

**TOWNSHIP OF HEREFORD  
BERKS COUNTY, PENNSYLVANIA**

ORDINANCE NO. 2000- 5

AN ORDINANCE OF THE TOWNSHIP OF HEREFORD,  
BERKS COUNTY, PENNSYLVANIA, PRESCRIBING  
UNIFORM STANDARDS FOR THE CONSTRUCTION OR  
IMPROVEMENT OF PRIVATE DRIVEWAYS; REQUIRING  
DRIVEWAY PERMITS FOR THE CONSTRUCTION OF  
PRIVATE DRIVEWAYS; PROVIDING FOR THE  
APPOINTMENT OF A PERMIT ADMINISTRATOR; AND  
PRESCRIBING PENALTIES FOR VIOLATIONS.

BE IT ORDAINED AND ENACTED by the Board of Supervisors of the Township of Hereford, Berks County, Pennsylvania, and it is hereby ordained and enacted by the authority of the same as follows:

**SECTION 1. SHORT TITLE**

This Ordinance shall be known and may cited as the "Hereford Township Driveway Ordinance".

**SECTION 2. PURPOSE**

This Ordinance is to provide uniform standards for construction of private driveways in the Township of Hereford, Berks County, Pennsylvania.

**SECTION 3. APPLICABILITY**

- A. This Ordinance shall apply to all new driveways constructed after the effective date of this Ordinance.
- B. This Ordinance shall apply to existing driveways intersecting Township roads that are improved after the effective date of this Ordinance.
  - 1. Driveway improvements subject to this Ordinance include but are not limited to paving, re-paving, widening, pipe replacement, and changing or modifying a driveway entrance.
  - 2. Driveway improvements shall not include normal maintenance.

- C. This Ordinance shall apply to those portions of new driveways and improvements to existing driveways which are located outside of Penn DOT right-of-ways.
- D. This Ordinance shall not include field access entrances used for agricultural purposes.

#### **SECTION 4. FEES**

- A. Permit fees and escrow fund amounts shall be established from time to time by resolution of the Hereford Township Board of Supervisors.
- B. Upon complete construction of the driveway in accordance with the procedures of Section 7.C herein, the escrow funds shall be released to the Applicant.
- C. Permit fees are non-refundable.

#### **SECTION 5. PROCEDURE**

Prior to commencing excavation, construction or improvement of any driveway to which this Ordinance applies, as provided in Section 3 above, the procedure listed below shall be followed:

- A. The Applicant or his representative shall complete a driveway permit application (example Exhibit A) and pay the applicable fee and escrow to Hereford Township.
- B. A drawing of the proposed driveway including entrance, turnaround etc. may be required to show compliance with the criteria of this Ordinance.
- C. The Permit Administrator shall review the application and discuss any comments with the Applicant.
- D. The Permit Administrator shall approve or reject the Permit for construction of the driveway within thirty (30) days of the receipt of a complete application with the required fee and escrow.
- E. Should the Permit Administrator approve the permit application, he shall sign and issue the Permit provided that the driveway meets all of the requirements of this Ordinance.
- F. A driveway permit shall be valid for one (1) year following the date of signature of the Permit Administrator.

- G. Should the Permit Administrator reject the permit application, she shall provide written notice to the Applicant listing the reasons for rejection. Any appeal from the Permit Administrator's rejection of a permit application shall be filed in writing with the Hereford Township Board of Supervisors within twenty (20) days of the Applicant's receipt of the Permit Administrator's decision, and shall be acted upon by the Board of Supervisors within forty-five (45) days thereafter.

#### **SECTION 6. EXCEPTIONS**

- A. Exceptions to the requirements of this Ordinance may be granted by the Board of Supervisors where compliance is infeasible or will cause a hardship.
- B. Requests for exceptions shall be submitted in writing to the Board of Supervisors. The Board of Supervisors' decision shall be issued in writing within thirty-one (31) days of their receipt of a written request.

#### **SECTION 7. INSPECTIONS**

- A. During the construction or improvement of any driveway for which a Permit has been issued, the Permit Administrator shall on one or more occasions inspect the driveway and verify that it conforms to this Ordinance and/or the Permit which was issued.
- B. No paving shall commence until the Permit Administrator inspects the site and approves the preparatory work performed. The Applicant shall give a minimum of two (2) normal business days advance notice before paving is to commence in order to allow for scheduling of an inspection for the site.
- C. Upon completion of any driveway construction or improvement for which a Permit has been issued, the Applicant shall immediately contact the Permit Administrator to schedule a final inspection. After the final inspection, which shall occur within thirty (30) days after the Applicant has notified the Permit Administrator of the completion of the permitted construction or improvement, the Permit Administrator shall sign the Permit a second time to signify approval of the driveway as constructed.

#### **SECTION 8. CONSTRUCTION SPECIFICATIONS**

- A. General
1. All work shall be performed in strict compliance with the drawings and specifications for which the Permit was issued.

2. All driveways which are approved as a part of a subdivision or land development plan shall obtain a Permit per this Ordinance and shall comply with the requirements and design criteria of the approved subdivision or land development plan.
3. A summary of the majority of the following specifications is contained in Exhibits B, C and D.

B. Safe Stopping Sight Distances

Minimum safe stopping sight distances shall be established as per the latest revision of Penn DOT Title 67 Chapter 441. (see Exhibit E)

C. Entrance Locations

1. Driveway entrances shall be located to provide the safe stopping sight distances established by the methods of Section 8.B herein.
2. Where the proposed driveway is shown on an approved subdivision or land development plan, the driveway shall be constructed at the location indicated on said plan. An alternate location meeting the requirements of this Ordinance may be approved by the Permit Administrator.
3. For corner lots in the W-C Woodland Conservation, A Agricultural, and R-L Low Density Residential zoning districts, the centerline of driveway entrances shall be located at least 75 feet from the point of intersection of the nearest street curb lines or cartway edges as the case may be. In all other zoning districts, this distance may be reduced, but must be as distant as possible from the point of intersection and never closer than 40 feet.
4. Each lot serving single family residences shall generally have one and only one driveway entrance. More than one entrance may be permitted if the entrances can be physically located 100 feet apart and meet all other requirements of this Ordinance.
5. Shared entrances will be considered when reducing the number of intersections with the street is beneficial for traffic safety. When a shared driveway is allowed, an agreement(s) regarding the usage rights and maintenance of the driveway must be submitted for review by the Township Solicitor. Preferably shared entrance locations will be centered on a shared property line.

D. Entrance Construction

1. Entrances to driveways serving single family residences shall be rounded at a minimum radius of five (5) feet and a maximum radius of fifteen (15) feet.

2. Entrances to driveways serving multi-family residences or nonresidential buildings shall be rounded at a minimum radius of ten (10) feet and a maximum radius of twenty (20) feet.
3. Driveways shall intersect streets as nearly as possible at right angles, and in no case at an angle of less than sixty (60) or more than one hundred twenty (120) degrees.

E. Widths

1. Driveways serving single family residences shall be a minimum of 10 feet wide and shall not exceed 20 feet in width excluding radii.
2. Driveways serving multi-family residences or non-residential buildings shall be a minimum of 10 feet wide per lane of traffic and shall not exceed a total width of 30 feet excluding radii.

F. Turnarounds

1. All driveways shall be designed in a manner so that vehicles entering or leaving the property do not have to back onto any street.
2. Turnarounds shall be shown on subdivision and land development plans.

G. Setback Requirement

1. Driveways, turnarounds and parking facilities serving single family residences in the A Agricultural, W-C Woodland Conservation and R-L Low Density Residential zoning districts shall be located a minimum of ten (10) feet from any side and rear property line excluding radii at the entrance.
2. Driveways, turnarounds and parking facilities serving single family residences in all other zoning districts in the Township except the I Industrial District shall be located a minimum of five (5) feet from any side and rear property line excluding radii at the entrance.
3. Driveways, turnarounds and parking serving multi-family residences and non-residential uses in all zoning district except the I Industrial District shall be located a minimum of twenty (20) feet from any property line excluding radii.
4. Driveways, turnarounds and parking facilities serving any use within the I Industrial District shall have no minimum setback except that when the driveway, turnaround and/or parking facility is adjacent to a non-industrial zoning district boundary line, then a minimum setback of twenty (20) feet from any side or rear property line shall apply excluding radii at the entrance.

## H. Grades

1. Except as required in Section 8.H.3 below, the maximum permissible grade for the entire length of a driveway shall be fourteen (14) percent for one and two family residential driveways.
2. Except as required in Section 8.H.3 below, the maximum permissible grade for the entire length of a driveway shall be ten (10) percent for driveways other than one and two family residential driveways.
3. Within 20 feet of the edge of the street curb line (cartway edge), the maximum grade of all driveways shall be five (5) percent.
4. Side slopes created by cut or fill required for the driveway construction shall not exceed 1.5 feet horizontal per 1 foot vertical.
5. All side slopes steeper than 3 feet horizontal per 1 foot vertical and which exceed 5 feet in height shall be planted in crown vetch or otherwise stabilized in a manner approved by the Permit Administrator.

## I. Construction Materials

1. Driveways for single family residences shall be paved for 20 feet measured from their intersection with the existing or proposed street cartway.
2. At a minimum, paving for single family residences shall consist of two (2) inches of ID2 wearing course on four (4) inches of 2A modified stone on a suitable subgrade.
3. The construction materials of the remainder of the driveway shall be such that the material will not wash onto any street. A minimum of 6 inches of crushed stone is recommended.
4. When a single family residential driveway intersects a street which is gravel/stone, the paving required by Section 8.I.2 above shall not be required, but the entire driveway shall be constructed per Section 8.I.3 with special attention to erosion and storm water control at its intersection with the street.
5. Driveways serving multi-family and non-residential uses excluding agricultural uses shall be paved in their entirety. The paving specification for these uses shall be subject to approval by the Permit Administrator after consultation with the Township Engineer.

## J. Drainage Requirements

1. Driveways shall not impede the natural flow of storm water drainage along any street.
2. Provisions shall be made at all intersections of driveways with the street to ensure adequate storm water drainage.
  - a. A swale is required rather than a drainage pipe.
  - b. Drainage pipe shall be allowed only at the approval of the Board of Supervisors.
  - c. Whenever a driveway enters onto a State road, if the State permitting agency does not require otherwise, a swale shall be constructed per the requirements of this Ordinance.
3. If a drainage pipe is used under the driveway entrance, it shall be reinforced concrete or high density polyethylene with a minimum diameter of fifteen (15) inches. The Permit Administrator may require drainage calculations to justify the use of a specific diameter pipe. Pipe size is subject to approval by the Permit Administration after consultation with the Township Engineer.
4. Driveways which drain toward the street shall not be used as a drainageway for turnaround runoff or roof spout runoff.
  - a. Runoff from roof spouts shall be directed to and dispersed into pervious areas such as lawns or woods.
  - b. Turnarounds shall be graded to drain into adjacent pervious areas (lawns, woods, etc.) and away from the driveway.
5. Driveways shall be constructed with a crown to provide for dispersion of drainage. In cases where a driveway is constructed across a slope, the entire width of the driveway shall be pitched to drain toward the downhill side or to an approved storm water facility.

## K. Bends

1. When the path of the proposed driveway requires the use of a bend in excess of ninety (90) degrees, provisions shall be made for access of oversized vehicles (delivery, emergency, etc.).
2. The inside radius of the edge of the driveway shall be a minimum of 30 feet for the length of the bend.

3. The driveway width shall be widened to a minimum of fifteen (15) feet for the length of the bend.
4. When the slope of the driveway on either side of the bend is ten (10) percent or greater, the grade for the length of the bend shall be three (3) percent flatter than the steepest grade.

L. Deceleration Lanes (Pull-off Areas)

For the welfare and safety of the occupants of all vehicles, the Applicant may be required to construct an acceleration and/or deceleration lane at the driveway entrance along roads where traffic volume, road geometry, or other physical constraints may contribute to a potentially unsafe condition in the R-H High Density Residential, V Village, HC Highway Commercial, I Industrial, MHP Mobile Home Park, and SWM Solid Waste Management zoning districts.

M. Maintenance

1. All driveways shall be maintained by the property owner in such a manner as not to interfere with the design, maintenance, and drainage of streets, nor the safe and convenient passage of traffic upon the street.
2. Repairs to driveways, driveway entrances, drains or culverts, for which a permit has been issued under this Ordinance, shall be performed in such a manner that the repairs shall not change the original design and specifications unless a new design and specifications are submitted to the Permit Administrator for approval.

**SECTION 9. PERMIT ADMINISTRATOR**

The provisions of this Ordinance shall be administered by a Permit Administrator appointed by the Board of Supervisors of the Township of Hereford.

**SECTION 10. VIOLATIONS**

If Hereford Township determines that there has been a violation of this Ordinance, then this Ordinance shall be enforced in accordance with the provisions of Ordinance No. 1998-7, specifically Section 6 thereof [relating to stop, cease and desist orders] and Section 8 thereof [as from time to time amended].



**SECTION 11. APPEAL**

Any person or other entity who receives from the Hereford Township Ordinance Enforcement Officer a notification of violation pursuant to Section 8 of Ordinance No. 1998-7, shall have the right to appeal to the Hereford Township Board of Supervisors under the Local Agency Law by filing a written appeal within fifteen (15) days after receipt of the notification of violation.

**SECTION 12. PENALTIES**

Any person or other entity who violates any of the provisions to this Ordinance shall be subject to penalties set forth in Section 7 A. of Ordinance No. 1998-7.

**SECTION 13. SEVERABILITY**

The provisions of the Ordinance shall be severable, and if any of the provisions of this Ordinance shall be held to be unconstitutional, invalid, or illegal by a court of competent jurisdiction, such decision shall not affect the validity of any of the remaining provisions of this Ordinance.

**SECTION 14. REPEALER**

All Ordinances or portions of Ordinances inconsistent with the provisions of this Ordinance are hereby repealed to the extent of the inconsistency effective as of the effective date of this Ordinance; provided, however, that such repeal shall not affect or invalidate any prosecution for any violation of any such Ordinance or portion of an Ordinance occurring prior thereto.

**SECTION 15. EFFECTIVE DATE**

This Hereford Township Driveway Ordinance shall be effective five (5) days after its adoption by the Board of Supervisors of the Township of Hereford, Berks County, Pennsylvania.

**SECTION 16. ADOPTION**

ORDAINED AND ENACTED this 1st day of August, 2000

HEREFORD TOWNSHIP  
BOARD OF SUPERVISORS

Daniel K. Sola  
Chairman

[Signature]  
Supervisor

[Signature]  
Supervisor

ATTEST:

Patricia J. White  
Secretary

HEREFORD TOWNSHIP  
BERKS COUNTY, PENNSYLVANIA

APPLICATION AND PERMIT FOR DRIVEWAYS

No. \_\_\_\_\_  
Fee \_\_\_\_\_  
Date \_\_\_\_\_

Name of Applicant (Owner) \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
\_\_\_\_\_ Zip Code \_\_\_\_\_

Name of Contractor or Builder \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
\_\_\_\_\_ Zip Code \_\_\_\_\_

Location of Driveway (List Subdivision Name If Applicable)  
\_\_\_\_\_

Road Driveway Will Intersect \_\_\_\_\_

Statement of Material and Construction to Be Used \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Driveway Swale Required? Yes \_\_\_ No \_\_\_ Size \_\_\_\_\_

Driveway Pipe Permitted? Yes \_\_\_ No \_\_\_ Size \_\_\_\_\_

I HEREBY CERTIFY THAT THE INFORMATION HEREON AND HERewith IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I FURTHER ACKNOWLEDGE THAT THE PAVING REQUIREMENTS SET FORTH IN THE DRIVEWAY ORDINANCE WILL BE COMPLETED WITHIN ONE (1) YEAR OF THE ISSUANCE OF THIS PERMIT.

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

Permit No. \_\_\_\_\_ Issued

Approved by Permit Administrator \_\_\_\_\_ Date \_\_\_\_\_

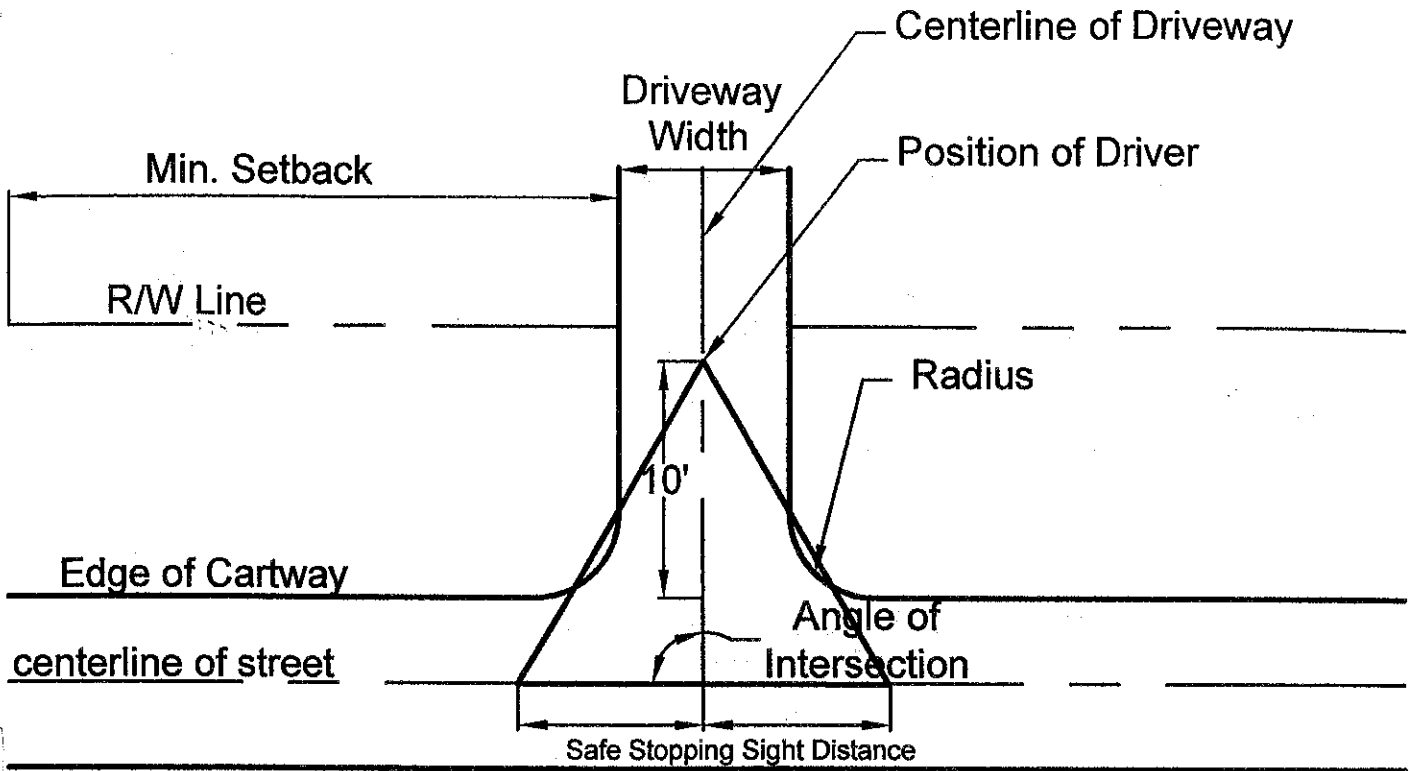
Final Approval \_\_\_\_\_ Date \_\_\_\_\_

## SUMMARY OF DRIVEWAY DESIGN STANDARDS

		Single Family Residential	Multi-Family Residential	Non-Residential Driveways
Angle of Intersection	- Preferred - Range	90° 60° - 120°	90° 60° - 120°	90° 60° - 120°
Width	- Minimum - Maximum	10' 20'	10' per lane 30' (overall)	10' per lane 30' (overall)
Radius	- Minimum - Maximum	5' 15'	10' 15'	10' 15'
Safe Stopping Sight Distance		Per Exhibit C	Per Exhibit C	Per Exhibit C
Maximum grade	Within 20' of Cartway Beyond 20' of cartway	5% 14%	5% 10%	5% 10%
Minimum Driveway Pipe Size (if permitted)		15" (min)	15" (min)	15" (min)
Minimum Distances from Street Intersection	In W-C, A, R-L In other Zoning District	75' 40'	75' 40'	75' 40'
Minimum Setback Side & Rear Yds	In W-C, A, R-L In all others except I In I In I adjacent to others	10' 5' 0 20'	20' 20' 0 20'	20' 20' 0 20'
Maximum Side Slope		1.5 horizontal to 1 vertical	1.5 horizontal to 1 vertical	1.5 horizontal to 1 vertical
Minimum Paving Length		20'	Entirety	Entirety

## NOTES:

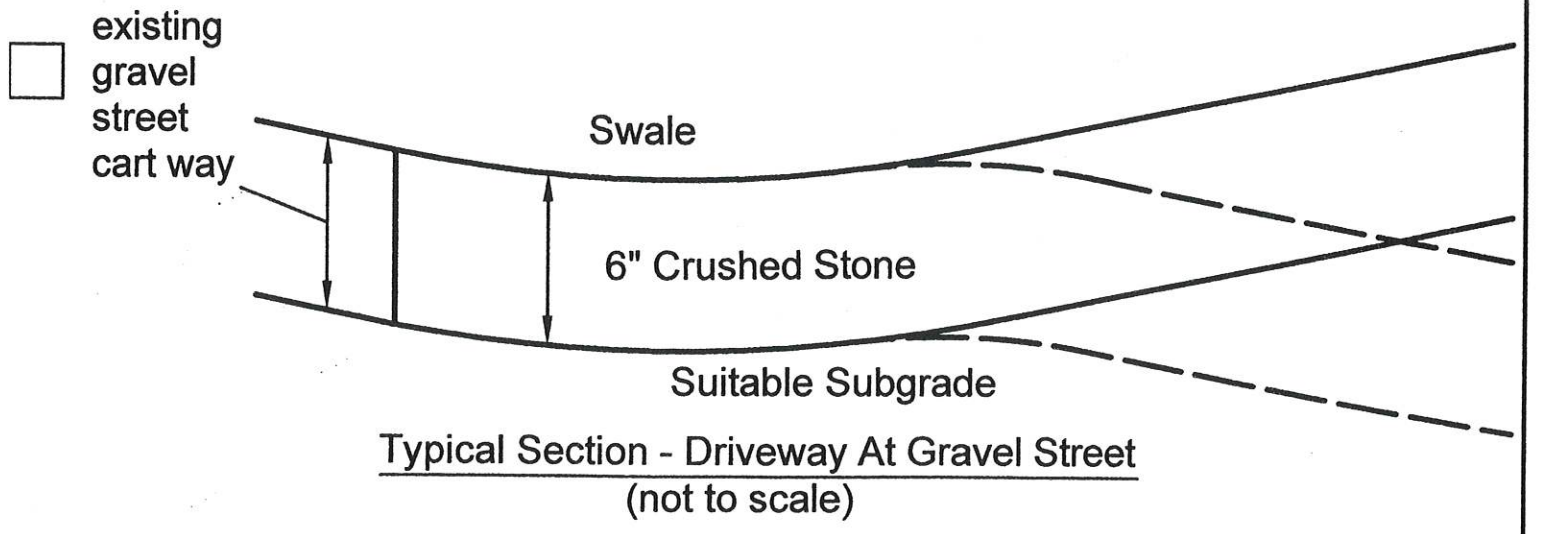
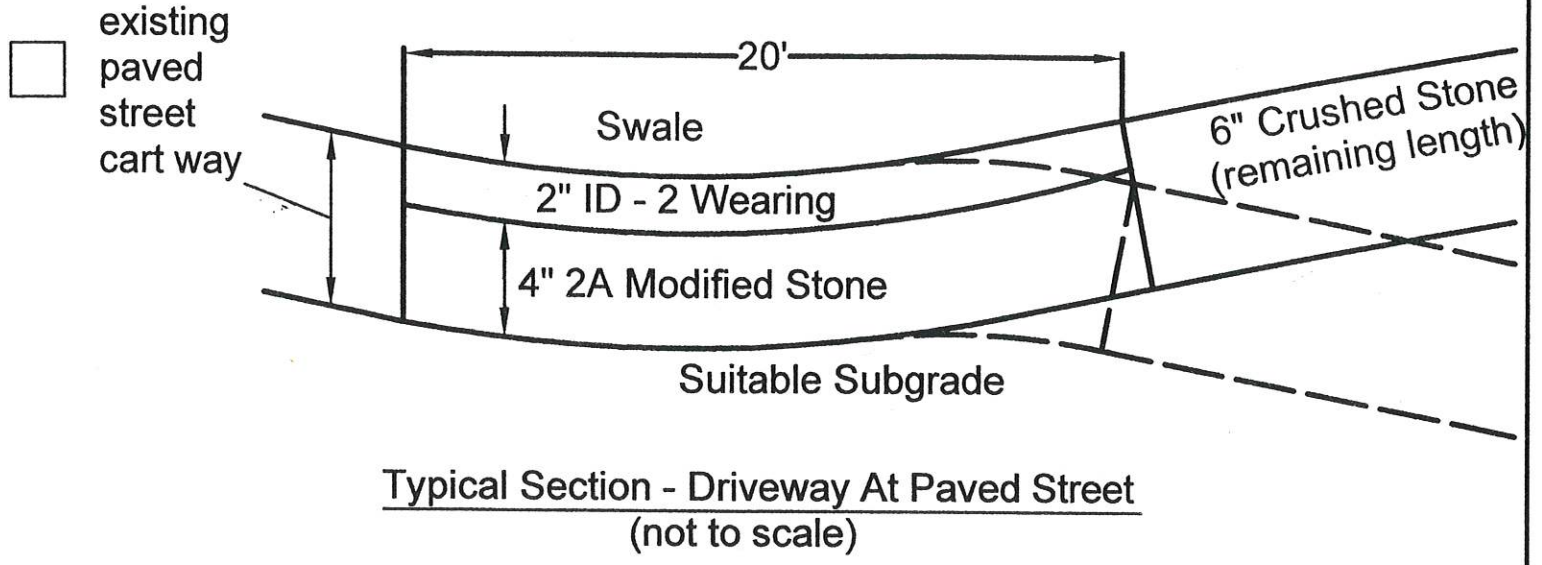
- Driveways shall be constructed with a crown to provide drainage.
- Driveways constructed across a slope shall be pitched to drain toward the downhill side.
- Driveways with an uphill grade from the street shall not be used as a drainage way for turnaround runoff or roof spout runoff.
- No paving of any driveway is permitted until the Permit Administrator has inspected the site.
- No paving, re-paving, widening, pipe replacement, or modifying of any driveway is permitted until the Permit Administrator has received an application and approved a driveway permit.
- Upon completion of construction, the Applicant shall contact the Permit Administrator for a final inspection.
- When applicable, driveways shall be as designed and shown on the Subdivision or Land Development Plan.



Driveway Sketch  
(not to scale)

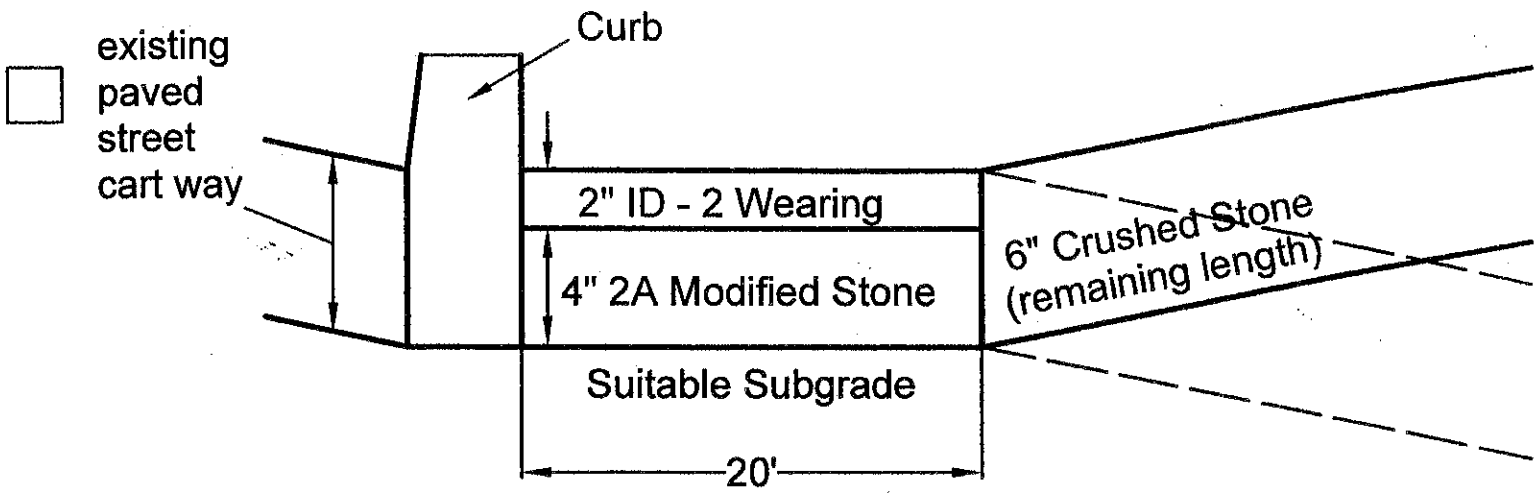
Township of Hereford  
Attachment to  
Driveway Application

# Residential Driveway Minimum Construction Specifications

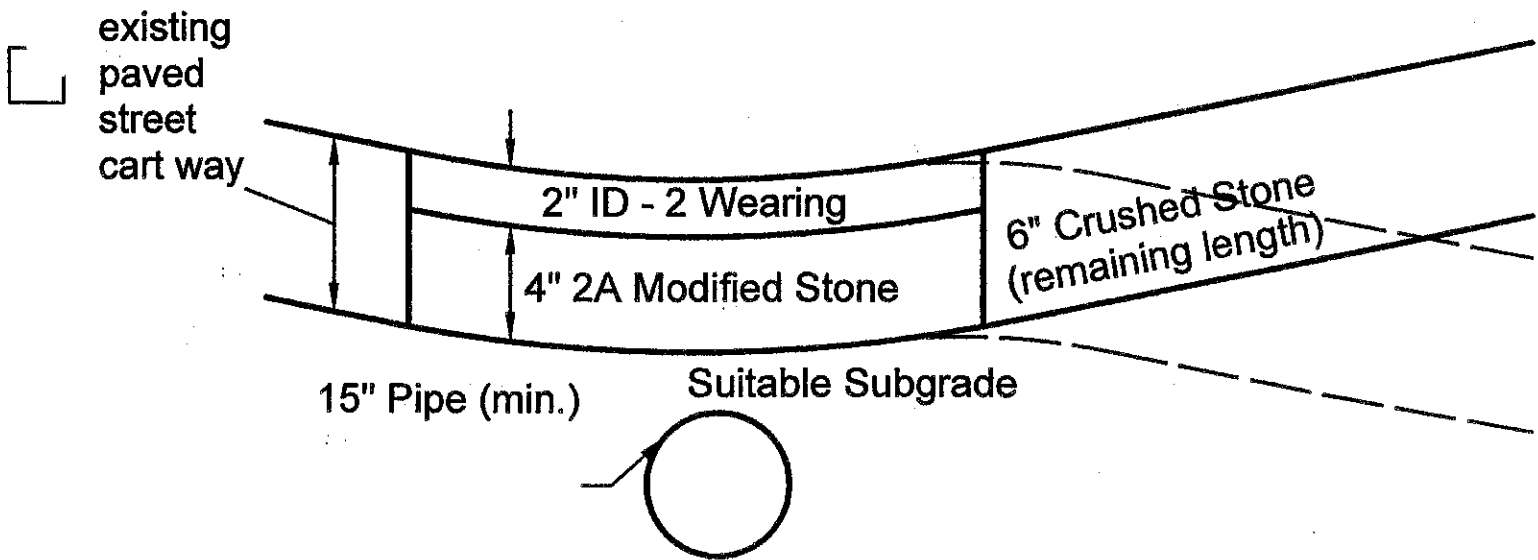


Township of Hereford  
Attachment to  
Driveway Application

# Residential Driveway Minimum Construction Specifications



Typical Section - Driveway With Curb  
(not to scale)



Typical Section - Driveway With 15" Pipe  
(not to scale)

Township of Hereford  
Attachment to  
Driveway Application

SIGHT DISTANCE DETERMINATION**DETERMINATION OF SIGHT DISTANCES AT INTERSECTIONS  
OF NEW DRIVEWAYS WITH EXISTING TOWNSHIP ROADS**

The following tables shall be used to determine sight distances. They are based on a formula published in the Pennsylvania Code Title 67, Chapter 441 (Access to and Occupancy of Highways by Driveways and Local Roads). Note that in the following text the term "driveway" refers to every entrance or exit used by vehicular traffic to or from properties abutting a Township road. The term includes proposed streets, lanes, alleys, courts, and ways.

Access driveways shall be located at a point within the property frontage limits which provides at least the minimum safe stopping sight distance (SSSD) listed in Tables 1 and 2. These minimum sight distances shall be obtainable and measured from a point ten feet back of the pavement edge and 3.5 feet above the road surface to a point six inches above the road surface at the required SSSD.

If the minimum safe stopping sight distances (SSSD's) listed in Tables 1 and 2 cannot be achieved, the Township may:

1. prohibit left turns by exiting vehicles;
2. restrict turning movements to right turns in and out of a driveway;
3. require installation of a right turn acceleration lane or deceleration lane;
4. require installation of a separate left turn standby lane;
5. alter the horizontal or vertical geometry of the roadway; or
6. deny access to the road.

Tables 1 and 2 give minimum safe stopping sight distance (SSSD's) for vehicles approaching downhill (descending) and uphill (ascending) respectively towards intersections for various vehicle speeds and road grades.

The distances tabulated in Tables 1 and 2 were calculated using the following formula.

$$SSSD = 1.47 Vt + \frac{V^2}{30(f+0.01g)}$$

SSSD = Minimum safe stopping sight distance (feet).  
 V = Velocity of vehicle (miles per hour).  
 t = Perception time of motorist (average = 2.5 seconds).  
 f = Wet friction of pavement (average = 0.30).  
 g = Grade of roadway (percent)  
 (+ for ascending and - for descending vehicles)

Sample Using Formula

A new driveway will be created along an existing road with an 8 percent grade on which the dominant vehicle speed is 45 miles per hour. Determine the SSSD for vehicles approaching from both directions towards the new intersection.

For vehicles ascending (approaching uphill) towards the intersection, use  $g = +8$ . (Note that  $g$  is positive).

$$SSSD = 1.47 \times 45 \times 2.5 + \frac{(45)^2}{30[.30 + .01(8)]} = 343 \text{ feet}$$

For vehicles descending (approaching downhill) towards the intersection, use  $g = -8$ . (Note that  $g$  negative and the stopping distance is considerably longer).

$$SSSD = 1.47 \times 45 \times 2.5 + \frac{(45)^2}{30[.30 + .01(-8)]} = 472 \text{ feet}$$



Table 1 Minimum Safe Stopping Sight Distance (SSSD) for Vehicles Approaching Down Hill (Descending) Towards Intersection

SSSD'S FOR DOWN HILL GRADES APPROACHING INTERSECTION  
(Feet)

Speed MPH	Level	1%	2%	3%	4%	5%	6%	7%	8%	9%	10%	11%	12%	13%	14%
25	161	163	166	169	172	175	178	181	186	191	196	202	207	214	222
35	265	270	275	280	286	292	299	306	315	323	333	344	356	369	384
45	390	398	406	415	425	435	446	458	472	486	502	521	540	562	587
55	538	550	562	575	590	605	622	640	660	682	706	733	762	795	832
65	708	724	742	760	780	802	825	851	879	909	943	980	1021	1067	1119

Table 2 Minimum Safe Stopping Sight Distance (SSSD) for Vehicles Approaching Up Hill (Ascending) Towards Intersection

SSSD'S FOR UP HILL GRADES APPROACHING INTERSECTION  
(Feet)

Speed MPH	Level	1%	2%	3%	4%	5%	6%	7%	8%	9%	10%	11%	12%	13%	14%
25	161	159	157	155	153	151	150	148	147	145	144	143	141	140	139
35	265	260	256	252	249	245	242	239	236	233	231	228	226	224	221
45	390	383	376	370	363	358	353	348	343	338	334	330	326	322	319
55	538	527	517	507	499	490	482	475	467	461	454	448	442	436	431
65	708	693	679	666	653	641	630	620	610	600	591	582	574	566	559