

**NORTH COVENTRY TOWNSHIP
BOARD OF SUPERVISORS**

845 S. Hanover Street, Pottstown, PA 19465
Phone (610) 323-1694 * Fax (610) 323-7239
www.northcoventry.us

TOWNSHIP DRIVEWAY CHECKLIST

GENERAL INSTRUCTIONS PERTAINING TO ROAD OCCUPANCY PERMITS

In order to expedite the processing of your driveway application, please make certain the following information is provided:

1. Include with your application three (3) plot plans showing the location and details of the proposed work with the proposed driveway neatly sketched on the plan within the limits of a Township Road.
2. Place the block and unit, along with the site address, under your mailing address (this information can be found on the deed).
3. Place a stake in the center of the proposed entrance of the driveway. The stakes must be noticeable to accurately field inspect your property. You may paint the stake a bright color or attach flacking to it so that it is highly visible.
4. All brush and trees within the line of sight must be cleared from your lot to provide sight distance.
5. The prescribed appropriate permit fee shall accompany the application made payable to North Coventry Township for both issuance and inspection fee.
6. Permit Form will be furnished to the applicant upon approval of the application by the Township's Road Engineer. The permit will be the applicant's authority to proceed with the work, and will serve also as a receipt of the fees accompanying the application.

Incomplete applications will not be accepted.

If you have any questions, please contact John Theisen at 610-987-9290, Township Road Engineer.