

Borough of Souderton

**31 West Summit Street
Souderton, Pa. 18964
215.723.4371
Fax 215.723.5569**

DRIVEWAY, SIDEWALK & CURB PERMIT PROCEDURES

A Driveway, Sidewalk & Curb permit is required for all new, renovation, alteration or replacements.

Location of Property – Complete address including city, state and zip code must be provided on all applications.

Complete every section.

Sign and date application. If property resident is not the owner of the property, a notarized statement indicating the owner's approval of the proposed construction must be submitted with the application. Provide phone numbers where property owner/resident and contractor may be reached.

Plot Plan – Show all dimensions of entire property (length x width and square feet of entire lot). Identify streets adjacent to property. Place all buildings, with size dimensions (length and width) indicated, within property lines and indicate whether existing or proposed. Indicate front yard, side yard, and rear yard setbacks by showing the distance from deck to property lines on all sides. The property owner is responsible for the accuracy of this plot plan. On-lot sewage disposal systems and/or any easements/deed restrictions must be indicated.

PLANS AND SPECIFICATIONS

Two (2) copies of all plans and specifications must be submitted with all applications. Cross Section Drawings, giving structural details, must be included.

DIMENSIONS – Show all dimensions of proposed work (width and length).

ADDITIONAL INFORMATION

FEES – Permit fees must be submitted with the permit application. If paying by check, please make check payable to "Borough of Souderton".

REVIEW – The application will be reviewed for compliance with all Borough codes and ordinances.

PERMIT GRANTED – Work may not start until a permit has been approved and granted. The permit cards are to be displayed so as to be visible from the street.

INSPECTIONS – Call the Borough office (215-723-4371) at least 24 hours in advance to schedule each inspection. Responsibility for notification for inspections at the various stages of construction lies with the applicant and/or contractor. If the appropriate inspections are not requested, uninspected work will not be granted final approval. If an inspection fails twice for the same code violation, a reinspection fee will be required prior to a third inspection.

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APPLICATION FOR DRIVEWAY & SIDEWALK & CURB PERMIT

PROPERTY INFORMATION

Property Address: _____ Block _____ Unit _____

Present Use of Property: _____

CONTRACTORS INFORMATION

Name: _____

Company Name: _____

Address: _____

Phone: _____ Cell: _____

Contractor State Registration # _____

PROPERTY OWNER INFORMATION

Name: _____

Address: _____

Phone: _____ Cell: _____

PROPOSED WORK

New Driveway or Enlargement of Driveway Re-pavement of Existing Driveway

Length of Driveway _____ Width of Driveway _____

New Curb or Sidewalk Replacement of Existing Curb or Sidewalk

Length of Sidewalk _____ Width of Sidewalk _____

Length of Curb _____ Depressed curb length _____

Applicant Signature: _____ Date: _____

APPLICANT IS RESPONSIBLE FOR SUBMITTING THE FEE AND SCHEDULING AN INSPECTION WITH THE BOROUGH PRIOR TO CONSTRUCTING OF NEW DRIVEWAY AREA OR ENLARGEMENT OF AN EXISTING DRIVEWAY. ALL APPLICABLE FEES ARE AS LISTED ON THE FEE SCHEDULE:

PLEASE ATTACH A DRAWING AND DESCRIPTION OF THE PROPOSED WORK ALONG WITH A PLOT PLAN SHOWING THE STREET AND ALL EXISTING STRUCTURES INCLUDING POOLS WITH DIMENSIONS.