HATFIELD TOWNSHIP

DRIVEWAY, SIDEWALK & CURB PERMIT PROCEDURES

A Driveway, Sidewalk & Curb permit is required for all new, renovation, alteration or replacements.

PART I – Location of Property – Complete address including city, state and zip code must be provided on all applications.

PARTS II thru IV – Complete every section.

PART V – Sign and date application. If property resident is not the owner of the property, a notarized statement indicating the owner's approval of the proposed construction must be submitted with the application. Provide phone numbers where property owner/resident and contractor may be reached. Contractors making application must be registered with the township prior to starting construction.

PART VI - Plot Plan – Show all dimensions of entire property (length x width and square feet of entire lot). Identify streets adjacent to property. Place all buildings, with size dimensions (length and width) indicated, within property lines and indicate whether existing or proposed. Indicate front yard, side yard, and rear yard setbacks by showing the distance from deck to property lines on all sides. **The property owner is responsible for the accuracy of this plot plan. On-lot sewage disposal systems and/or any easements/deed restrictions must be indicated**.

PLANS AND SPECIFICATIONS

- **Two (2) copies of all plans and specifications must be submitted with all applications. Cross Section Drawings, giving structural details, must be included.**
- **DIMENSIONS – Show all dimensions of proposed work. (width and length).**

ADDITIONAL INFORMATION

FEES – Permit fees must be submitted with the permit application. If paying by check, please make check payable to "Hatfield Township".

REVIEW – The application will be reviewed by the Public Works Department for compliance with all Township codes and ordinances.

PERMIT GRANTED – **Work may not start until a permit has been approved and granted.** The permit cards are to be displayed so as to be visible from the street.

INSPECTIONS – Call the Township office (215-855-0900) at least 24 hours in advance to schedule each inspection. Responsibility for notification for inspections at the various stages of construction lies with the applicant and/or contractor. If the appropriate inspections are not requested, uninspected work will not be granted final approval.

HATFIELD TOWNSHIP

Driveway, Sidewalk & Curb Permit Application

I - LOCATION OF PROPERTY

Address: _____ City: _____

State:_____ ZIP: _____

II - IDENTIFICATION – To be completed by all applicants

APPLICANT Name: _____ Phone: _____

Company: _____

Address: _____

City: _____ Zip Code: _____

Email Address: _____

OWNER Name: _____ Phone: _____

Address: _____

City: _____ Zip Code: _____

CONTRACTOR Company: _____ Phone: _____

Name: _____

Address: _____

City: _____ Zip Code: _____

State License Number: _____ Expiration Date: _____

ARCHITECT Name: _____ Phone: _____
ENGINEER

Address: _____

City: _____ Zip Code: _____

III - TYPE OF CONSTRUCTION OR IMPROVEMENTS

☐ Driveway ☐ Sidewalk ☐ Curb ☐ Repair or Replacement ☐ Alteration/Renovation

IV - COST

Cost of Construction improvements $_____

PART VII – FEE (see fee schedule)

PERMIT FEE: $_____

V - SIGNATURE

Deposit of Check Representing the Fee for this Application does not Constitute Approval of or Granting of Same by Hatfield Township. I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his agent and we agree to conform to all applicable laws of Hatfield Township.

SIGNATURE OF APPLICANT **DATE**

VI - SITE OR PLOT PLAN – Please provide or attach plot plan details. See attached.

SCHEDULE OF FEES

(from Resolution 09-46)

A) Driveway - New, Alterations or Replacements

B) Sidewalks – Alterations, Replacements or Repair

C) Curbs - Alterations, Replacements or Repair

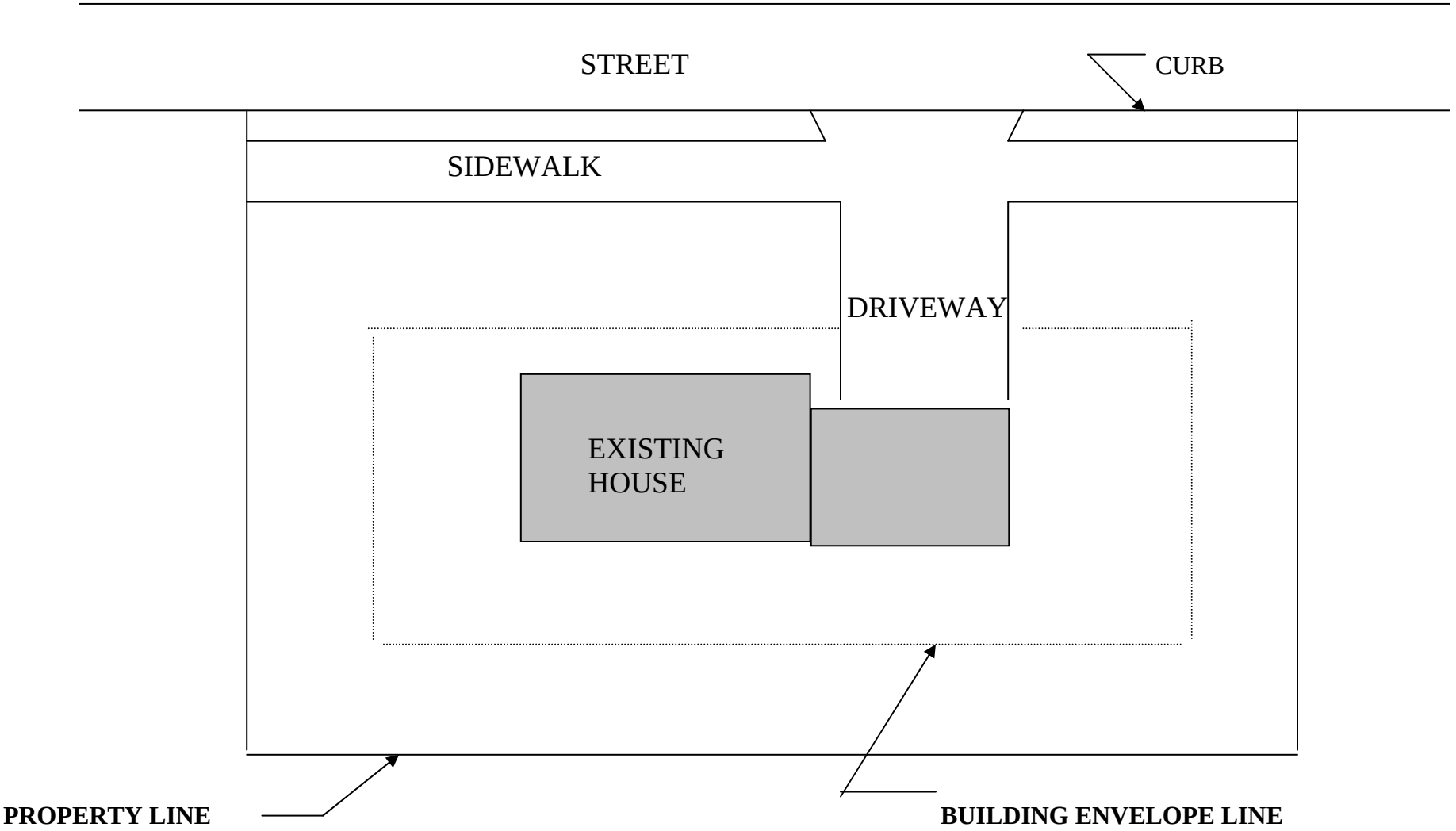
Fee - $45.00

INSPECTIONS REQUIRED

- **Before Pour**
- **Final**

SAMPLE PLOT PAN

SHOW ALL SETBACKS, LOCATIONS OF PROPOSED IMPROVEMENTS
AND ALL PHYSICAL CHARACTERISTICS OF PROPERTY



Hatfield Township, 1950 School Road, Hatfield, PA 19440
215-855-0900 *215-855-0243 FAX* www.hatfieldtownship.org 01/10

Hatfield Township Construction Requirements

§208. Curb Specifications.

1. Concrete for curb construction shall be herein known as "Cement Concrete Type A, which is described as follows:

A. Description. Cement concrete shall consist of air-entrained Portland cement, fine aggregate, coarse aggregate, water and shall conform to the requirements, design and control herein specified.

B. Materials.' The cement shall be air-entrained Portland Cement Type lA and comply with specification for Air-Entrained Portland Cement (ASTM C-175). The fine aggregate shall consist of natural sand, clean, sound, free from vegetable matter or other deleterious substance and conform to Standard Specification for Concrete Aggregates (ASTM C-33). The course aggregate shall consist of Pennsylvania Department of Highway Type A size 1B stone or gravel and conform to Standard Specifications for Concrete Aggregates (ASTM C-33). The water used in mixing concrete shall be clean and free from deleterious amounts of acids, alkalis, oils, salts or organic materials.

C. Design. The design of the mix shall be based on a water cement ratio. The water content shall not exceed six (6) gallons per sac of Portland cement. Surface water contained in the aggregate shall be included as part of the mixing water in computing water content. The concrete designed shall have a compressive strength of not less than three thousand (3,000) psi at the age of twenty-eight (28) days, and have an entrained air content of at least three (3%) percent, but not more than six (6%) percent. The proportions of aggregate to cement for the concrete shall be such as to produce a workable plastic mixture. The combined aggregates shall be of such proportions that when separated on the No. 4 Standard Sieve, the fine aggregate shall not be less than thirty (30%) percent nor greater than fifty (50%) percent of the total aggregates. The allowable slump shall be kept as low as possible consistent with practicable workability of the concrete and shall not exceed three (3") inches at any time.

D. Mixing. All concrete materials shall be measured by weight so that the proportions can be accurately controlled and easily checked at any time by the Engineer. The concrete shall be mixed until there is a uniform distribution of the materials and shall be discharged completely before the mixer is recharged. Each batch shall be mixed at the rated mixing speed for not less than one and one-half (1j) minutes after all the ingredients have been deposited into the drum. Mixers shall not be charged with the batches of materials in excess of their rated capacities. When the concrete is ready-mixed, all the ingredients shall be properly charged into the drum at the rated mixing speed. Upon completion of the designated number of mixing revolutions, the speed of the drum shall be reduced to an agitating speed of from two (2) to four (4) RPM. When the final portion of the batch water is added at the work site, the drum shall be rotated at mixing speed for at least twenty (20) revolutions. Any error in proportioning the materials of a batch or an excessive slump, either by accident or by intent, will be cause to reject the batch. Concreting operations shall cease when a descending air temperature falls below forty (40°) degrees fahrenheit or when the concrete is likely to be subjected to freezing before the final set has occurred and not be resumed until an ascending air temperature reaches thirty-five (35°) degrees fahrenheit. Any concrete placed during cold weather is at the contractor's risk and any frozen or damaged concrete shall be removed and replaced at the contractor's expense. No mix shall contain more than two (2%) percent of calcium chloride.

2. Plain cement concrete curb shall be installed. No curb/gutter combination shall be used.

3. Construction Methods.

A. Materials. Concrete, bituminous paper, premolded expansion joint and cover for curing and protecting the concrete shall all comply with the requirements of the specifications and be subject to the approval of the Engineer.

B. Construction Methods.

(1) The forms for curb shall be Township Engineer approved metal, except wood forms may be used on sharp curves. Forms shall be straight, free from warp, and of sufficient strength when staked to resist pressure of the concrete without springing and for the full depth of the concrete. Steel templates one-eighth (1/8) to one-quarter (}) inch in thickness of the cross section of the curb shall be used to separate adjacent sections. All forms and templates shall be cleansed thoroughly and treated with a Township Engineer approved material, as required, to prevent concrete from adhering thereto. Materials, which will adhere to or discolor the cement, shall not be used. Forms and templates, which have become worn, bent, warped or broke shall not be used. The forms shall be accurately set to line and grade in such a manner as to prevent settlement or displacement.

(2) Excavation shall be made to the required depth and the material upon which the curb is to be constructed shall be compacted to a firm, even surface. All soft and spongy or other unsuitable material shall be removed from the sub grade and the foundation shall be compacted thoroughly and finished to a uniform surface.

(3) The concrete shall be placed in the forms in horizontal layers and spaded sufficiently to eliminate all voids. A vibrator may be used with the permission of the Engineer. Drainage openings and curb depressions shall be made as indicated or directed.

(4) The curb shall be twenty-two (22") inches in depth, seven (7") inches wide at the top, battened on the face for a width of eight (8") inches at the top gutter which is eight (B") inches below the top of the curb and eight (B") inches wide at the bottom.

(5) The top surface of the curb shall be finished with a slope of one-quarter (V) inch per foot toward the gutter and the upper outside edge shall be finished to a three-quarter (3/4") inch radius, and the inside edge shall be finished to a one quarter ($") inch radius. The front face shall be battered and the back shall be vertical.

(6) The curb shall be constructed in uniform lengths or sections of ten (10') feet except where shorter sections are necessary for closure of curbs; but no section shall be less than four (4') feet. Premolded expansion joint one-half (§") inch in thickness and cut to conform to the cross section of the curb shall be placed at ends of curved sections and at intervals of not more than fifty (50') feet. Intermediate joints between sections shall be formed of two (2) thicknesses of one (1) ply bituminous paper cut neatly to the cross section of the curb and one (1) paper placed on each side of the template.

(7) The form for the face of the curb should be removed as soon as the concrete has set sufficiently to permit finishing of the curb face.

(8) The back form shall not be removed within twenty-four (24) hours after the concrete has been placed. Any irregular surface shall be corrected by rubbing with carborundum stone. All joints in the curb shall be opened from top to bottom immediately after the forms are removed and the edges adjacent to the joint shall be sharp and clean cut. After the forms are removed, honeycombed places and other minor defects shall be filled with mortar composed of one (1) part cement and two parts sand, which shall be applied with a wooden float. Brush finishing or plastering will not be permitted.

(9) The concrete shall be cured by any of the methods described in §208(4).

(10) When the concrete is cured and all defects have been repaired, the curb shall be backfilled with acceptable material and thoroughly compacted to the required elevation and cross section. The top four (4") inches of the backfill shall consist of soil suitable for growing grass.

4. Curbing of Portland cement concrete shall conform with the following.

A. Description. This covers the materials and methods for curing Portland cement concrete through the application of wet coverings, waterproof paper, liquid membrane seal coats; and the protection of the concrete against low temperatures.

B. Wet Coverings.

(1) Materials. Cotton cloth covering shall weigh not less than six and three tenths (6.3) ounces per square yard and have an average of thirty-two (32) threads in warp and twenty-eight (28) threads in filling. Burlap of jute covering for cotton mats shall weigh not less than six and seven tenths (6.7) ounces per are yard with eight (8) threads to warp and eight (8) twelve (12) ounces per square yard. The mats shall consist of a filling material of cotton bats covered with unsized cloth and tufted or stitched to maintain the shape and stability of the unit under job conditions of handling. Burlap to be used as a curing material shall be composed of not less than ninety-five (95%) percent jute or jute and manilla fibers and shall be free of fresh or salt-water stain. The average dry weight shall be nine (9) ounces per square yard. The burlap shall have had not contact with lanolin, wool, sugar, molasses, or other substances that might have a deleterious effect upon fresh concrete.

(2) Construction Method. When the concrete has set sufficiently, it shall be completely covered with a single thickness of cotton mats or a double thickness of burlap and kept saturated with water for seventy-two (72) hours. The covers shall be placed snugly against the concrete so as to not form any air pockets between the

covers and the concrete. The covers shall extend at least six (6") inches beyond the forms and lap adjoining covers by at least twelve (12") inches.

C. Water Proof Paper or Plastic Materials.

(1) Materials. Waterproof paper shall consist of two sheets (2) of plain kraft paper cemented together with bituminous cement in which are embedded cords or strands of fiber running in both directions of the paper, not more than one and one-quarter (1$") inches apart. The paper shall be light in color, shall be free of visible defects and shall have a uniform appearance. It shall be sufficiently strong to permit its use on highway work without tearing or becoming unfit for its intended use. Nontranslucent plastics meeting the requirements of waterproof paper may also be used.

(2) Construction Method. When the concrete has set sufficiently, it shall be entirely covered with waterproof paper in such a manner that the surface will not be marred. The paper shall be lapped at least twelve (12") inches, be held securely in place without any air pockets forming between the paper and concrete and extend at least six (6") inches beyond the forms. The waterproof paper shall remain in place for seventy-two (72) hours. The paper may be reused only so long as it provides a moisture-proof seal over the concrete.

D. Membrane Seal Coats.

(1) Materials. Liquid membrane seal coat curing material, when tested in accordance with the method described in ASTM C156-52-T, shall provide a film which will retain at least ninety (90%) percent of the water in test specimen at the end of three (3) days. The compound shall be of a consistency suitable for spraying at temperatures existing at the time of construction operations. The curing compound shall be nonbituminous and shall not react deleteriously with the wet concrete. Any softening of the concrete revealed in this way should be considered sufficient cause for rejection of the materials unless it can be shown that it has been used with satisfactory results. The compound shall produce no darkening in the natural color of the concrete. It shall, however, be treated with a fugitive dye that the film will be distinctly visible for at least four (4) hours after application. The compound shall be relatively non-toxic. The liquid membrane curing compound shall be delivered to the job site in the manufacturer's original container clearly labeled to show the name of the manufacturer and the contents.

(2) Construction Method. Immediately after finishing, and when the free water has disappeared, all exposed surfaces of the wet concrete shall be sealed by spraying thereon by mechanical equipment, the curing material as a fine mist in such manner as to provide a uniform, water-impermeable film without marring the surface. The material shall be applied at a rate sufficient to form a covering, when dry, that is continuous, flexible and without breaks or pinholes. The containers of membrane sealing compound shall be thoroughly agitated immediately before the material is used to avoid segregation of the solids.

E. Temperature Control.

(1) Construction Method. If existing or anticipated air temperatures are such that newly placed concrete may be damaged by low temperatures or freezing, the concrete shall be protected from freezing for seven (7) days. The protective covering shall consist of twelve (12") inches of dry hay, dry straw or salt hay, covered with one (1) layer of curing paper. Other protective methods must be approved by the Engineer.

5. Radius Curbs. A radius curb shall be constructed at all intersections. The minimum radius for any curb at a street intersection shall be fifteen (15') feet, with twenty (20') feet radius being preferred. The minimum radius at any alley shall be five (5') feet and the minimum radius for a driveway four (4 ') feet. These radius curbs to be of standard cross-section for their entire length. The face edge of all radius curbs to be protected with a one and five-eight (1 5/8") inch Truscon or approved equal curb bar. In the case of private driveway crossing any sidewalk, if the width of the driveway is less than fifteen (15') feet, the curb may be depressed across the driveway by providing a sloping section at either side with a slope of six (6") inches per foot.

6. Curbs and paving shall be constructed for the full width of all streets as may be judged necessary by the Board of Commissioners.

§209. Sidewalks.

1. Sidewalks, where required, shall be required on each side of every street and on the side of every street on which the subdivision abuts.

2. All concrete mixes and construction methods shall conform with the following:

A. Cement Concrete Sidewalk.

(1) Description. Cement concrete sidewalk including driveway ramps, shall consist of concrete complying with the requirements of §208(4) and placed on a prepared foundation and constructed to the dimensions herein specified.

(2) Materials. The concrete, premolded expansion joints, and materials for curing and protecting the concrete shall all comply with the requirements of the specifications and be subject to the approval of the Engineer.

B. Construction Methods.

(1) The foundation shall be formed at the required depth below and parallel with the finished surface of the sidewalk. All soft and yielding or otherwise unsuitable material shall be removed and replaced with suitable material. The foundation shall be thoroughly compacted by using a "Wacher Ramner," Racine "101," Master "Jumping-Jack" or comparable compactor and be finished to a smooth firm surface. "A4" approved crushed stone base shall be placed on top o£ the compacted foundation. The sidewalk shall be four (4') feet wide and four (4") inches in thickness, except at driveways, where the thickness shall be increased to a minimum eight (8") inches for the full width of the driveway. Driveway ramps shall extend from the edge of the sidewalk to the back edge of the curb and be of eight (8") inches in thickness for the full width of the driveway. [Ord. 129-A]

(2) Forms shall be of wood or metal, straight, free from warp, and of sufficient strength when staked to resist the pressure of the concrete without springing. If of wood, they shall be two (2") inch planks surfaced on the inside and top; or if metal, they shall be of approved section. Forms shall be of a depth equal to the depth of the concrete and shall be cleaned thoroughly and oiled each time they are used before concrete is placed against them. Forms that have become worn, bent, or damaged shall not be used.

(3) Sidewalks shall be constructed in separate slabs twenty-four (24') feet long except for closures. These slabs shall be separated by transverse premolded expansion joints one-quarter (V) inch thick for the full depth of the concrete. All joints shall be at right angles to the lines of the sidewalk and perpendicular to the surface of the walk. The slabs between expansion joints shall be divided into blocks four (4') feet in length by scoring transversely. Transverse scoring shall extend for a depth of at least one-third (1/3) the thickness of the concrete slab.

(4) Premolded one-quarter (A") inch expansion joints shall be placed longitudally for the full depth of the concrete where the sidewalk slab is to be constructed in contact with curb. Where existing structures such as light standards, poles, and fire hydrants are within the limits of the sidewalk area, the concrete around such structures shall be scored in blocks eight (B") inches wider than the structure. Prior to placing the concrete around such structures a one-half (§") inch expansion joint shall be placed around the structure for the full depth of the concrete in the sidewalk.

(5) The concrete shall be proportioned and mixed in accordance with §208. The concrete shall be placed in the forms and spaded sufficiently to eliminate all voids. The concrete shall be struck off and given a wood float finish without the addition of cement to the surface. An edger having a radius of one-quarter (~") inch shall be used for edging all joints. Side forms shall not be removed until twenty-four (24) hours after the concrete has been placed. After removal of the forms, honeycombed areas shall be filled with mortar composed of one (1) part of cement and two (2) parts of fine aggregate and applied with a wooden float.

(6) The concrete shall be cured by any of the methods described in §208 of this Part. If the contractor desires to change the method of curing he must first secure the written approval of the Engineer.

(7) As soon as the forms are removed, the edges of the concrete shall be cured as provided for the surface.

(8) After the concrete has been cured and all defects have been repaired, the entire sidewalk area shall be backfilled with acceptable material and shall be thoroughly compacted to the required elevation and cross section. The top four (4") inches of the backfill shall consist of soil suitable for growing grass.

3. On residential streets with a right-of-way of fifty (50) feet there must be a thirty-four (34) foot cartway between curbs and a three and one-half (3}) foot grass plots between curbs and sidewalks, leaving six (6) inch grass plots between sidewalks and lines. On secondary, commercial and primary streets and roads, the Township Engineer will specify the location of the sidewalk so as to conform with the overall plan for the particular area in question.

4. Grading of sidewalk areas should be carried to the full width of the right-of-way, with slopes of one-half (}") inch per foot on the grass portions and one-quarter (J") inch per foot on the sidewalk.

(Ord. 129, 5/9/1966, §IX; as amended by Ord. 129-A, 4/12/1972