

## CORNWALL BOROUGH, LEBANON COUNTY DRIVEWAY PERMIT APPLICATION PROCEDURES

- Applicant obtains copy of Ordinance 1999-1 and a permit application form from the Borough Office, or from the Borough Engineer.
- Applicant fills out the form, including a description of the work.
- Applicant prepares a sketch of the property showing the lot frontage along the Borough road. The sketch should show the location, width, slope and material of construction (macadam, concrete, stone base, etc.) of the driveway.

The sketch should show existing drainage features along the Borough road, such as swales, pipes, inlets, culverts, etc.

The sketch should show how the applicant will maintain along the road, and how the run-off water from the new driveway will be controlled so it does not run onto the roadway.

- **The application, sketch and the permit fee of \$50, should be sent to the Borough Office. Mailing address is: 44 Rexmont Road, Lebanon, PA 17042. Check should be payable to: Cornwall Borough.**
- The Borough Engineer will review the application and return the permit to the applicant soon thereafter.

Questions about the application of procedures can be directed to the Borough Engineer: Jeff Steckbeck at telephone 717-272-7110. Office hours 8:00 a.m. to 5:00 p.m.

**ORDINANCE NO. 1999-1**

**AN ORDINANCE OF CORNWALL BOROUGH REQUIRING PAVING OF DRIVEWAYS WITHIN THE DEDICATED RIGHT-OF-WAY ALONG ANY EXISTING OR PROPOSED BOROUGH ROAD; REQUIRING A PERMIT, FEE AND DEPOSIT; PROVIDING FOR RECTIFICATION OF IMPROPER WORK; AND PRESCRIBING PENALTIES FOR VIOLATION.**

Cornwall Borough Council hereby enacts and ordains as follows:

SECTION 1: PAVING REQUIRED. For the safety of the traveling public and to prevent deterioration of the public roads, all private, commercial or industrial driveways hereafter constructed or reconstructed shall be paved full width within right-of-way of any existing, proposed or dedicated Borough Road, at least to the extent of the right-of-way.

SECTION 2: PERMIT REQUIRED. Before paving said driveway within said existing, proposed or dedicated Borough right-of-way, the landowner shall obtain a permit for said driveway entrance construction or reconstruction, excluding routine maintenance, pay a permit fee for said permit in the amount of \$50.00 or as fixed by Resolution of said Cornwall Borough Council from time to time and make a deposit to guarantee the performance of said paving in an amount as determined by the Borough Engineer. A permit application shall be submitted by Permittee and is subject to review and approval by the Borough Engineer. The approved permit shall contain provisions and requirements for proper drainage and public safety which shall be binding upon the Permittee.

SECTION 3: FAILURE TO PAVE AS REQUIRED. Should the Permittee fail to construct said driveway paving or fail to construct said driveway paving as required by this Ordinance, the Cornwall Borough Council may require the Permittee to perform said paving or to rectify said paving at the expense of the Permittee or if said Permittee fails to act of rectify, the Cornwall Borough Council may use said Deposit to perform said paving, as required. If upon inspection by the Cornwall Borough Council, the paving has been performed by the Permittee to the satisfaction of the Cornwall Borough Council, the said Deposit shall be refunded to the Permittee.

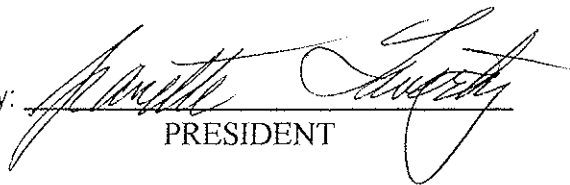
SECTION 4: PENALTIES. Any person, firm or corporation, who shall fail to obtain a permit before construction or reconstruction of a private, commercial or industrial driveway, shall, upon conviction thereof as a summary offense before the District Magistrate (\$1,000.00) Dollars, and in default of payment, to imprisonment for a term not to exceed thirty (30) days. Each day that a violation of this Ordinance continues shall constitute a separate offense.

SECTION 5: REPEALER. All Ordinance or parts of Ordinances, which are inconsistent herewith are hereby repealed.

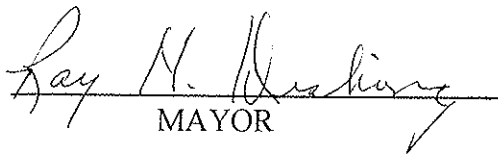
SECTION 6: SEVERABILITY. If any sentence, clause, section or part of this Ordinance is for any reason found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections or parts of this Ordinance.

ENACTED AND ORDAINED by the Council of Cornwall Borough, this 11  
day of January, 1999.

CORNWALL BOROUGH COUNCIL

By:   
PRESIDENT

APPROVED:

  
MAYOR

CORNWALL BOROUGH ROAD OCCUPANCY PERMIT

All work under this permit to be completed on or before: \_\_\_\_\_  
\* Permit void after this date. Immediately upon completion of the work, permittee should notify the Borough.

Date Issued \_\_\_\_\_  
Total Fees \_\_\_\_\_

Permission is hereby granted to

\_\_\_\_\_  
PERMITEE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
POST OFFICE ZIP CODE

\_\_\_\_\_  
Borough Route No., Road or Street (Where work is to be done)

\_\_\_\_\_  
Borough

\_\_\_\_\_  
Co.

Under and subject to all the conditions, restrictions, and regulations prescribed by the Borough and on the general provisions and specifications, a true copy whereof is attached and made a part hereof, with the same force and effect as if written or printed herein and under and subject to the special conditions, restrictions, and regulations hereinafter set forth.

\_\_\_\_\_  
(DESCRIPTION AND PURPOSE OF WORK)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOTE: ALL DRIVEWAY PROPOSALS SHALL BE ACCOMPANIED BY A SKETCH SHOWING LOT FRONTAGE, DRIVE LOCATION, AND DRAINAGE PROVISIONS.**

The Borough Council, may at any time revoke and annul this permit for non-performance of, or non-compliance with any of the conditions, restrictions, and regulations hereof.

APPROVED \_\_\_\_\_  
Day Month Year

\_\_\_\_\_  
Borough Signature or Seal

**IMPORTANT**

The terms and conditions embodied in this permit require the permittee to complete this work by the date specified in the permit. Where permittee fails to comply with the condition as to completion of work by the time specified, the following rules will govern:

(a) Failure to start work by date specified for completion. Permit will be canceled unless permittee desires an extension of time, in which case a supplemental permit may be issued.

(b) Work started and not completed by specified date. Permittee will notify Borough, prior to expiration of allotted time, of inability to complete the work on or before the date specified and request an extension of time. Such request shall be accompanied by the prescribed fee.

(c) Permittee not desirous of carrying out proposed work on account of change in conditions affecting it. Permittee will notify the Borough prior to the date specified for completion that work will not be carried forward, returning the permit with such notice. The fee for inspection of the work will be refunded by the Borough, provided that they have been notified of cancellation prior to the expiration date.

The fees to be paid under the conditions in (a), (b), and (c) apply only to permits for which fees are collected in accordance with the fixed schedule.

All notices relative to time extensions or cancellations shall be forwarded to the Borough which issued the original permit.