



# West Norriton Township

1630 W. Marshall Street  
Norristown, PA 19403  
Phone: (610) 631-0450  
Fax: (610) 630-0304  
[www.westnorritontwp.org](http://www.westnorritontwp.org)

## **DRIVEWAY, SIDEWALK & CURB PERMIT APPLICATION**

A Driveway, Sidewalk & Curb permit is required for all new, renovations, alterations or replacements.

**PART I – Location of Property.** Complete address, Zoning District, Parcel Number and Lot & Block must be provided on all applications.

**PARTS II thru IV – Complete every section.**

**PART V – 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. Contractors making application must be registered with the township prior to starting construction.

**PART VI - 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).**
- **An Earth Disturbance Permit Application must also be included if improvements result in 1,000 or more square feet of new impervious surface and/or 1,000 square feet or more of earth disturbance. Please see permit for instructions regarding stormwater requirements. A Stormwater Management and Best Management Practices Operations and Maintenance Agreement must be signed by applicant or homeowner(s) prior to issuance of permits.**

### ADDITIONAL INFORMATION

**FEES** – Permit fees will be collected at the time the permit is issued and picked up at the Township building. If paying by check, please make check payable to “West Norriton Township”.

**REVIEW** – The application will be reviewed by the Code Department for compliance with all Township 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 Township office (610-631-0450) 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.**

# West Norriton Township

## Driveway, Sidewalk & Curb Permit Application

### I - LOCATION OF PROPERTY

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

State: \_\_\_\_\_ ZIP: \_\_\_\_\_

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### II - IDENTIFICATION – To be completed by all applicants

APPLICANT Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

OWNER Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

CONTRACTOR Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

State License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

ARCHITECT Name: \_\_\_\_\_ Phone: \_\_\_\_\_

ENGINEER

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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**III - TYPE OF CONSTRUCTION OR IMPROVEMENTS**

Driveway     Sidewalk     Curb     Repair or Replacement     Expansion

Description of Work: \_\_\_\_\_  
\_\_\_\_\_

Linear footage of construction area \_\_\_\_\_

**IV - COST**

Cost of Construction Improvements \$ \_\_\_\_\_

**PART VII – FEE** (see fee schedule)

**PERMIT FEE:** \$ \_\_\_\_\_

**V - SIGNATURE**

*Deposit of Check Representing the Fee for this Application does not Constitute Approval of or Granting of Same by West Norriton Township. I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his agent and we agree to conform to all applicable laws of West Norriton Township.*

**DATE**

**SIGNATURE OF APPLICANT**

**VI - SITE OR PLOT PLAN** – Please provide or attach plot plan details. See attached.

**SCHEDULE OF FEES**

A) Driveway - Resurfacing	\$ 50.00
B) Driveway - New or Alterations	\$ 250.00
C) Sidewalks/Curbs - Replacement or Repair	\$ 45.00 + \$ 2.00 per lineal ft.
D) Apron - Replacement or Repair	\$ 50.00
E) Administration Fee	\$ 64.00

**INSPECTIONS REQUIRED**

- Before Pour
- Final

# SAMPLE PLOT PAN

SHOW ALL SETBACKS, LOCATIONS OF PROPOSED IMPROVEMENTS  
AND ALL PHYSICAL CHARACTERISTICS OF PROPERTY

