

**DRIVEWAY/PRIVATE ROAD IMPROVEMENT APPLICATION INFORMATION**

* A $100 application fee (Payable to the Borough of Fox Chapel) must be paid at the time of application and is not refundable.
* A site review by the Zoning Administrator must be conducted with the contractor a minimum of five working days ***prior*** to the start of construction. It is the property owner’s and/or contractor’s responsibility to schedule the required site review by contacting Dante Moretti, Zoning Administrator, at 412/ 850-5023 or by email at [dmoretti@fox-chapel.pa.us](mailto:dmoretti@fox-chapel.pa.us).
* No work shall be started until the site review has been conducted, the contractor has signed the application accepting the comments, and the Borough has issued the permit.
* Immediately upon completion of the work, the contractor must contact Dante Moretti to schedule a final inspection. Failure to schedule the final inspection will be considered a violation of the condition of the permit.
* Permits are valid for 30 days from the date of issuance. After 30 days, the permit is longer valid, and a new permit must be applied for.
* A driveway/private road and its apron may extend from the right-of-way line of the street to the curb or paved shoulder of the street but shall not change the grade or contour of the drainage ditch, or stormwater/sanitary sewer within the right-of-way of a street or easement without first obtaining a permit from the Borough.
* All work must be done in compliance with the Borough of Fox Chapel Standard Details for Driveway & Private Road Connection to Street with Curb and/or Driveway & Private Connection to Street with No Curb. The Standard Details are included as part of this application.
* The Borough is not responsible for damage, maintenance, salvage, or replacement of materials placed within the Borough road right-of-way, the driveway/private road, or its apron.
* During roadway construction projects, the Borough will not be responsible for the salvage of any materials in the apron, and bituminous paving will be installed in the driveway/private road apron.
* **Anyone doing work without first obtaining the required permit, work that is not in compliance with the approved application or work that is not in compliance with the Borough’s Standard Details will be considered in violation of and be subject to penalty provision of Borough of Fox Chapel Ordinance No. 66.**