

STREET ACCESS PERMITS

DRAFT JUNE 4 2009

(intended as a process guide only - complete information is in Chapter 21 of the Borough's Code of Ordinances)

REVIEW & APPROVAL PROCESS

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STREET ACCESS

PERMITS REQUIRED: No driveway, street or drainage facility or structure shall be constructed or altered within a street or connect to the street; and, no property located within 300 feet of a street having ingress or egress, directly or indirectly, via the street shall change its use in a manner which increases its average daily traffic to the street as determined under the ITE Trip Generation Manual without first obtaining a permit from the Borough. (21-503.1)

1. APPLICANT/CODE OFFICER: All applications for street access permits shall be submitted to the Code Enforcement Officer, in the form prescribed. Application must be completed fully and include proof of ownership (see contents of Application Plan in §21-504).

The street access permit application shall be filed contemporaneous with any application pursuant to Chapter 22 of the Forest Hills Borough Code of Ordinances, "Subdivision and Land Development." If no application is required pursuant to Chapter 22, the street access permit application shall be filed contemporaneously with the filing of an application for a building permit. (21-503.2)

Code enforcement officer (or other employee if code officer is unavailable) dates stamps application upon receipt (does not indicate application is complete)

2. CODE OFFICER: The Code Enforcement Officer shall review and in writing approve, approve with modification or deny a permit application within 15 days of submission of an administratively complete application for (A) any driveway servicing one single family dwelling unit; or (B) a minor modification to any existing driveway for any use.

Uses other than single family or minor modification continue to numbers 4 & 5. ▶▶

3. APPEAL OF CODE OFFICER DECISION: The applicant or any other person aggrieved by said decision may appeal the Code Enforcement Officer's action by filing an appeal to Borough Council in writing within 30 days of the mailing of the Code Enforcement Officer's written decision. (21-503.4)

4. PLANNING COMMISSION: (uses other than single family or minor modification only)

Application shall also be submitted to the Planning Commission for review and recommendation. The Planning Commission shall review and within 30 days of submission of an administratively complete application recommend in writing its approval, approval with modifications or denial of a permit application. (21-503.5)

5. BOROUGH COUNCIL: (uses other than single family or minor modification only)

Council shall review and in writing approve, approve with modification or deny a permit application for a driveway servicing any use other than one single family dwelling unit or a minor modification to an existing driveway within 60 days of submission of an administratively complete application. (21-503.5)

ADDITIONAL NOTES - Street Access

Applicant is responsible for reviewing the ordinance plus any amendments for application contents information, criteria for approval and related items.

See especially the following:

- Borough Street Access Permit Application
 - §21-504. Contents of Application Plan
 - §21-505. Specific Driveway and Road Design Requirements
 - §21-506. Applicant Responsible for Traffic Study