



CITY OF  
**MEADVILLE**

894 DIAMOND PARK  
MEADVILLE, PA 16335  
PH. (814) 724-6000

**PERMITS • BUILDINGS • PLANNING • ZONING**

**RESIDENTIAL DRIVEWAYS**

*RETURN A SIGNED COPY OF THIS PAGE TO THE CITY WITH SUBMISSION.*

Property address / location: \_\_\_\_\_

Description of project: \_\_\_\_\_

**Owner**

Name: \_\_\_\_\_ Ph. \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

**Contractor**

Name: \_\_\_\_\_ Ph. \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

**Engineer /  
Architect**

Name: \_\_\_\_\_ Ph. \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

\*\*\*\*\*

**APPLICANT ACKNOWLEDGEMENT AND SIGNATURE**

*I hereby acknowledge that I have read and understand the rules and regulations as presented in this packet, that all information I submit in connection with the above-referenced project is true and correct, and I hereby agree that all applicable provisions of the ordinances of the City of Meadville and the laws of the Commonwealth of Pennsylvania will be complied with.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Title



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## PERMITS • BUILDINGS • PLANNING • ZONING

### DOCUMENTATION TO BE SUBMITTED TO CITY ZONING ADMINISTRATOR

Submit two copies of the site plan showing distances from property lines, location of curb cuts and size, slope and location of the proposed driveway.

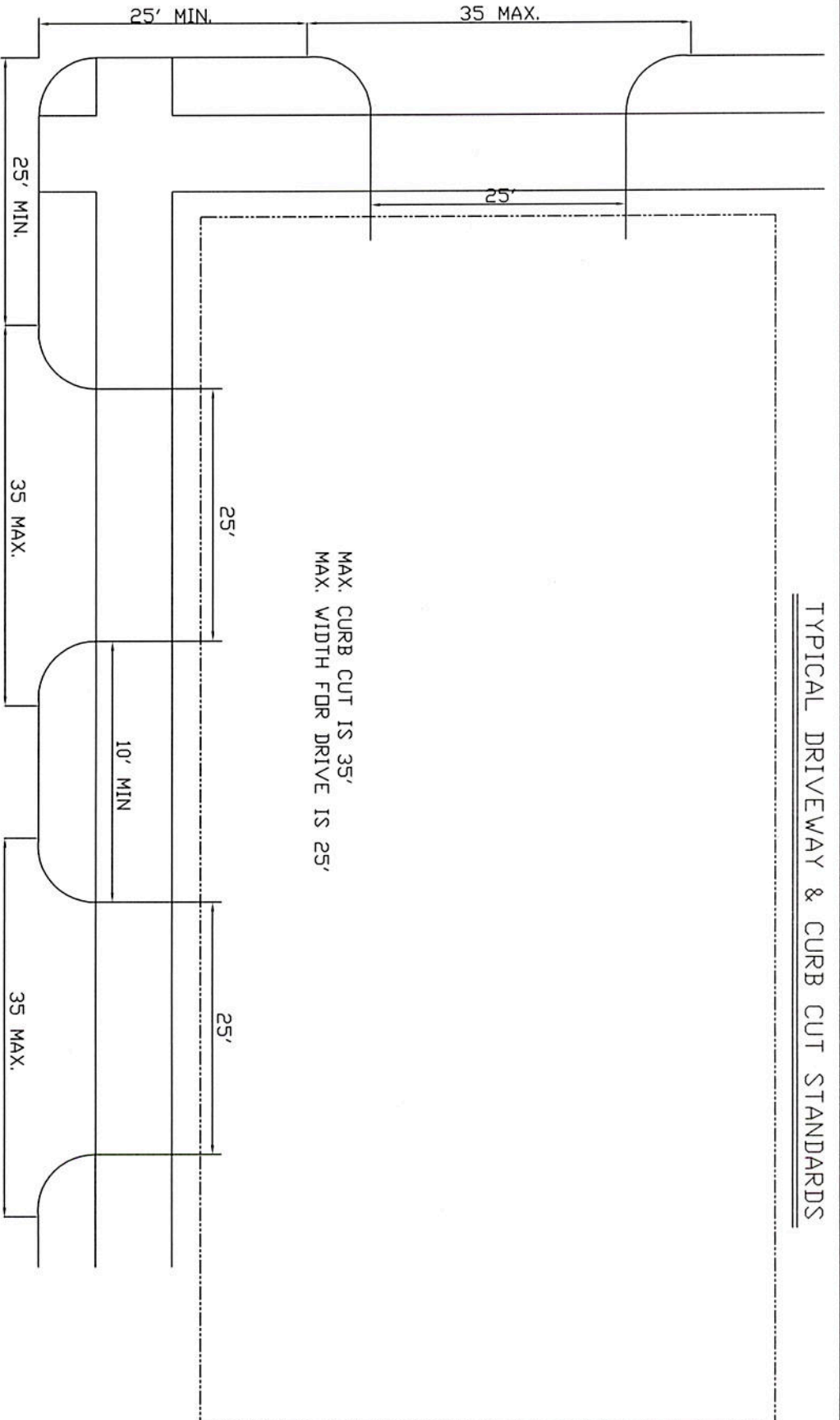
### NOTES

- A lawful service drive must meet several parameters, including width, surfacing materials and curb cut access (apron). It must be inspected to ensure compliance with the city's regulations.
- Each parking space shall be not less than 162 square feet, being at least 9 ft. wide and 18 ft. long.
- No portion of a parking space shall include a portion of a sidewalk or public right-of-way of a street or alley.
- Where an existing lot does not abut on a public or private street, alley or easement of access, there shall be provided a lawful service drive leading to the parking or storage areas or loading spaces. Such lawful service drive shall not be less than 10 feet wide.
- Access to off-street parking areas shall be limited to well-defined locations, and in no case shall there be unrestricted access along a street. Specifically, single-lane driveways shall be at least 10 ft. wide but shall not exceed 12 ft. Double lane drives (for ingress and egress) may be up to 24 ft. wide.
- All lawful service drives must comply with standards and specifications adopted from time to time by the City. Surfacing in the right-of-way, including sidewalks and aprons, must consist of concrete or equivalent material as approved by the City. Driveway surfacing on private property must create a durable delineation showing the area of the driveway, to allow the zoning administrator to determine if the size meets City specifications. The surface slope of the driveway must not discharge water directly onto public rights-of-way, public streets or neighboring properties.
- With the exception of lawful service drives and approved parking spaces in parking lots, no motor vehicles shall be stored in front yard areas, or between a building and the public right-of-way.
- Any sidewalk in the public right-of-way which crosses a driveway must comply with the City's sidewalk requirements on thickness of slab, cross-slope and other specifications.
- All new impervious areas must be reviewed to determine compliance with the City's stormwater management ordinance. If the new impervious area is between 1,001 square feet and 5,000 square feet, the applicant must complete the City's Small Project Stormwater Management Application and install stormwater management controls as required by the ordinance.
- Property/pedestrian protection. Any demolition or construction activity must comply with the City's Construction Area Protection Requirements for the duration of the work.

### FEES

- New driveways or reconstruction of driveway aprons requires a street occupancy permit. The fee is \$30.
- Work involving reconstruction of or new sidewalks generally requires a sidewalk permit. The fee is \$30.

# TYPICAL DRIVEWAY & CURB CUT STANDARDS



MAX. CURB CUT IS 35'  
MAX. WIDTH FOR DRIVE IS 25'

## NOTES:

1. ALL CURB CUTS SHALL BE NEWLY POURED CONCRETE. THE BREAKING OUT OF EXISTING CURB WILL NOT BE PERMITTED. EXPANSION SHALL BE PLACED BETWEEN CURB AND DRIVEWAY APRON AND DRIVEWAY APRON AND ADJACENT SIDEWALK. ALL WORK TO MEET CITY OF MEADVILLE'S STANDARD SPECIFICATIONS FOR CURB WORK.
2. BEFORE ANY TREE, PARKING METER, STREET SIGN OR ANY CITY PROPERTY ITEM BETWEEN THE SIDEWALK AND CURB IS REMOVED, PERMISSION SHALL BE SOUGHT THROUGH THE DEPARTMENT OF PUBLIC WORKS.
3. A MAXIMUM OF TWO CURB CUTS WILL BE PERMITTED ON EACH STREET FRONTAGE.
4. SIDEWALKS IN THE AREA OF DRIVEWAY SHALL BE OF CONCRETE ONLY. NO PERMIT WILL BE ISSUED (IF REQUIRED) PLAN SHOWING MATERIALS CONSTRUCTION METHODS HAS BEEN FILED WITH THE MANAGEMENT AND DEVELOPMENT OFFICE AT CITY HALL.

REV.	DATE	APPR.	DESCRIPTION	BY
DESIGNED:			OFFICE of the CITY ENGINEER	
DRAWN:			MEADVILLE, PA.	
THICK:				
ORDER:				
REVIEW:				
LAST OFF. DATE:				
REVIEW:				
APPROVED BY:				
PROJECT NO.				
CADD FILE NO.				
ST-8				
SCALE	NOT TO SCALE	SHEET	1	1



# CITY OF MEADVILLE

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PERMITS • BUILDINGS • PLANNING • ZONING

## STREET OCCUPANCY PERMIT APPLICATION

### Applicant:

Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

### Concrete supplier:

Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

### Description / purpose of work:

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

### Location of work:

Address: \_\_\_\_\_

If no address is applicable, nearest intersection: \_\_\_\_\_ / \_\_\_\_\_

Distance from said intersection: \_\_\_\_\_ feet

**\*NOTE:** No paving other than permeable pavers as approved by the city will be permitted between the sidewalk and curb except for driveway aprons\*\*\*\* ***Washing or rinsing concrete or concrete residue from or off of chutes, trucks, tools, wheelbarrows, forms or other surfaces into City streets is not permitted under the City's stormwater management ordinance. This includes but is not limited to streets, curbs, driveway aprons or catch basins. If evidence of a washout is found, the contractor and concrete provider will be held responsible.***

### Project Details:

Approx. date work will start: \_\_\_\_\_ Approx. date work will be completed: \_\_\_\_\_

**Pipe/water lines and conduits** (No permits for opening or cutting a street surface shall be granted between Nov. 1 and March 31 except for extraordinary reason.)

Will the improved surface of street be opened?

☐ Yes ☐ No

Approx. area of openings on improved surface:

\_\_\_\_\_ sq. yds.

Approx. area of openings on unimproved surface:

\_\_\_\_\_ sq. yds.

Distance of proposed work along the street:

\_\_\_\_\_ feet

Length of trench along street:

\_\_\_\_\_ feet

Depth of trench below surface:

\_\_\_\_\_ inches



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### Temporary items to be placed in right of way:

Type of item: \_\_\_\_\_

Size of item: \_\_\_\_\_

Location of item: \_\_\_\_\_

### Any unusual circumstances or factors (attach additional sheets if necessary):

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

### DOCUMENTATION TO BE SUBMITTED TO CITY ZONING ADMINISTRATOR:

- ☐ Application
- ☐ Sketch showing, as applicable, the location of the intended work, driveway, sidewalk, curb, curb cut, facility or equipment, location of any existing facilities, driveway and equipment or structure, width of the traveled roadway, right-of-way lines and dimensions to the nearest intersecting streets.
- ☐ Proof of workers' compensation and vehicle insurance coverage meeting the minimum requirements of Pennsylvania law.
- ☐ Proof of applicant's and subcontractors' comprehensive general liability and contractors' liability insurance in effect providing minimum coverage of \$1,000,000 per person and \$1,000,000 in the aggregate for bodily injuries, death and property damage claims on a per occurrence basis.

### NOTES

Applicant must make and maintain temporary repairs until such time that the City makes a permanent repair, if the City elects to do so. Repair/resurfacing work done by the applicant in a City street will be inspected once completed. If repair is found to be deficient, City will require applicant to make or pay for necessary improvements for two years from date of completion.

### FEES

Permit fee is \$100 per cut for any work involving excavation between public street or right-of-way curbs and \$20 for any other work.

***Applicant acknowledges responsibility for maintaining street to City specifications and notice of other responsibilities pursuant to Meadville Municipal Code Article 903.***

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date