

Guide for Obtaining MINIMUM USE DRIVEWAY PERMITS

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

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~~Doing Business/Permits Services:~~ Apply for a PennDOT Highway Occupancy Permits (HOP)

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.~~

~~Permit applications may be submitted by the applicant or by an authorized agent on behalf of the applicant if the application is accompanied by written authorization from the applicant. An applicant shall be one of the following:~~

- ~~(1) the owner of the property.~~
- ~~(2) a person with an equitable interest in property under a sales agreement or an option to purchase.~~

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.

**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 ~~2.0~~ **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.~~ **Publication 282 Chapter 2.**
- 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.~~ **Publication 282 Chapter 2.**
- 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 "X" if paying by credit card