



DEPARTMENT OF PUBLIC WORKS – Return this application to:  
 BUREAU OF ENGINEERING  
 Address: 120 North Duke St. / P.O. Box 1599, Lancaster, PA 17608  
 Phone: (717) 291-4764 / E-mail: [Engineering@cityoflanasterpa.gov](mailto:Engineering@cityoflanasterpa.gov)  
 Webpage: [www.CityofLancasterPA.gov/Engineering](http://www.CityofLancasterPA.gov/Engineering)

## NEW/ MODIFIED DRIVEWAY PERMIT APPLICATION

PERMIT SHALL BE POSTED ON THE DOOR OR FRONT WINDOW OF THE PROPERTY  
 UNDER CONSTRUCTION FOR PUBLIC WORKS INSPECTION AT ALL TIMES

**\*\*\* THIS SECTION FOR CITY OF LANCASTER OFFICE USE ONLY \*\*\***

PERMIT NUMBER:	_____	DATE ISSUED:	_____
		Expires in 30 days	_____
PERMIT FEE:	\$ 210 (2 INSP. INCL.)	ISSUED BY:	_____
INSPECTION FEES:	\$ _____ (\$95/EA)	BONDING:	ACTIVE N/A
PERMIT TOTAL	\$ _____	INSURANCE:	ACTIVE N/A
		STREETSCAPE DIST:	YES NO

NOTES: \_\_\_\_\_

**\*\* ALL INFORMATION BELOW IS REQUIRED TO OBTAIN A PERMIT \*\***

Please attach photo or sketch showing the scope of work

WORK ADDRESS \_\_\_\_\_

NEAREST INTERSECTIONS \_\_\_\_\_ AND \_\_\_\_\_

# OF SPACES LOST ON STREET: \_\_\_\_\_ # OF SPACES GAINED OFF-STREET: \_\_\_\_\_

DRIVEWAY STATUS (CIRCLE ONE): NEW OR MODIFIED (EXISTING)  
 (CIRCLE ONE) COMMERCIAL OR RESIDENTIAL

SCOPE OF WORK: DEPRESSED CURB \_\_\_\_\_ LF SIDEWALK \_\_\_\_\_ SF  
 (APRON/ROW) REGULAR CURB \_\_\_\_\_ LF

SCOPE OF WORK: ASPHALT \_\_\_\_\_ SF LENGTH \_\_\_\_\_ IMPERVIOUS SQ FT  
 (DRIVEWAY) CONCRETE \_\_\_\_\_ SF WIDTH \_\_\_\_\_ ADDED\*\*

	PROPERTY OWNER (REQUIRED)	CONTRACTOR (REQUIRED)
NAME*		
ADDRESS*		
ADDRESS*		
PHONE*		
EMAIL*		

\_\_\_\_\_  
 APPLICANT SIGNATURE (Property Owner or Bonded Contractor)

\_\_\_\_\_  
 DATE

BUREAU REVIEW	NEEDED?	APPROVED?	REJECTED?	INITIAL/ SIGN/ DATE
PLANNING/ ZONING				
STORMWATER				
TRAFFIC COMMISSION				

You may submit this permit application Via Email: [Engineering@cityoflanasterpa.gov](mailto:Engineering@cityoflanasterpa.gov)  
 Mail: City of Lancaster, Engineering Bureau 120 North Duke Street, PO Box 1599 Lancaster PA 17608-1599  
 In Person at City Hall 120 N Duke St. Lancaster, PA 17602 1st FL window #2.

**THE FOLLOWING GUIDELINES SHALL APPLY AT ALL TIMES.**

**FAILURE TO ADHERE TO ANY CONDITIONS OF THE PERMIT MAY RESULT IN PERMIT REVOCATION:**

1. ALL WORK SHALL ADHERE TO CITY SPECIFICATIONS, INCLUDING BUT NOT LIMITED TO ITEMS REGARDING ADA, TRENCH DRAINS, TREE WELLS, STORMWATER, CONSTRUCTION DEBRIS, MAINTENANCE AND PROTECTION OF TRAFFIC, AND OTHER CONSTRUCTION AND USES OF THE RIGHT-OF-WAY. MATERIAL SUPPLIER TICKETS MUST BE PRODUCED UPON REQUEST.
2. ALL PERMITTEES ARE RESPONSIBLE FOR CALLING PA ONE CALL PER PA ACT 287.
3. BUREAU OF ENGINEERING MAY, AT ITS DISCRETION, REQUIRE THE PERMITTEE TO PURCHASE ADDITIONAL INSPECTIONS RESULTING FROM FAILED INSPECTIONS, COLD WEATHER WORK, FAILURE TO NOTIFY THE BUREAU, EXCESS QUANTITIES, OR ANY REASON OUTSIDE OF THE CONTROL OF THE BUREAU OF ENGINEERING.
4. ANY WORK INSTALLED WITHOUT PROPER INSPECTIONS IS SUBJECT TO REMOVAL AND REPLACEMENT AT PERMITTEE'S EXPENSE. REQUIRED INSPECTIONS INCLUDE, AS APPLICABLE:
  - SIDEWALK FORMS, STONE AND SUBGRADE.
  - CURB FORMS, STONE AND SUBGRADE.
  - BLACKTOP RESTORATION ALONG CURB.
  - BRICK RESET.
  - FINAL COMPLETION INSPECTION
6. PATA 216 APPLIES TO ALL SIDEWALK CLOSURES AND REQUIRES PEDESTRIAN DETOURS. SIGNAGE MUST BE PRESENTED IN ENGLISH AND SPANISH (4 SIGNS PER CLOSURE)
7. ANY ROAD RESTRICTION OR CLOSURE REQUIRES A TRAFFIC CONTROL PERMIT THIS IS A SEPARATE PERMIT FROM THE BUREAU AND WILL REQUIRE TRAFFIC CONTROL DIAGRAMS, SITE SKETCHES, ETC. THE CITY GENERALLY REQUIRES AND ADHERES TO PENNDOT PUBLICATION 213. THE CITY MAY REQUIRE MODIFIED OR ADDED TRAFFIC CONTROL PATTERNS OR SITE CONTROLS AT ITS DISCRETION AT ANY TIME BEFORE OR DURING WORK.
8. PERMITTEE IS RESPONSIBLE FOR ENSURING 48 HOURS IS PROVIDED FOR SCHEDULING OF ALL REQUIRED INSPECTIONS. FAILURE TO DO SO MAY RESULT IN REJECTION OF WORK.
9. PERMITTEE IS RESPONSIBLE FOR PARKING METER COSTS ASSOCIATED WITH ANY WORK WITHIN A METERED PARKING AREA MANAGED BY LANCASTER PARKING AUTHORITY.
10. CITY OF LANCASTER MAY REJECT DRIVEWAY PERMITS ON ANY STREETS THAT HAVE BEEN RESURFACED WITHIN THE LAST 36 MONTHS.
11. STREETSCAPE STANDARDS WILL APPLY AT ALL LOCATIONS WITHIN THE STREETSCAPE DISTRICT AND ASSOCIATED CORRIDORS.
12. PERMITTEE IS ADVISED THAT DEICING AND SNOW MELT PRODUCTS WILL HARM CONCRETE AND WILL ADVISE CLIENT(S) OR CUSTOMER(S) OF POTENTIAL DAMAGE AND POSSIBLE REDUCTIONS OR ELIMINATIONS IN WARRANTY.
13. WORK PERFORMED BY BONDED CONTRACTORS IS WARRANTED FOR 36 MONTHS FROM THE DATE OF ACCEPTANCE BY THE CITY OF LANCASTER.
14. UTILITY ADJUSTMENTS SHALL BE MADE TO ENSURE A FLUSH CONDITION AND WILL REQUIRE REWORK IF NOT FLUSH.

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