

**MOUNT POCONO BOROUGH
PERMIT APPLICATION
(Please complete all applicable sections)**

Purpose of Permit:

Building Construction _____ Certificate of Non-conformance _____
Change of Use _____ Driveway/ Excavation _____ Excavation/ Mining _____
Occupancy _____ Sign _____ Special Exception Use _____ Variance _____
Vending _____ Yard Sale _____ Other _____

THE PURPOSE OF THIS FORM AND OF OTHER MATERIALS SUPPLIED BY THE BOROUGH OF MOUNT POCONO IS TO ASSIST APPLICANTS IN MEETING THE REQUIREMENTS OF BOROUGH ORDINANCES AND REGULATIONS. FREQUENTLY, REQUIREMENTS OF OTHER GOVERNMENTAL AGENCIES AND AUTHORITIES MUST ALSO BE MET. APPLICANTS ARE RESPONSIBLE FOR DETERMINING ALL OF THE REQUIREMENTS THAT THEY MUST FULFILL, FOR OBTAINING COPIES OF RELEVANT ORDINANCES AND REGULATIONS OF THE BOROUGH OF MOUNT POCONO AND OF ALL OTHER AUTHORITIES HAVING JURISDICTION, AND OF MEETING ALL OF THE REQUIREMENTS CONTAINED THEREIN.

Name of Applicant _____ Date _____

Address _____

Telephone _____

Zoning District _____ Property Identification Number _____ Fee _____

Signature of Applicant _____ Permit Number _____

SUPPLEMENT SHEET(S) APPLICABLE TO THE PERMIT BEING APPLIED FOR MUST BE ATTACHED TO THIS COVER SHEET; IT IS INCOMPLETE WITHOUT A SUPPLEMENT.

**MOUNT POCONO BOROUGH
PERMIT APPLICATION
(Please complete all applicable sections)**

Building Construction Permit Reference Number: _____

Type of Permit:

Road Excavation _____ Driveway: (new) _____ (resurfacing) _____

Name of Contractor _____

Address _____

_____ Telephone _____

Location of property (include street, lot, block, etc.): _____

Disposition of Application:

Granted _____ Referred to Borough Engineer _____

Denied for the reason(s) indicated (cite provisions of Ordinance No. 3 of 1993):

Signature of Zoning Officer

Date

In addition to the prescribed fee, the following must accompany this application:

_____ 1. For the Excavation of Borough Roads:

_____ A. Three (3) copies of a sketch plan showing the location and full details of the planned work.

**MOUNT POCONO BOROUGH
PERMIT APPLICATION
(Please complete all applicable sections)**

_____ B. A written estimate by a registered engineer of the cost of restoration of the roadway following the completion of work.

_____ C. A certified check or bond in the amount of the engineer's estimate.

_____ 2. For the construction of a driveway:

_____ A. A plot plan, prepared by a registered surveyor, showing the location of the lot, lot area and location of the proposed driveway on the lot, and any other information (such as the location of the nearest intersection) necessary to determine that the requirements of Ordinance No. 3 of 1993 will be met by the proposed driveway. The plot plan required for a Building Construction permit may be used for the Driveway/Excavation Permit if both permits are applied for at the same time.

_____ B. Highway Occupancy Permit from the Commonwealth of Pennsylvania, where required.

_____ 3. For the re-surfacing of an existing driveway: A sketch plan including the same information as is required in Number 2, above.

_____ 4. Other information, as required: _____

The applicant must also meet all other applicable Borough, County, State, and Federal requirements, and must attest that such requirements have been met before an Occupancy permit will be issued.

No building or other structure may be occupied or used until an occupancy Permit has been issued by the Zoning Officer.

**MOUNT POCONO BOROUGH
PERMIT APPLICATION
(Please complete all applicable sections)**

Driveway/ Excavation
Permitting/ Inspection Procedures

- _____ 1. Prior to issuance of the permit (except for driveway resurfacing). The property must be staked by the surveyor to show property lines and driveway and/ or excavation lines. The site is inspected to confirm that Plot plan data field locations coincide.
- _____ 2. Prior to the commencement of work. The Zoning Office must be advised of the date that work will begin and the expected date it will be completed.
- _____ 3. Prior to backfilling, covering culvert pipes, or paving. The Zoning Officer and/ or the Roadmaster must inspect the work. Please see Supplement "A" attached.
- _____ 4. After completion of the work:
- _____ A. The Zoning Officer and/ or the Roadmaster will make a final inspection.
- _____ B. A report of the final inspection will be forwarded to the permittee.
- _____ C. If an excavation project for which a bond has been posted is not approved, the Borough may require the permittee to meet the Borough's specifications, or it may complete the work itself, applying the funds posted toward the cost thereof. Any balance remaining will be returned to the permittee.
- _____ 5. For one (1) year following the date that the work is completed. The permittee is responsible for remedial work necessitated by settlement or construction defects.
- _____ 6. Prior to any excavation applicant/ contractor is responsible for calling PA ONE CALL at 1-800-242-1776.

BOROUGH OF MOUNT POCONO

Driveway Specifications

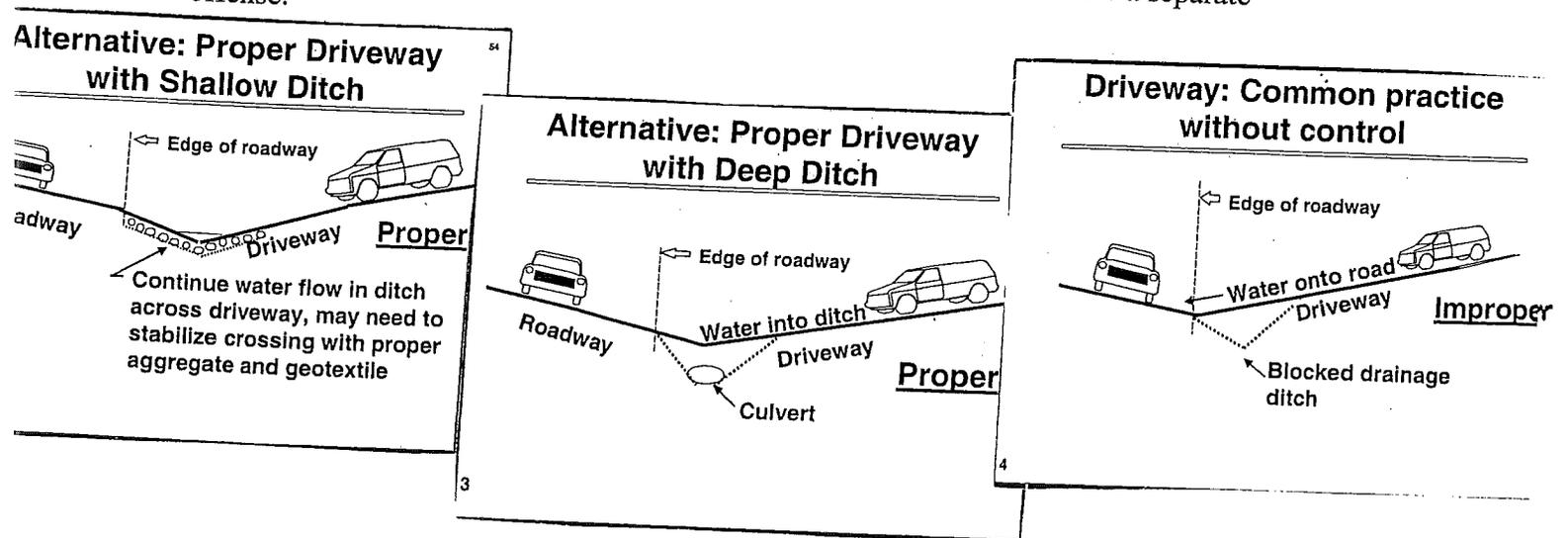
All driveways shall be constructed in such a manner as not to impair drainage within the street right of way, alter the stability of the street subgrade or materially change the drainage of adjacent areas. Where open shoulder or berms exists. The grade of a paved access driveway(s) shall slope away from the highway pavement at the same rate as the existing shoulder (unless advised to the contrary by the Borough Road Foreman or Borough Engineer) for the prevailing width of the shoulder.

Where a drainage ditch or swale exists, a "C" ditch or swale shall be constructed to convey storm water runoff across the driveway beyond the shoulder line or an adequate pipe shall be installed under the driveway by the permittee in accordance with the Borough specifications. The minimum diameter of such drainage pipe shall be eighteen (18) inches unless a larger size shall be specified by the Borough Road Foreman or Borough Engineer.

Work authorized by a Borough driveway permit for construction of an access driveway shall be performed at such time and in such a manner as to conform to all requirements and standards specified therein. Such work may be inspected by a representative of the Borough at any time.

All driveways shall be located, designed and constructed in such a manner as not to interfere or be inconsistent with the design, maintenance and drainage of the Borough street.

This Ordinance will be strictly enforced; any violations of this Ordinance shall constitute a summary offense and upon conviction shall be punished by a fine not to exceed \$300.00, each day a violation of this Ordinance continues shall constitute a separate offense.



* Effective as of May 2004 *

Supplement "A"