

# **ROCKAWAY TOWNSHIP DEPARTMENT OF PUBLIC WORKS**

## **CITIZEN'S GUIDE TO DRIVEWAY INSTALLATIONS**

Please read this guide thoroughly. The Department of Public Works and the Engineering Department want to help you install your new driveway successfully adhering to Township Code. Be aware that some contractors' interests may differ. Help us protect you by following this guide and calling for inspections when necessary.

**\*A SURVEY OF THE PROPERTY SHOWING THE DRIVEWAY MUST BE SUBMITTED WITH THE DRIVEWAY PERMIT FORM\***

**\*\*Must Call Before You Dig 1-800-272-1000**

### **All Driveways**

1. The construction, reconstruction, revision, or resurfacing of any driveway at its connection with a municipal road is prohibited unless a permit has been obtained from the Construction Department. Please bring a survey or Plot Plan to scale (a drawing of your lot showing existing and proposed physical features and dimensions) to obtain a permit. The proposed driveway must be clearly dimensioned on the survey or plot plan to scale for Township Zoning review. You do not need a driveway permit to seal coat.
2. Please be advised, that a performance bond is required for all driveway permits. Amount to be set by Department of Public Works.
3. While under construction the permit-holder must properly guard the area under construction with suitable barriers to safeguard pedestrians and the traveling public.
4. The driveway or driveway apron may not extend beyond the edge of the pavement, curb line, or traveled way thereby creating a hazard to travel or an obstruction to snow and ice removal.
5. Driveways must be constructed in a manner as to not interfere with drainage within the street and right-of-way.
6. Driveways shall be constructed at its street connection so as to prevent water from running into the driveway or across the municipal street.
7. The maximum width of a driveway shall not exceed twenty-two (22') feet and the minimum width shall be ten (10') feet at its connection with a municipal street or right-of-way.

8. All driveways must have a three inch (3") granular sub-base and a minimum of one and one-half (1 ½") inch surface course of bituminous concrete (asphalt) pavement or equal approved by the Township Engineer.

### **If A Sidewalk Is Present**

1. The homeowner is responsible to properly maintain the sidewalk in front of his or her property (includes corner lots). A sidewalk must be four (4') feet wide and four (4") inches thick, and constructed of concrete as specified in **54-29.6 Sidewalks Volume II** of the Township Code.
2. A sidewalk shall not be removed or damaged when installing a driveway. Upon replacement or installation of any existing driveway that does not have a sidewalk despite the existence of sidewalks within the development, and/or a sidewalk across the front of your property either one or both sides of the driveway, a sidewalk must be installed at the sole cost and expense of the property owner. At a vehicle crossing the concrete must be six (6") inches thick reinforced with welded wire mesh. (Township Codes 16-6 and 54-29.6)
3. Existing driveway aprons only have to be replaced with concrete at such time as the adjacent sidewalk is being removed and replaced whether at the option of the property owner, pursuant to Section 16-6, Maintenance and Upkeep of Sidewalks, or other Township ordinance.
4. The driveway apron (area between sidewalk and street pavement) must be constructed of Class C concrete, six (6") inches thick, reinforced with welded wire mesh. (Township Codes 16-7 and 54-29.7)

### **Inspections**

1. The initial inspection is to be made after all excavation is complete and the compacted granular (gravel, quarry process for example) sub-base is complete before the hard surface is applied. Call (973) 983-2891 for this inspection between 8:00 a.m. and 3:30 p.m. weekdays.
2. The final inspection is made after all work is complete. Call (973) 983-2891. Your deposit will not be returned until the driveway passes inspection.

**TOWNSHIP OF ROCKAWAY**

FEE \$50.00

Permit for Connection with Municipal Rd.

Permit No. \_\_\_\_\_

\*\*\*\*\*

NAME OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

STREET LOCATION FOR DRIVEWAY CONNECTION \_\_\_\_\_

DRIVEWAY INSTALLATION CONTRACTOR \_\_\_\_\_ CELL \_\_\_\_\_

BLOCK \_\_\_\_\_ LOT \_\_\_\_\_ STARTING DATE \_\_\_\_\_ COMPLETION DATE \_\_\_\_\_

WILL WARNING SIGNS & BARRIERS BE ERECTED AS PER ORDINANCE? \_\_\_\_\_

IS A COPY OF SURVEY ATTACHED DEPICTING DRIVEWAY LOCATION? \_\_\_\_\_ (REQUIRED)

WIDTH OF DRIVEWAY \_\_\_\_\_ (Width of paved surface not to exceed 22 feet)

IS A SIDEWALK PRESENT ALONG PROPERTY FRONTAGE? \_\_\_\_\_ IF YES, PLEASE BE ADVISED OF

**CONCRETE SIDEWALK & APRON REQUIREMENTS** (SEE GUIDE TO DRIVEWAY INSTALLATIONS).

IS A CURB PRESENT OR TO BE INSTALLED? \_\_\_\_\_

RESURFACE EXISTING DRIVEWAY ONLY? \_\_\_\_\_ CHANGE, EXPANSION OR NEW DRIVEWAY LOCATION? \_\_\_\_\_ IF YES, MUST BE DEPICTED & DIMENSIONED ON ATTACHED SURVEY.

\*CASH SECURITY AMOUNT \$ \_\_\_\_\_ BOND FILED AMOUNT \$ \_\_\_\_\_

\*Amounts to be filled in after determination of Performance Guarantee below

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**THIS SECTION TO BE COMPLETED BY TOWNSHIP OFFICIAL**

PERFORMANCE GUARANTEE REQUIRED \$ \_\_\_\_\_

\_\_\_\_\_  
(Signature)

**\*\* SPECIAL REQUIREMENTS TO BE ADHERED TO:**

\_\_\_\_\_  
\_\_\_\_\_

*THIS PERMIT IS ISSUED UPON ALL TERMS, CONDITIONS, AND SPECIFICATIONS SET FORTH IN ORDINANCE ENTITLED "DRIVEWAYS AND PRIVATE ROADS". CHAPTER 16-3 SECTIONS 16-3.1, TO 16.3.3, 16-6.8 & 16-7 OF THE ROCKAWAY TOWNSHIP CODE VOLUME 1. SIDEWALKS & APRONS MUST COMPLY WITH 54-29.6 TO 54-29.7 OF TOWNSHIP CODE VOLUME II. BOND OR CASH SECURITY WILL BE RETURNED AFTER FINAL APPROVAL.*

\_\_\_\_\_  
ENGINEERING / ZONING DEPARTMENT

\_\_\_\_\_  
DIRECTOR OF PUBLIC WORKS

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**INSPECTIONS** CALL DEPARTMENT OF PUBLIC WORKS PHONE (973-983-2891)

Initial Inspection \_\_\_\_\_ Date \_\_\_\_\_

Final Inspection \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE READ ATTACHED DOCUMENTATION BEFORE BEGINNING NEW DRIVEWAY.**