).

M. Concrete aprons, where required by the Borough, shall be provided for all driveways with concrete sidewalks. The concrete aprons shall be a minimum of six inches of Class AA concrete (a twenty-eight-day minimum compressive strength of 3,500 psi and 6% air entrainment by volume).

CURB/ DRIVEWAY/ & SIDEWALK APPLICATION

PERMIT #: _____

REQUIRED DOCUMENTATION:

1. Site Plan showing location and extent of proposed work
2. Malvern Borough Executed Reimbursement Agreement - Attached

FEE(s):

1. \$75.00 plus Engineering Review & Inspection Costs as per Malvern Borough's Fee Schedule
Waived if work completed by Property Owner for CURB & SIDEWALK
If more than 400 sq. ft. of impervious coverage is added for Driveways Stormwater Management is required
2. \$1,000.00 Bond required if work completed by Licensed & Registered Contractor for CURB & SIDEWALK

I. PROPERTY INFORMATION

Applicant/Owner Name: _____
First Last

Contact Information: _____
Business Phone Home or Mobile (Circle) Email

Mailing Address: _____
Street City Zip Code

Property Address (If different): _____

Contractor & Address: _____

PA Contractor Registration Number: _____ Contractor Phone Number: _____

II. PROPOSED WORK (Check all that apply)

Type: Driveway: _____ Sidewalk: _____ Curb: _____ Apron: _____

Please indicate if the work proposed is New and/or Replacement:

Please indicate the Length and Width of the proposed Driveway, Sidewalk, Curb, and/or Apron

Description of proposed work:

Total Estimated Cost: _____

SEE REVERSE SIDE FOR SIGNATURE INFORMATION

III. APPLICANT SIGNATURE

The information provided by the applicant named on this document is true and correct to the best of his/her knowledge. Falsified information may result in the revocation of the Permit and appropriate legal action as is provided by Commonwealth Law.

Applicant Signature: _____ **Date:** _____

Property Owner Signature (if different): _____ **Date:** _____

IV. BOROUGH REVIEW

Amt. Paid: \$ _____ **Check #:** _____ **Dated:** _____

Approved: ___ Yes ___ No **Permit #:** _____

Building & Code Enforcement Official's Signature: _____

Date: _____

Borough Engineer Approval Required: ___ Yes ___ No

