

**CONEWAGO TOWNSHIP
DRIVEWAY & ROADSIDE PIPE
POLICY GUIDLINES**

PERMIT REQUIREMENTS FOR DRIVEWAYS ONTO TOWNSHIP ROADS IN CONEWAGO TOWNSHIP. THIS PERMIT, POLICIES, AND PRACTICES INCLUDE INSTRUCTIONS FOR DRIVEWAY CULVERT PIPE INSTALLATION, ROADWAY CULVERTS, DRAINAGE PIPES OR DITCHES AND/OR YARD PIPE ALONG CONEWAGO TOWNSHIP PUBLIC ROAD RIGHT OF WAYS AND PROPERTY OWNERS.

The construction or major alteration of any and all driveways to allow access to a residence, property, or business fronting on Township Roadways, or the installation or major alteration of any yard section pipe along said roads, shall be done only upon obtaining written permission in the form of a permit for such purposes.

The owners of land shall construct and keep in repair all approaches of driveways from the public road under the direction of the Township Engineer and/or the Road Master. The Conewago Township Board of Supervisors have established these rules and guidelines in the past and will continue to use these until further notice. No provision of this policy shall be construed as a responsibility of Conewago Township to provide future maintenance of new or currently installed driveways and/or drainage structures. By application and issuance of the permit, owner and successors agrees to bear all responsibility and cost for repair and future maintenance of the driveway and/or drainage structures. If the owner or successors fails to maintain the driveway and/or associated drainage structures to the extent that the Board of Supervisors or an authorized representative of the Board of Supervisors determines that the driveway and/or associated drainage structures has a detrimental impact on the safe operation and maintenance of Conewago Township roads, notice shall be given to the owner. Owner shall perform the necessary actions(s) to correct the detrimental impacts at the sole expense of the owner. Failure of owner to perform the necessary work within the time prescribed in the notice shall be cause for the Township to perform the work. Expenses incurred by the Township to perform the work shall be the responsibility of the owner.

The following is a summary of ordinances and policies in regards to driveways:

1. "The culvert pipe must be deemed a part of the private driveway being constructed along the Township roadway. As the statute places on the owner of the land the duty to construct and repair a private driveway from a public road, it must be concluded that the Township has no authority to furnish the culvert pipe for such a driveway".
2. "In view of the fact that land owners are required to construct such private driveways under direction of the Road Master or Township Engineer, it is evident that the Road Master or Township Engineer should determine the kind and size of the pipe needed". This pipe sizing may require additional fees which are not included in this permit to

- cover Township Engineer fees to determine proper size. If site water collection basin is complex and not easily determine it may require on site visit and office time calculations.
3. “The Road Master or Township Engineer likewise by reason of their supervisory authority has power to determine the profile grade within the area of the road right-of-way”. This determination may require additional fees which are not included in this permit to cover Township Engineer fees to determine profile grade. If profile grade is complex and not easily determine it may require on site visit and office time calculations.
4. “The property owner has the duty of furnishing a replacement pipe for an existing driveway, since this section specifically requires such an owner to keep the driveway in repair”.
5. **Applications for permits are available at the Township Office, 3279 Old Hershey Road, Elizabethtown 17022.** The completed application form must be filled out in its entirety by the property owner and mailed or delivered to the Township Secretary or Road Master Conewago Township 3279 Old Hershey Road, Hershey Pa. 17022 (717-534-8556) with permit fees to be paid at time of approval.

STANDARD SPECIFICATIONS FOR RURAL RESIDENTIAL AND FIELD DRIVES ON TOWNSHIP ROADS

GENERAL DESIGN:

- Intersection Angle: New drives should intersect the highway at an angle from 70 to 90 degree, if at all possible.
- Profile Grade: Drive profiles grades should be eight (8) percent for a driveway intersecting a collector street and ten (10) percent for a driveway intersecting a minor street, as per the Subdivision and Land Development Ordinance (SLDO).
- Any street cuts and occupancy of roadway right-of-ways must meet and comply with the Street Cut and Occupancy Ordinance of Conewago Township.
- Drives at the ditch line shall be lower than the edge of the road so that no water draining from the driveway enters the roadway.
- Farm Driveway profile on curbed roadways shall be evaluated, based on intended vehicle use.
- Easements with Open Channel Flow and Culverts crossing Township Roads
The property owner will be required to keep the easement free of obstruction in such a way as to assure the maximum designed flow at all times. The property owner shall not alter any drainage improvements without the prior written approval from the Township.
- Water Ponding on Street Surfaces of Conewago Township will eliminate standing water in the street only if the Township deems the water as a potential traffic safety

hazard or of the Road Master or Township Engineer determines that the benefit derived from extended pavement life exceeds the cost of fixing the problem.

- **Site Distance:** Driveways, or approaches, should be located and designed to enable vehicles traveling at or near legal highway speeds to see a driveway or approach. Conversely, the driveway, or approach, should be placed in areas to allow vehicles, while within the approach area, to observe the through highway for a distance sufficient to make a safe entry onto the highway. The lengths adequate to accomplish the above vary with each installation and depend on the horizontal and vertical alignment of the highway, speeds along the highway and the location of existing objects, such as trees, signs, buildings, etc., which may restrict visibility along the highway the Township Road Master if in question will notify Township Engineer for assistants and together will approve the driveway based on the Township Ordinance Exhibit VI in the SLDO and PennDOT requirements as stated.

The recommended sight distance shall be the Intersection Sight Distance (ISD) shown in the latest edition of the PennDOT Department of Transportation (PennDOT) "Location and Design Manual", corresponding to the legal speed of the roadway or design speed as determined by the Engineer. If this recommended sight distance cannot reasonably be met, the minimum sight distance shall be the Stopping Sight Distance (SSD) shown in the latest edition of the PennDOT "Location and Design Manual", corresponding to the legal speed of the roadway or design speed as determined by the Engineer.

GENERAL PIPE CRITERIA: (applies to both driveway and yard section pipe)

Property owners shall purchase pipe and other related materials as well as install the pipe to township specifications. Property owners are required to maintain their driveways and approach. The property owner shall first seek permission through obtaining a permit from the Township Road Master who will be responsible to be sure the pipe is installed correctly to meet the correct needs of proper drainage.

DRIVEWAY PIPE:

- (1) Minimum diameter shall be 12"
- (2) Minimum length shall be five (5) feet beyond either edge of the driveway
- (3) Minimum cover shall be 12" (12" preferred - 6" acceptable with heavy wall steel casing or concrete pipe)
- (4) Pipe will be hydraulically sized by the Road Master and/or Township Engineer and paid for by the property owner.
- (5) Excavation, bedding, laying pipe, joining pipe, and backfilling shall meet requirements as per section 441 of the PennDOT specifications.
- (5) A driveway pipe is designed to carry water from one side of the drive to the other.
- (6) Driveway curbs may extend to the pavement edge only if the public road pavement has a curb.

DRIVEWAY MATERIALS:

Field Drive:

(A) 6" Crushed Aggregate Base

Residential Drive:

(the following guidelines are suggested for the owners who desire a structurally sound driveway installation with a longer life expectancy)

(A) 8" Crushed Aggregate Base

(B) 6" Concrete (reinforcing recommended) or

(C) 1-1/4" Asphalt Concrete over 3-3/4" bituminous aggregate base, or

(D) 2" asphalt concrete over bituminous prime coat, over a 6" crushed aggregate base.

(E) Geotextile fabric under base is recommended

Commercial Drive:

Evaluate design based on need and intended use.

A BARE EARTH DRIVE,

ALLOWING MUD TO BE CARRIED ONTO THE TOWNSHIP ROAD WILL NOT BE PERMITTED. ALL DRIVES SHALL BE COVERED WITH STONE WITHIN A MAXIMUM OF SEVEN (7) DAYS.

DRIVE WIDTHS AND RADII:

The minimum drive width should be ten (10) feet. Special drives, may be wider, but should not exceed twenty-four (24') feet. Field drives may be wider than 24' to prevent equipment operators from encroaching into traffic lanes while entering or exiting the drive. Turnout radii should be a minimum of fifteen (10) feet for family residence (SLDO). Radii may be increased, however, if it is determined by the Road Master and/or Township Engineer that improved driveway operation will reduce traffic hazards.

All commercial drives will be designed to meet project needs and will be evaluated at the time of design.

Refer to Conewago Township Subdivision Regulations for drive width, radii, and curb requirements in platted subdivisions.

CONCRETE AND CURBED DRIVES:

Driveway curbs and concrete drive approaches shall extend no closer to the pavement edge than four (4) feet if no culvert is needed, or one (1) foot on the property side of the culvert, unless the concrete drive is constructed at least one (1) inch lower than the edge of the pavement where it meets the pavement, and concrete drive in the berm area is constructed so as not to interfere with maintenance equipment such as snow plows.

- (a) Drive must be along a township highway.
- (b) No headwalls above finished drive grade shall be permitted
- (c) Pipe joints shall be banded or sealed
- (d) Acceptable material shall be reinforced concrete, corrugated galvanized metal, heavy lined well casing, and smooth interior corrugated polyethylene pipe
- (e) Property owners shall purchase pipe and all other related materials as well as install the pipe to Township specifications. Property owners are required to maintain their driveways as well as the approach.
- (f) The type of pipe, size, length required, cover and location of the driveway pipe must be approved by the Road Master or Township Engineer. Minimum size of culvert diameter is 12".
- (g) Property owner must mark EXACT location by staking each end of the proposed location of the drive, making certain that stakes are flagged or marked in a manner that can be easily located. All submissions of a driveway permit will need approval and determination by the Road Master and or Township Engineer as to the need for a driveway pipe or additional requirements before owner can start construction. At least a 10 day period will be required for this determination.
- (h) All finished grading of dirt and seeding shall be the responsibility of the property owner.
- (i) Water draining from the driveway, at no time shall enter upon the Township Roadways. Should the problem occur, the Road Master or Township Engineer reserves the right to demand that the property owner to correct such problem or remove and/or relocate the drive. This written notice will provide at least 60 days to eliminate the problem before further steps will be taken to correct the problem. After sixty (60) days this could include removing driveway permit until corrective action is approved by Township Road Master or Township Engineer. If corrective action is in the best interest of the safety of the Township by the Township Board of Supervisors majority vote the Township may elect to take corrective action at owner's expense after the sixty (60) day notice is up.
- (j) All disturbed areas within the right-of-way MUST be graded and seeded with grass or at Township written request with 2A or 3A stone, within 7 days so as to assure that no sediment reaches the roadside ditch.
- (k) Grates across driveways should only be used as a last resort to eliminate water draining on to the roadway. If installed, a grate (12" minimum width) should be installed at the ditch line, with the top of the grate being lower than the edge of the road. The landowner shall keep the grate clean of obstruction at all times.

YARD SECTION PIPE:

A yard section pipe is designed to carry water from one side of the property to the other and into the roadside ditch line.

- (a) A ditch or swale must be maintained over the top of the yard pipe to carry road and yard water runoff
- (b) Yard section pipe shall be joined or sealed
- (c) A standard surface water inlet or catch basin with an adequate opening and grate shall be placed on the upstream side of all drives. The Township may require additional

surface water inlets or catch basins if conditions exist that require drainage from other sources.

(d) Any other pipes or tiles that need to enter yard pipe (such as curtain drains, down spout drains, etc.) must have approved connected fittings. At no time will the yard pipe be allowed to have holes cut into the side of it and lateral tiles inserted.

(e) Acceptable material shall be reinforced concrete, corrugated galvanized metal, heavy lined well casing, and corrugated polyethylene pipe, as per PennDOT 441 specification if within the Township Right of way.

(f) All yard pipes and catch basins must be installed by the property owner and approved by the Road Master and/or Township Engineers.

(g) The property owner is responsible for the maintenance and/or replacement of the yard pipe and catch basins.

Information

(IT'S THE LAW)

Supreme Court Ruling:

“WHERE AN ABUTTING LANDOWNER OR OCCUPIER USES THE HIGHWAY RIGHT OF WAY IN A MANNER INCONSISTENT WITH A HIGHWAY PURPOSE, AND WHERE SUCH USAGE CONSTITUTES AN UNREASONABLE HAZARD TO USERS OF THE HIGHWAY, THE LAND OWNER OR OCCUPIER MAY BE LIABLE FOR DAMAGES APPROXIMATELY CAUSED BY THE IMPROPER USE OF THE RIGHT-OF-WAY.”

“A LAND OWNER OR OCCUPIER IS UNDER OBLIGATION TO KNOW THE BOUNDARIES OF THE PROPERTY. THE BORDER OF THE RIGHT-OF-WAY IS A BOUNDARY LINE LIKE ANY OTHER.”

To reduce liability exposure of landowners or occupiers and the Township, we have an obligation to inform you that anything which you cause to be placed, or cause to remain, on the right-of-way could be the cause of legal action being brought against you. If you currently have such items as fences, trees, shrubs, stones or any other obstructions on the right-of-way, you should make arrangements to have them removed.

PENTALY: Violation of this Policy shall be punishable by a fine not to exceed \$500.00. Each day that the violation continues shall constitute a separate offense.

SEVERABILITY: It is intended that the provisions of this Conewago Township Policy be severable and should any portion be held invalid, such invalidity shall not affect any other portion of this Policy.

REPEAL OF CONFLICTING RESOLUTIONS OR ORDINANCES: All Resolutions or Ordinances and parts or sections of Resolutions or Ordinances in conflict with this Policy are hereby repealed.