



New Hanover Township

2943 N Charlotte Street, Gilbertsville, PA 19525
610-323-1008 | permits@newhanoverpa.gov

Driveway Application

Part 1 - Owner Information

Name _____
Address _____
Mailing Address (if different) _____
Phone # _____ Email _____

Part 2 - Contractor Information

Business _____ Business Contact _____
HIC # _____ Address _____
Phone # _____ Email _____

Part 3-Driveway

This application is for a New Driveway Existing Driveway **New driveways require a Highway Occupancy Permit from the agency having jurisdiction over the roadway.*
Width of driveway at street _____FT Will underdrain be installed? Replacement New No
Total area of existing driveway, if applicable _____SF
Total area of new driveway or driveway expansion/extension _____SF

Part 4-Plot Plan

Provide a plot plan that shows the area of the existing/proposed driveway and design/location of underdrain, if applicable. Indicate material type (paved/gravel). Driveways may not be located closer than 5 feet from property lines.

Part 5-Applicant's Signature*

The applicant is the: Property Owner Contractor Date _____
Applicant's Signature _____ Print _____
Owner's Signature _____ Print _____

**The property owner's signature is required. If the applicant is the contractor, a signed service contract may be submitted in lieu of signature here.*

Township Use Only

Parcel # _____ Zoning District _____ Permit # _____
Zoning Officer Signature _____ Date _____

Permit Notes:

This project results in the addition of _____ SF regulated impervious cover. _____ SF regulated impervious cover remaining until a stormwater management facility is required to be installed.

Driveway Application–Plot Plan

Please use the graph below, or a separate drawing, to provide a plot plan of the proposed improvements. Plans do not have to be to scale, but must demonstrate accurate dimensions, shapes, and orientation. Plot plans must include the following information:

- Orientation of the property to surrounding street(s).
- Outline of property boundaries. *Property owners are responsible for knowing where property lines are located. No improvements may be constructed outside of the property boundary or within easements.*
- All existing and proposed improvements. Dimensions and setbacks must be clearly marked.

