


Guide for Obtaining MINIMUM USE DRIVEWAY PERMITS

Driveways Used By Not More Than 25 Vehicles Per Day
(i.e. 50 ADT, Average Daily Traffic)

Visit our website at www.penndot.pa.gov.
Doing Business/Permits: Highway Occupancy Permits (HOP)

<p>OS-299 (10-22)</p>  <p>pennsylvania DEPARTMENT OF TRANSPORTATION www.penndot.pa.gov</p>	<p>TRANSMITTAL LETTER</p>	<p>PUBLICATION: Publication 312</p> <hr/> <p>DATE: 11/10/2022</p>
<p>SUBJECT: Guide for Obtaining Minimum Use Driveway Permits</p>		
<p>INFORMATION AND SPECIAL INSTRUCTIONS:</p> <ul style="list-style-type: none"> - Publication 312: Guide for Obtaining Minimum Use Driveway Permits <ul style="list-style-type: none"> o Removed the "Brochure Format" o Added "email block" in the permittee information block o Updated heading "W" for email address o Added pay by credit card instructions under heading "W" o Added pay by credit card option in the Applicant/Property owner information block o Added "Check appropriate box on Form M-950A if paying by credit card" under payment method o Updated Applicant definition under heading "A" o Updated PennDOT website address - Form M-945A: Application for Highway Occupancy Permit <ul style="list-style-type: none"> o Made general grammatical and formatting corrections o Added pay by credit card option in the "Fee Information" block and in the "General Instructions" under the Fee Section o Updated website address for ePermitting System under "Application Form" o Updated website address under "Contact Information" - Form M-950A: Application for Minimum Use Driveway <ul style="list-style-type: none"> o Added "pay by credit card option" in the Applicant/Property owner information block o Updated website email address 		
<p>CANCEL AND DESTROY THE FOLLOWING: All editions dated prior to November 2022</p>	<p>ADDITIONAL COPIES ARE AVAILABLE FROM:</p> <p><input checked="" type="checkbox"/> PennDOT website - www.penndot.pa.gov <i>Click on Forms, Publications & Maps</i></p> <hr/> <p>APPROVED FOR ISSUANCE BY:</p> <p><i>Daniel Farley, P.E.</i></p> <p>Daniel Farley, P.E., Director Bureau of Operations</p>	

PURPOSE

General Rule: It is in the public interest to regulate the location, design, construction, maintenance, and drainage of access driveways and other property within State highway right-of-way for the purpose of security, economy of maintenance, preservation of proper drainage, and safe and reasonable access.

Other Requirements: Issuance of a permit under these regulations does not relieve the permittee from any additional responsibility to secure other Federal, state, or local approvals or permits as may be required by law.

PERMIT APPLICATION PROCEDURE

General Rule: No driveway or drainage facility or structure shall be constructed or altered within State highway right-of-way and no drainage facility of the Department shall be altered or connected onto without first obtaining a permit from the Department. A permit is not normally required for maintenance.

Who May Execute Applications: Permit applications shall be submitted in the name of and executed by the owner of the property or to an individual with an acceptable equitable interest in the property.

Where to Submit Applications: Permit applications shall be submitted to either the District or County Office having jurisdiction over the county in which the proposed work will be performed. (See page 7)

When to Submit Applications: Permit applications shall be submitted prior to the construction of any building which the proposed driveway will serve to assure that the driveway can be constructed consistent with Chapter 441.

Application Procedure and Required Information: Permit applications shall be:

- submitted in person or by mail on properly completed Department Form M-950A, (see page 6);
- signed by the applicant;
- accompanied by a check or money order, payable to the Department, in the appropriate amount or check appropriate box on Form M-950A if paying by credit card.
- accompanied by proof of ownership or interest in the property (i.e., copy of deed, sales agreement, etc.);
- submitted to the Department at least 30 days prior to the anticipated start of work.

Traffic Control Plan: When the applicant anticipates that it will be necessary to close a portion of a lane to vehicular traffic in order to perform the permitted work, the applicant shall submit a traffic control plan with the application.

Authority to Reject Application: The Department will examine and determine the genuineness, regularity and legality of every application, and may reject any application if not satisfied of its genuineness, regularity or legality, or the truth of any statement contained in the application. The Department may also make such investigations and require such additional information as it deems necessary.

PERMIT FEES - \$25.00 (currently)

Permit Issuance Fees: Issuance fees are used to defray costs incurred by the Department in reviewing and processing the application and plan, including the preliminary review of the site location identified in the application and issuing and processing the permit.

General Permit Inspection Fees: General inspection fees are used to defray costs incurred by the Department in spot inspection of permitted work or subsequent inspection after the permitted work has been completed, to ensure compliance with the permit and Chapter 441.

ISSUANCE OF PERMITS

Requesting Permit Time Extension: A permit is valid for a six month period or multiples thereof as specified on the permit. If the permittee has not completed all authorized work by the completion date specified on the permit, submit an application requesting a time extension. If approved, a supplement may be issued by the District Office, authorizing work to continue for an additional 6-month period.

Work Completion Notification: When all permitted work has been completed, notify the District Permit Office that all work authorized by the permit has been completed and ready for inspection by the Permit Inspector.

GENERAL CONDITIONS

Scope of Permit: The permit is binding upon the permittee, its agent, contractors, successors, and assigns. The permittee is responsible for causing compliance with all terms and conditions of the permit by its employees, agents, and contractors.

Retain the permit at the work site to be available for inspection by any police officer or representative of the Department.

Maintain the permit as a permanent record; it will remain in effect, subject to the permit conditions and Chapter 441, as long as the driveway or the facility authorized by the permit exists.

Responsibility for compliance with the terms of the permit cannot be assigned or transferred by the permittee without first obtaining approval from the Department after submitting Form M-948, Assignment of Permit or License.

The Department, in granting a permit, will waive none of its powers or rights to require the future change in operation, removal, relocation, or proper maintenance of any access within State highway right-of-way.

Altering Drainage Prohibited: Unless specifically authorized by the permit, the permittee shall not:

- alter the existing drainage pattern or the exiting flow rate or velocity of drainage water; or
- direct additional drainage of surface water onto or into the highway right-of-way or highway facilities in a way which would have a detrimental effect on the highway or highway facilities.

Restoration: Restore all disturbed portions of the highway, including slopes and all appurtenances and structures such as guide rail or drain pipes, to a condition at least equal to that which existed before the start of any work authorized by the permit. This includes providing appropriate end treatments on guide rail systems where existing guide rail is being opened for the driveway.

Maintenance: Continuously maintain all driveways and adjacent areas within the highway right-of-way to conform to the permit, and ensure the access does not interfere or is not inconsistent with the design, maintenance, and drainage of the highway, or the safe and convenient passage of traffic upon the highway.

GENERAL DRIVEWAY REQUIREMENTS

General Rule: Locate, design, construct and maintain all driveways in such a manner as not to interfere or be inconsistent with the design, maintenance, and drainage of the highway.

General Location Restrictions: Access driveways shall be permitted at locations in which:

- sight distance is adequate to safely allow each permitted movement to be made into or out of the access driveway;
- the free movement of normal highway traffic is not impaired;
- the driveway will not create a hazard; and
- the driveway will not create an area of undue traffic congestion on the highway.

Specific Location Restrictions: Do not locate access driveways at interchanges, ramp areas, or locations that would interfere with the placement and proper functioning of highway signs, signals, detectors, lighting, or other devices that affect traffic control.

Number of Driveways: Normally, only one driveway will be permitted for a property.

Approaches to Driveways: Locate and angle the access of a driveway approach in relation to the highway intersection so that a vehicle entering or leaving the driveway may do so in an orderly and safe manner and with a minimum of interference to highway traffic.

Where the highway is curbed, install driveway approaches 1 1/2 (1.5) inches above the adjacent highway or gutter grade to maintain proper drainage.

DRIVEWAY DESIGN REQUIREMENTS

Angle of Access Driveway Approach: Position access driveway approaches used for two-way operation at right angles (90 degrees) to the highway or as near thereto as site conditions permit.

Driveways Adjacent to Intersections: Ensure a minimum ten foot tangent distance between the intersecting highway radius and the radius of the first permitted driveway. The distance from the edge of pavement of the intersecting highway to the radius of the first permitted driveway is a minimum of 20 feet on curbed highways and 30 feet on uncurbed highways.

Property Line Clearance: Except for joint-use driveways, locate no portion of an access outside the property frontage boundary line.

Curb: When curb exists adjacent to the proposed driveway, match the line and grade of the existing curb, unless otherwise authorized by the permit.

Grade of Access Driveway: Construct all driveways so as not to impair drainage within the right-of-way, alter the stability of the improved area, or change the drainage of adjacent areas. Where a drainage ditch or swale exists, install adequate pipe under the driveway, as authorized by the permit. Ensure that drainage pipe installed under driveways is at least 15-inches in diameter. Provide slope sides for driveway embankments within the right-of-way no steeper than ten to one.

**DIRECTIONS for FILLABLE FIELDS on M-950A
Application for Minimum Use Driveway Form**

- A. **Applicant/Property owner:** Permit applicant must be property owner or an individual with an acceptable legal or equitable interest related to the permit use.
- B. **Address:** Applicant's complete current address.
- C. **Phone:** Current telephone number where applicant can be reached during driveway construction.
- D. **Fee:** See page 2.
- E. **Enter Check Number**
- F. **Application is Made To:** Place "X" in correct block.
- G. **Date Work Scheduled to Begin:** Anticipated date of construction.
- H. **Date Work Scheduled to be Completed:** Anticipated date work on driveway to be completed.
- I. **County:** County in which driveway will be constructed.
- J. **Municipality:** Enter municipality name and type (i.e., city, township, boro).
- K. **Route No.:** Enter correct SR or Traffic Route.
- L. **Name of Nearest Intersection:** Enter name of nearest street that is identified by a street sign.
- M. **Distance to Nearest Intersection in Feet:** Enter the distance from the middle of the proposed driveway to the middle of the street identified in "L."
- N. **Posted Speed Limit:** Enter posted speed. If highway is not posted. PENNDOT staff will determine thru-traffic safe-running speed in the area.
- O. **Indicate North:** Draw an arrow pointing to the north in relation to the highway at the driveway intersection.
- P. **Roadway Sight Distance (LT):** Standing 10 feet back from edge of existing pavement and with eye height at 3.50 feet above the proposed access grade, measure distance that a vehicle at 3.50 feet above the pavement approaching from the left can be seen. (Optional)
- Q. **Roadway Sight Distance (RT):** Perform the same measurement as in "P," but for a vehicle approaching from the right. (Optional)
- R. **Driveway Radius (LT):** Identify proposed left radius consistent with Department Regulation 441.9.
- S. **Driveway Radius (RT):** Same as in "R," but to the right. Both the left and right radius will normally be the same.
- T. **Driveway Width:** Identify proposed width of driveway consistent with Department Regulation 441.9.
- U. **By:** Applicant's signature is required.
- V. **Date:** Enter date application is executed by applicant.
- W. **Email:** Enter your email address. Required for credit card payments
- X. **Pay by credit card:** Place an "✓" if paying by credit card

EXAMPLE of FORM M-950A

Application for Minimum Use Driveway Form

M-950A (8-22)



APPLICATION FOR MINIMUM USE DRIVEWAY

A Minimum Use Driveway Is A Residential Or Other Driveway
Which Is Expected To Be Used By Not More Than 25 Vehicles Per Day (i.e. 50 A.D.T.)

SEE PUBLICATION 312 GUIDE

FOR DEPT. USE

APPLICANT/PROPERTY OWNER A.		
ADDRESS B.		
POST OFFICE B.	ZIP CODE B.	FEE D.
PHONE C.	EMAIL* W.	CHECK NO. E.
<input type="checkbox"/> CHECK THIS BOX IF PAYING BY CREDIT CARD. A valid email address is required. Applicant will receive an invoice by email for payment by credit card prior to issuance of the Permit. X.		

APPL. NO.

LOCATION OF PROPOSED DRIVEWAY

County _____ **I.**

Municipality _____ **J.**

Route No. _____ **K.**

Name of Nearest Intersection _____ **L.**

Distance to Nearest Intersection in Feet _____ **M.**

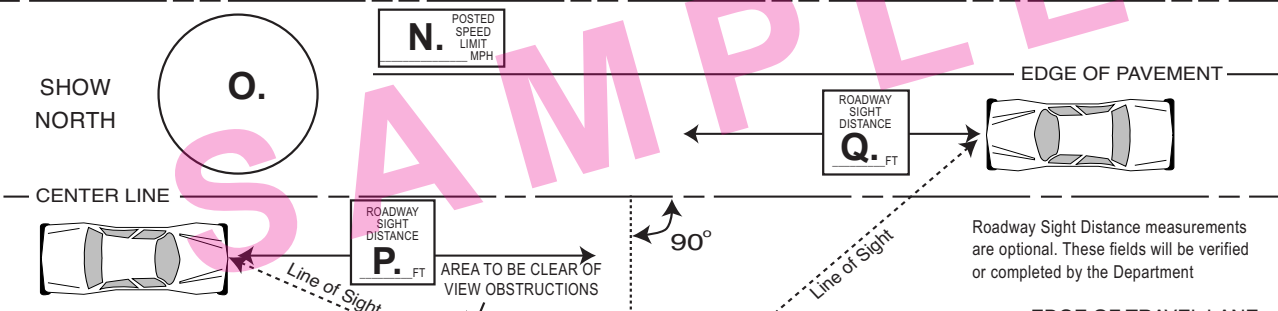
APPLICATION IS MADE TO

CONSTRUCT A NEW DRIVEWAY **F.** ALTER AN EXISTING DRIVEWAY

DATE WORK SCHEDULED TO BEGIN _____ **G.**

DATE WORK SCHEDULED TO BE COMPLETED _____ **H.**

*If a valid email address is provided, the driveway permit will be sent via email; otherwise it will be sent via standard US mail.



Roadway Sight Distance measurements are optional. These fields will be verified or completed by the Department

EDGE OF TRAVEL LANE — RADIUS (R) OF BOTH DRIVEWAY CURVES MUST BE AT LEAST FIVE FEET FOR CARS

FOR DEPARTMENT USE ONLY

Application Received

By _____

Date _____

Notes:

FOR DEPARTMENT USE ONLY

Site Reviewed On _____

Comments

ROADWAY | SHOULDER | (Fill in appropriate line)

SLOPE | (Fill in appropriate slope)

Description _____

S.R. _____

Segment _____

Offset _____

Field Viewed By _____

SIGNATURE _____ DATE _____

Is any portion of the property reserved for a person with a disability or a severely disabled veteran? YES NO

Under and subject to all the conditions, restrictions and regulations prescribed by the Pennsylvania Department of Transportation and on the issued Permit, Form M-945P.

The applicant certifies that all statements contained herein are true and correct.

By **X** _____ **U.** _____ **V.** _____

SIGNATURE(S) _____ DATE

Visit our website at: www.penndot.pa.gov

**FOR MORE INFORMATION
CONTACT THE PENNDOT OFFICE CLOSEST TO YOU**

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Doing Business/Permits: Highway Occupancy Permits (HOP)

Engineering District 1 • Oil City

Crawford, Forest, Erie, Mercer, Venango,
Warren counties

Engineering District 8 • Harrisburg

Adams, Cumberland, Dauphin, Franklin,
Lancaster, Lebanon, Perry, York counties

Engineering District 2 • Clearfield

Centre, Clearfield, Clinton, Cameron, McKean,
Potter, Mifflin, Juniata, Elk counties

Engineering District 9 • Hollidaysburg

Bedford, Blair, Cambria, Fulton, Huntingdon,
Somerset counties

Engineering District 3 • Montoursville

Columbia, Lycoming, Montour,
Northumberland, Snyder, Sullivan, Tioga,
Union, Bradford counties

Engineering District 10 • Indiana

Armstrong, Butler, Clarion, Indiana, Jefferson
counties

Engineering District 4 • Dunmore

Lackawanna, Luzerne, Pike, Susquehanna,
Wayne, Wyoming counties

Engineering District 11 • Bridgeville

Allegheny, Beaver, Lawrence counties

Engineering District 5 • Allentown

Berks, Carbon, Lehigh, Monroe, Northampton,
Schuylkill counties

Engineering District 12 • Uniontown

Fayette, Greene, Washington, Westmoreland
counties

Engineering District 6 • King of Prussia

Bucks, Chester, Delaware, Montgomery,
Philadelphia counties