

## PROCEDURE FOR OBTAINING A DRIVEWAY/CURBING/SIDEWALK PERMIT

1. Fully complete the application for your permit making sure to date and sign it and return it along with the required application fee.
2. After the application has been approved, the applicant will be contacted when the permit is ready to be picked up. At pick up you will be asked to sign all copies of the permit and you will be given a check list with the inspection requirements for your project.
3. Permits are valid for one (1) year from date of issuance.
4. If you have any questions concerning your application, please contact the Director of Public Works at 570-421-8300, ext. 102. If no one is available when you call, please state what your call pertains to and leave a detailed message.
5. **PLEASE NOTE:** No construction may begin without paying for and receiving your approved permit. Performing work without a permit will result in the doubling of all permit fees.
6. **All driveway/curbing/sidewalk construction must comply with the specifications provided when the permit is issued. All work must be inspected prior to pouring of concrete.**

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The following information should be included with your permit application:

☐ Completed Driveway/Curbing/Sidewalk permit application

☒ **Plot plan** showing boundary of property and location of all improvements including:

- ✓ All existing buildings/structures
- ✓ Location of the new improvement showing the distance from all property lines and distance between any new structure/building and existing structures/buildings
- ✓ Streets (public/private)
- ✓ Location of any easement or right-of-way

☐ Proof of contractor workers' compensation insurance or notarized exemption form

East Stroudsburg Borough  
Zoning Department  
24 Analomink Street  
East Stroudsburg, PA 18301  
Fax: (717) 291-4772  
Phone: (717) 291-4764

By applying for this permit, I acknowledge that all information provided in this application is complete and accurate, that the work performed will be in conformance with any applicable ordinances of the municipality in which the work is to be performed as well as in accordance with the approved plan after a plan review has been completed. I understand that this is not a permit to begin work, but only an application for a permit and that work is not to start without a permit and that the fees for the permit may be doubled if work starts without a permit. I understand that if I give false information regarding this permit application that any permits issued based on this information will be invalid and the municipality could initiate legal proceedings against me, which could result in my being fined or imprisoned, or in the improvement being removed at my expense or any other legal remedy appropriate under the circumstances.

**\*\*\* INSPECTION NOTES-- FOR BOROUGH USE ONLY \*\*\***

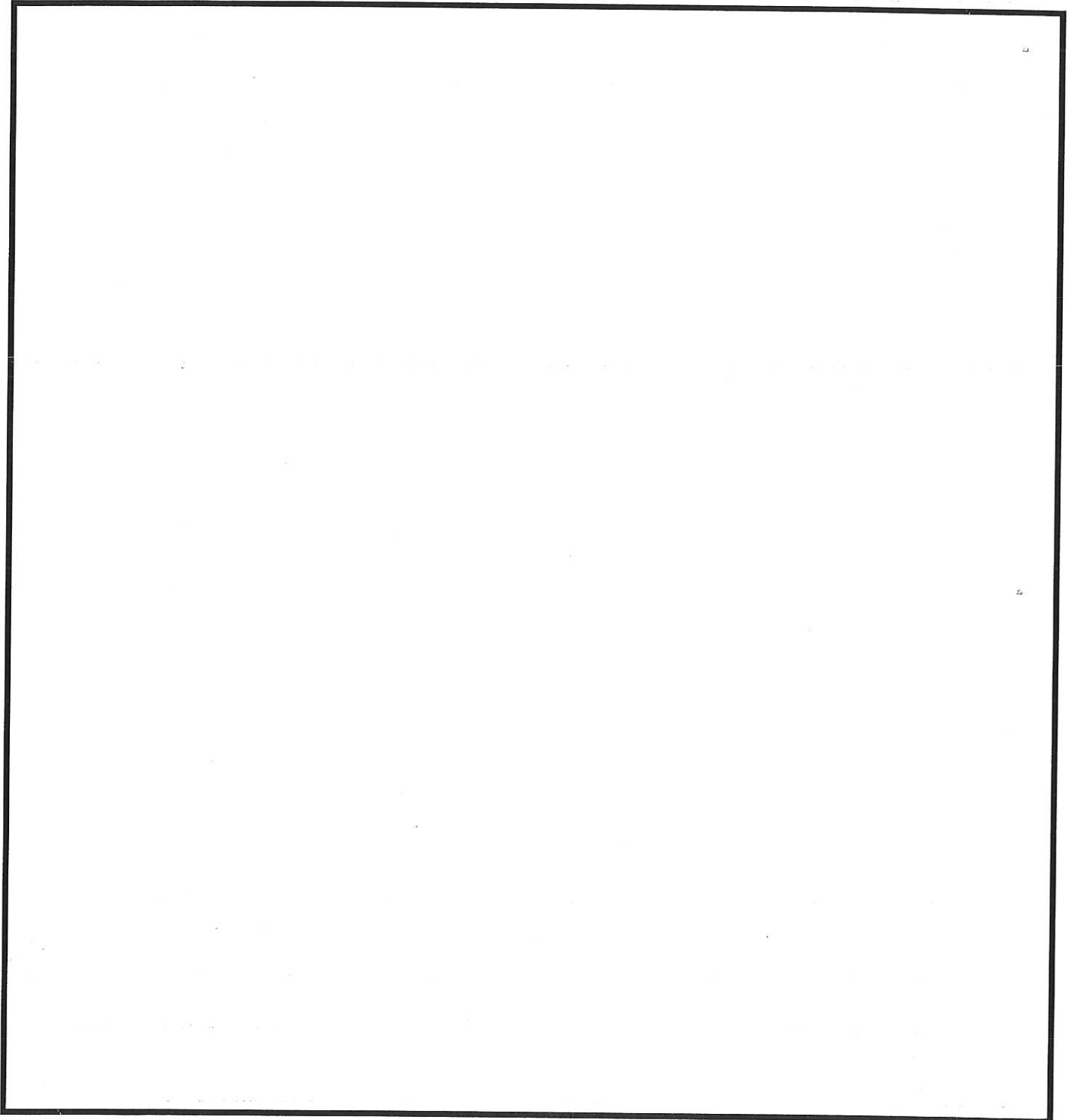
WORK ACCEPTED/PERMIT CLOSED:      INITIALED:      DATE

**THE FOLLOWING GUIDELINES SHALL APPLY AT ALL TIMES.**

**FAILURE TO ADHERE TO ANY CONDITIONS OF THE PERMIT MAY RESULT IN PERMIT REVOCATION:**

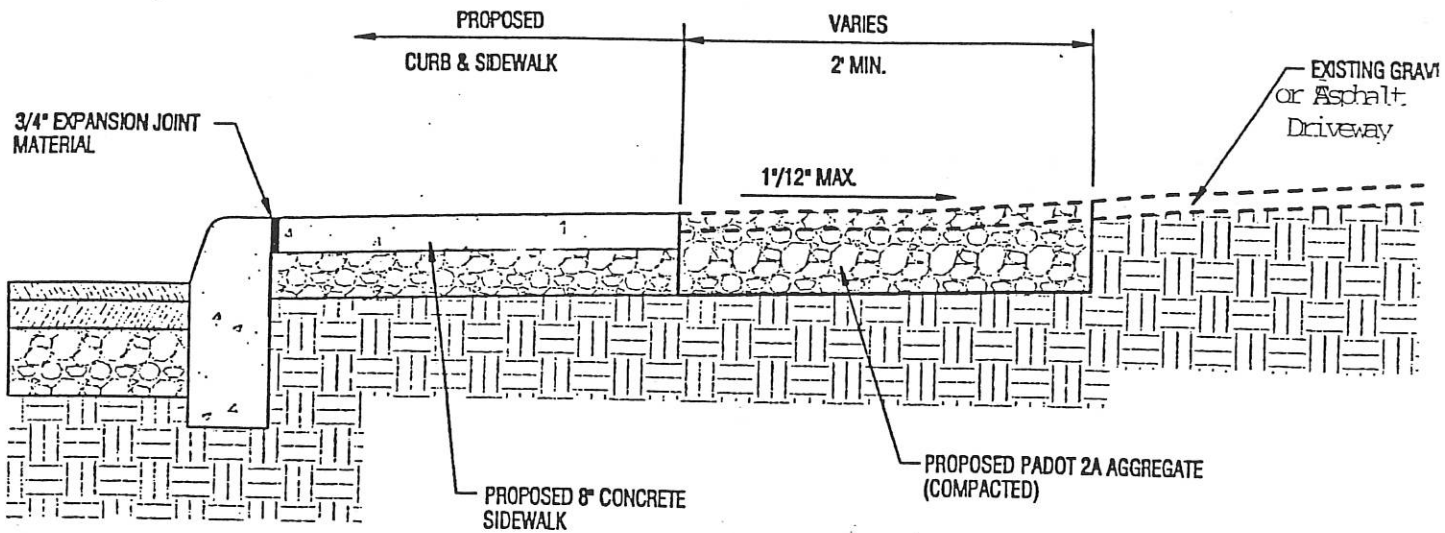
1. ALL WORK SHALL ADHERE TO BOROUGH SPECIFICATIONS, INCLUDING BUT NOT LIMITED TO ITEMS REGARDING ADA, TRENCH DRAINS, TREE WELLS, STORMWATER, CONSTRUCTION DEBRIS, MAINTENANCE AND PROTECTION OF TRAFFIC, AND OTHER CONSTRUCTION AND USES OF THE RIGHT-OF-WAY. MATERIAL SUPPLIER TICKETS MUST BE PRODUCED UPON REQUEST.
2. ALL PERMITTEES ARE RESPONSIBLE FOR CALLING PA ONE CALL PER PA ACT 287.
3. THE BOROUGH MAY, AT ITS DISCRETION, REQUIRE THE PERMITTEE TO PURCHASE ADDITIONAL INSPECTIONS RESULTING FROM FAILED INSPECTIONS, COLD WEATHER WORK, FAILURE TO NOTIFY THE BOROUGH, EXCESS QUANTITIES, OR ANY REASON OUTSIDE OF THE CONTROL OF THE BOROUGH.
4. ANY WORK INSTALLED WITHOUT PROPER INSPECTIONS IS SUBJECT TO REMOVAL AND REPLACEMENT AT PERMITTEE'S EXPENSE.
5. INSPECTIONS ARE REQUIRED, AND INCLUDED, AS FOLLOWS:
  - STONE AND SUBGRADE (FIRST INSPECTION)
  - FINAL COMPLETION INSPECTION (SECOND/FINAL INSPECTION)
  - ALL OTHER SITE VISITS REQUIRE ADDITIONAL INSPECTION FEES
6. PATA 128 APPLIES TO ALL SIDEWALK CLOSURES AND REQUIRES PEDESTRIAN DETOURS. SIGNAGE MUST BE PRESENTED IN ENGLISH AND SPANISH (4 SIGNS PER CLOSURE)
7. ANY ROAD RESTRICTION OR CLOSURE REQUIRES A TRAFFIC CONTROL PERMIT THIS IS A SEPARATE PERMIT FROM THE BOROUGH AND WILL REQUIRE TRAFFIC CONTROL DIAGRAMS, SITE SKETCHES, ETC. THE BOROUGH REQUIRES AND ADHERES TO PENNDOT PUBLICATION 213. THE BOROUGH MAY REQUIRE MODIFIED OR ADDED TRAFFIC CONTROL PATTERNS OR SITE CONTROLS AT ITS DISCRETION AT ANY TIME BEFORE OR DURING WORK.
8. PERMITTEE IS RESPONSIBLE FOR ENSURING 48 HOURS IS PROVIDED FOR SCHEDULING OF ALL REQUIRED INSPECTIONS. FAILURE TO DO SO MAY RESULT IN REJECTION OF WORK.
9. PERMITTEE IS RESPONSIBLE FOR PARKING METER COSTS ASSOCIATED WITH ANY WORK WITHIN A METERED PARKING AREA MANAGED BY THE BOROUGH.
10. THE BOROUGH OF EAST STROUDSBURG MAY REJECT CURB PERMITS ON ANY STREETS THAT HAVE BEEN RESURFACED WITHIN THE LAST 36 MONTHS.
11. PERMITTEE IS ADVISED THAT DEICING AND SNOW MELT PRODUCTS WILL HARM CONCRETE AND WILL ADVISE CLIENT(S) OR CUSTOMER(S) OF POTENTIAL DAMAGE AND POSSIBLE REDUCTIONS OR ELIMINATIONS IN WARRANTY.
12. UTILITY ADJUSTMENTS SHALL BE MADE TO ENSURE A FLUSH CONDITION AND WILL REQUIRE REWORK IF NOT FLUSH.

***BOROUGH OF EAST STROUDSBURG***  
***APPLICATION FOR DRIVEWAY PERMIT***

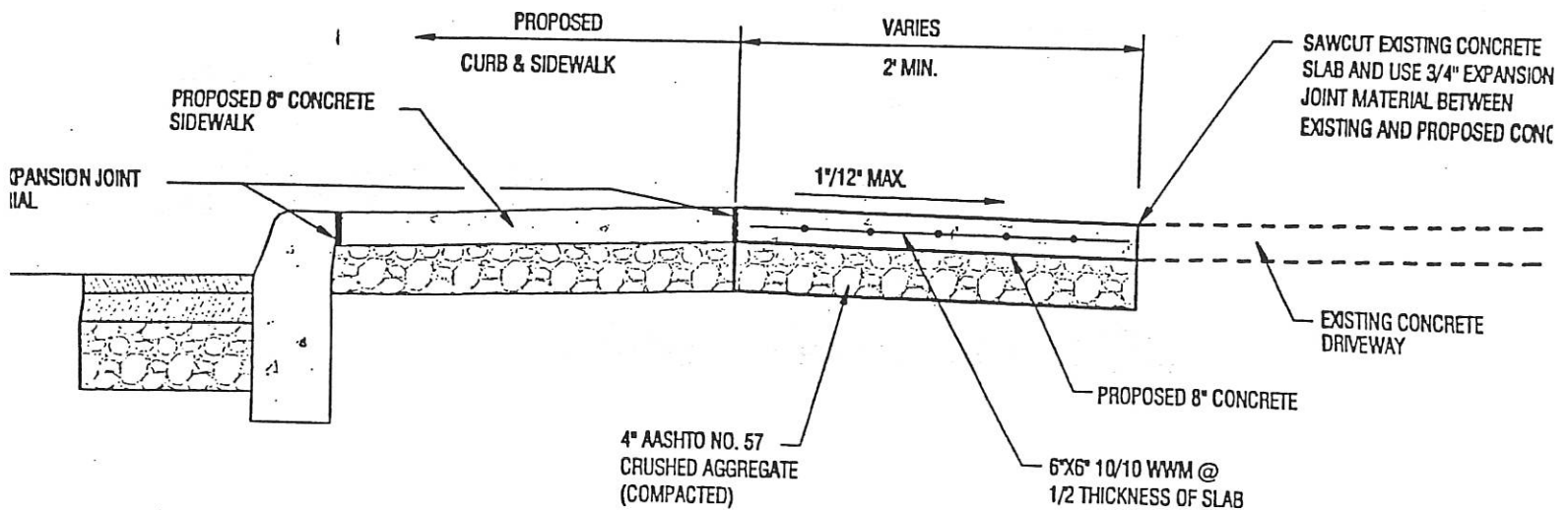


*Please provide a detailed sketch in the space of the work you will be doing*

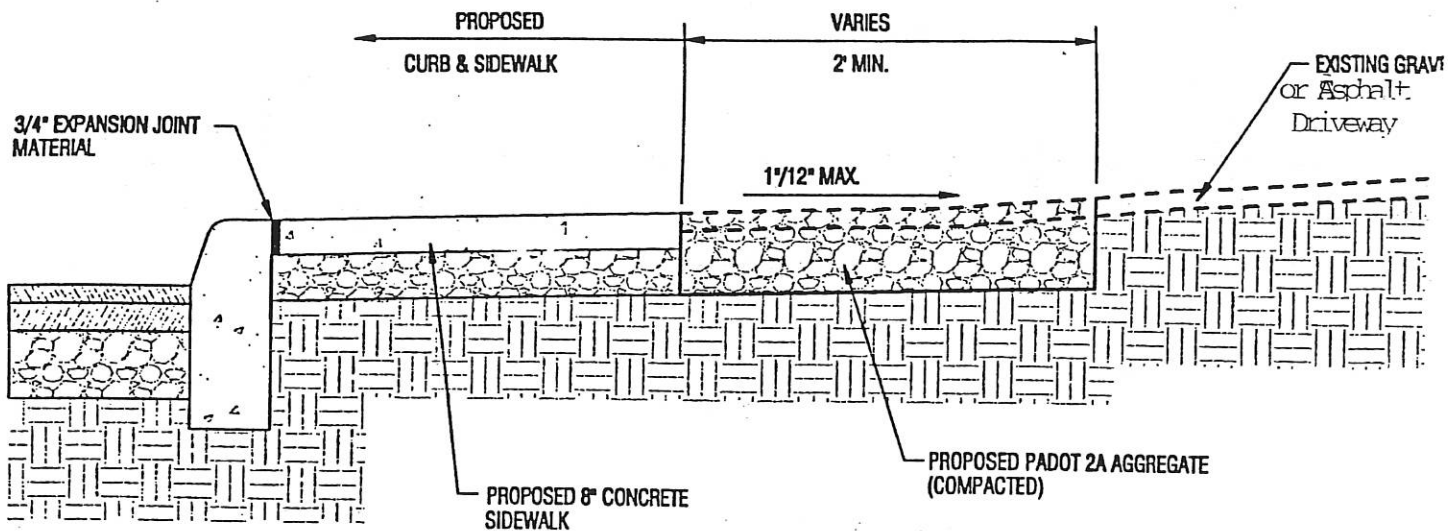
# **CURB AND SIDEWALK SPECIFICATIONS**



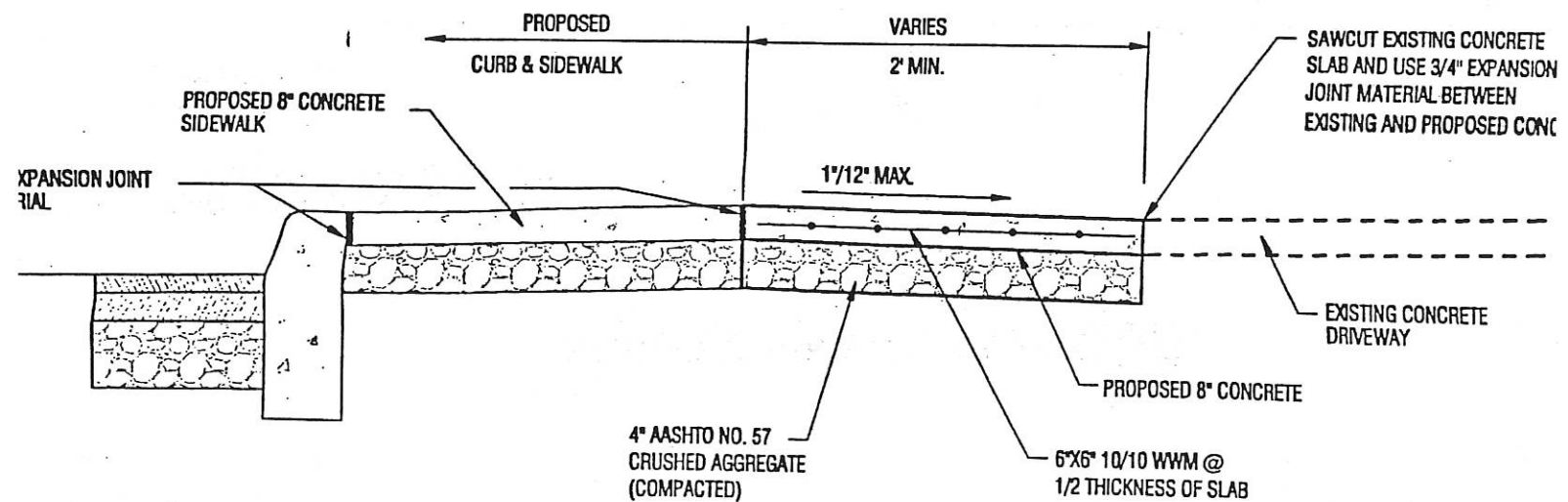
Asphalt or Gravel Driveway Transition Detail  
(ON BACKSIDE OF SIDEWALK) N.T.S.



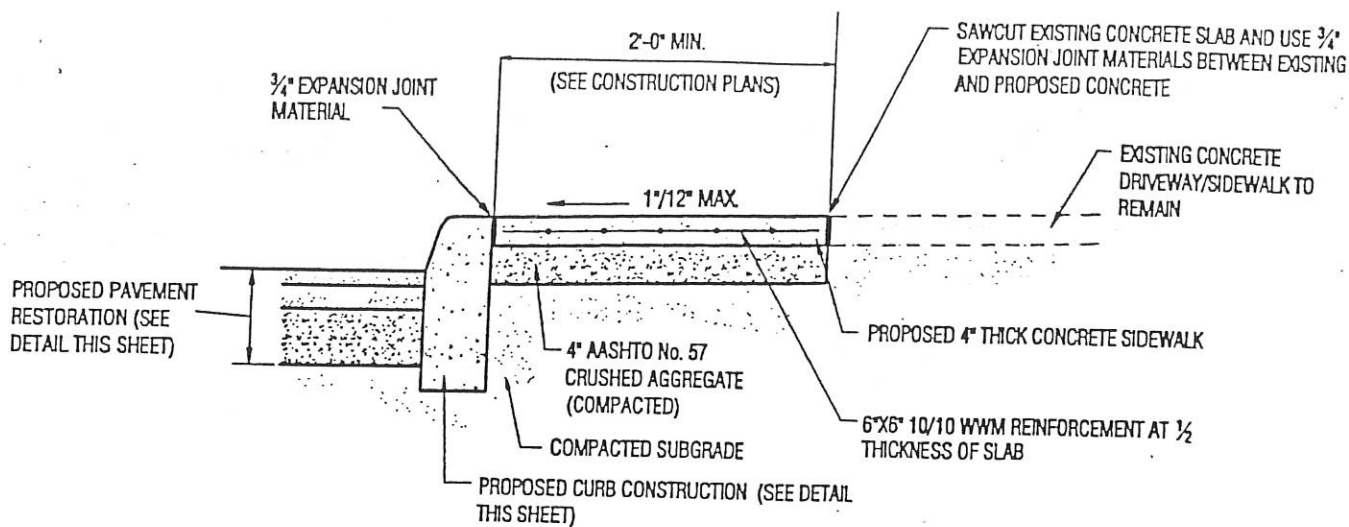
CONCRETE DRIVEWAY TRANSITION DETAIL  
(ON BACKSIDE OF SIDEWALK) N.T.S.



Asphalt or Gravel Driveway Transition Detail  
(ON BACKSIDE OF SIDEWALK) N.T.S.



CONCRETE DRIVEWAY TRANSITION DETAIL  
(ON BACKSIDE OF SIDEWALK) N.T.S.

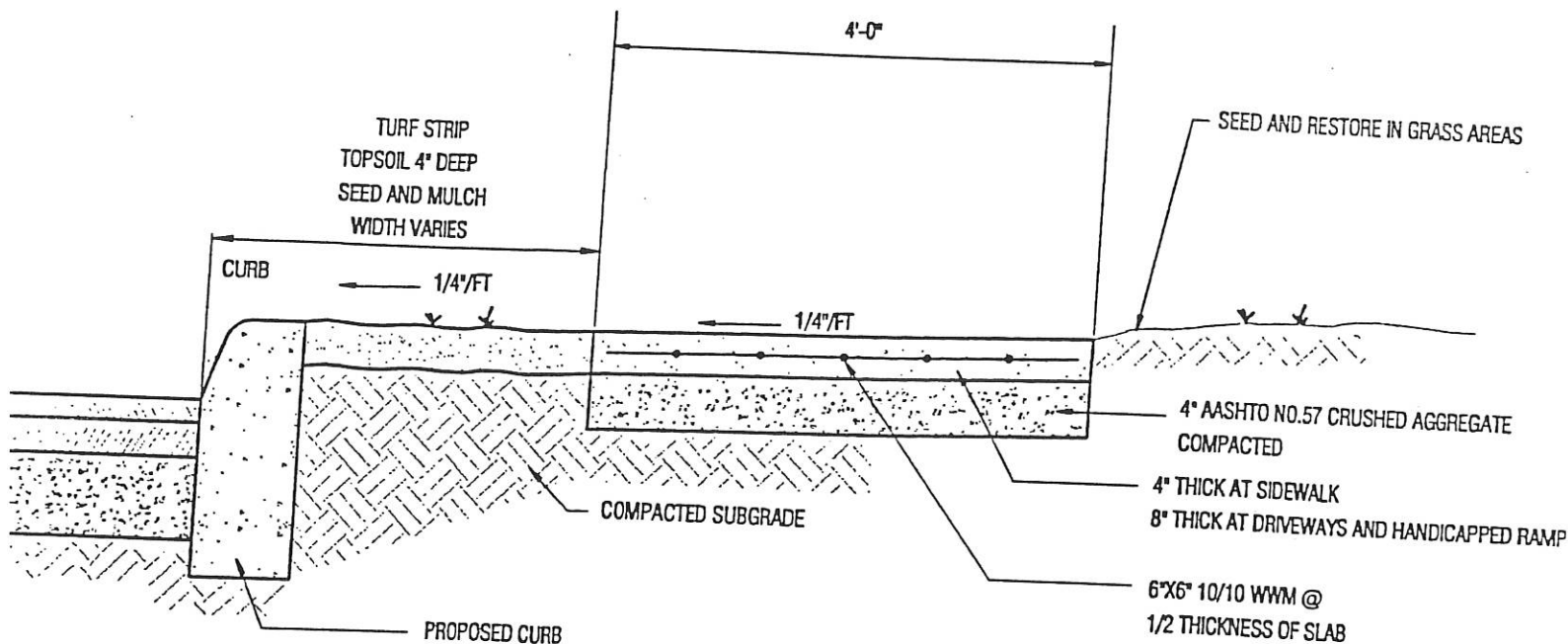


### CONCRETE SIDEWALK TRANSITION DETAIL

(ON BACKSIDE OF CURB)

N.T.S.

NOTE: COST TO DO THIS WORK SHALL BE INCLUDED IN THE ITEM 4" THICK CONCRETE SIDEWALK



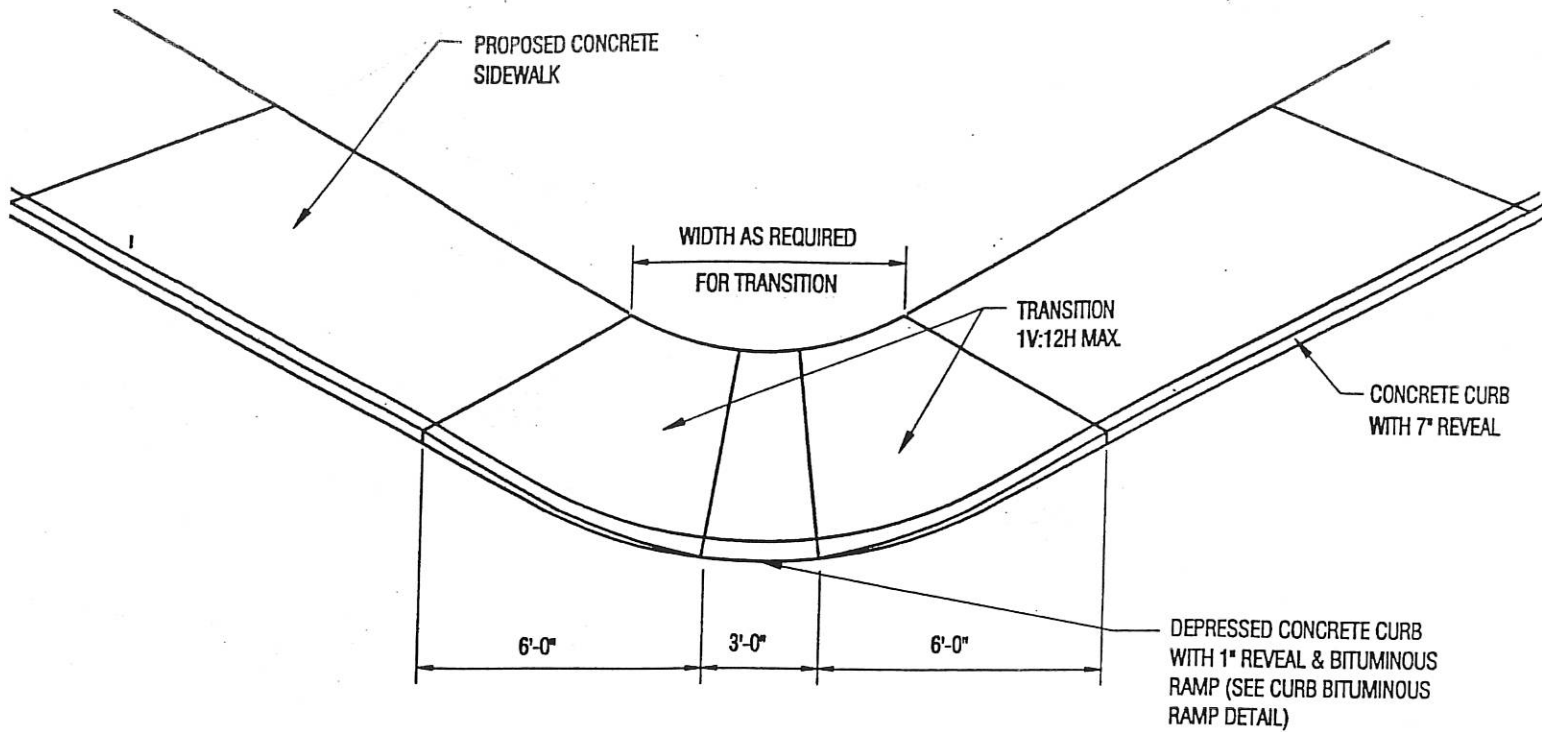
\*NOTE: THIS WIDTH SHALL BE INCREASED TO 2'-0" WHERE THERE IS EXISTING CONCRETE GUTTER AND CURB

### TYPICAL CURB/SIDEWALK DETAIL

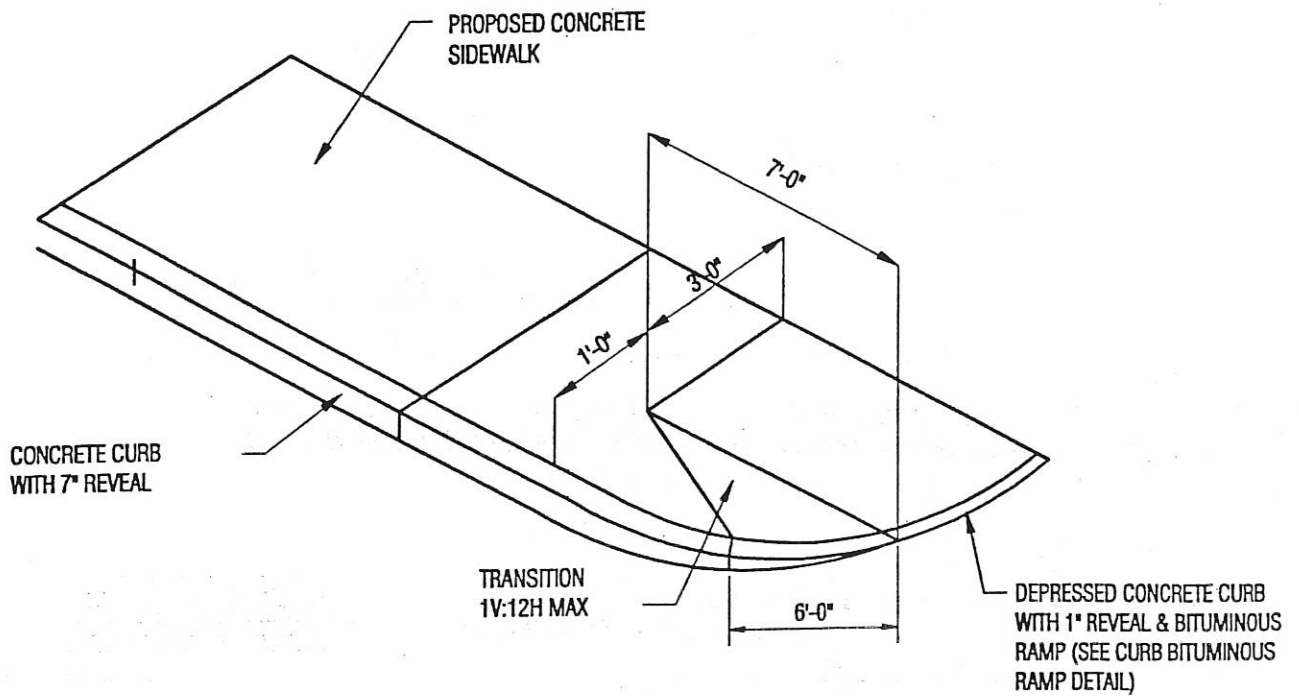
#### TYPICAL SIDEWALK/CURB NOTES

1. CONCRETE CURB SHALL HAVE TRANSVERSE JOINTS AT LENGTHS NOT TO EXCEED 20 FEET WITH 3/4" EXPANSION JOINT MATERIAL.
2. CONCRETE SIDEWALK SHALL HAVE SCORED TRANSVERSE JOINTS EVERY 5 FEET AND TRANSVERSE EXPANSION JOINTS WITH 3/4" EXPANSION JOINT MATERIAL EVERY 20 FEET.
3. PAVEMENT JOINT SEALER SHALL BE PLACED AT ALL FACE

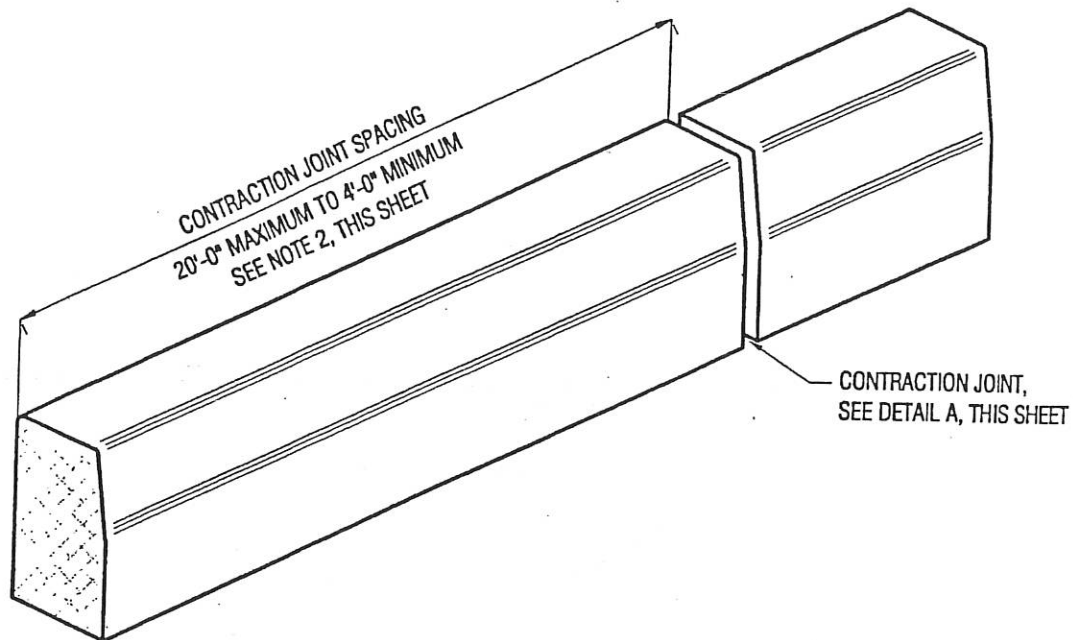
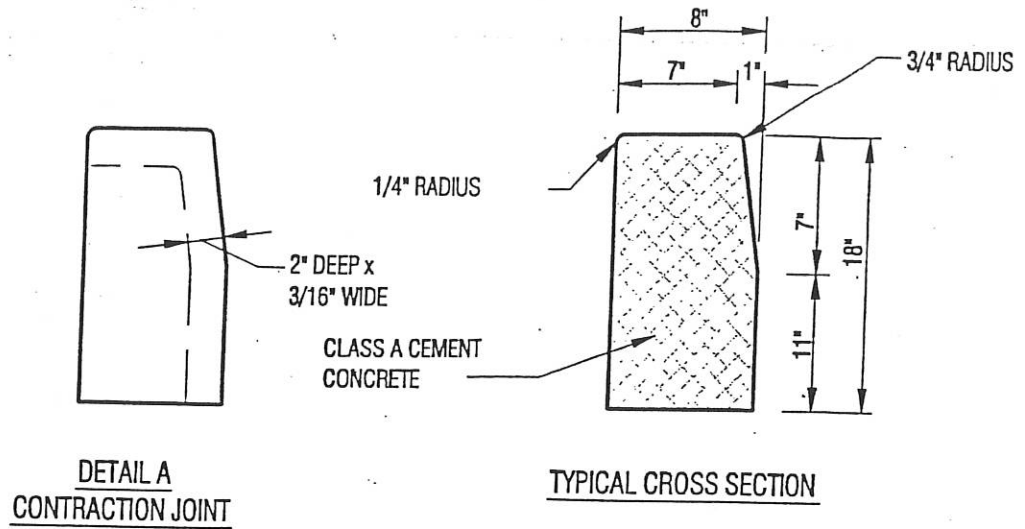




**HANDICAP RAMP No. 1**  
N.T.S



**HANDICAP RAMP No. 2**  
N.T.S



### PLAIN CEMENT CONCRETE CURB

#### NOTES

1. MATERIALS AND CONSTRUCTION SHALL MEET THE REQUIREMENTS OF PUBLICATION 408, SECTION 630 FOR PLAIN CEMENT CONCRETE CURB, SECTION 640 FOR PLAIN CEMENT CONCRETE GUTTER, AND SECTION 641 FOR PLAIN CEMENT CONCRETE CURB GUTTER.
2. SPACE CONTRACTION JOINTS IN UNIFORM LENGTHS OR SECTIONS.
3. PLACE 3/4 INCH PREMOLDED EXPANSION JOINT FILLER MATERIAL AT STRUCTURES AND AT THE END OF THE WORK DAY. CUT MATERIAL TO CONFORM TO AREA ADJACENT TO CURB OR TO CONFORM TO CROSS SECTIONAL AREA OF CURB.