



Township of Mansfield

100 Port Murray Rd – Port Murray, NJ 07865
Phone (908) 689-6151 Fax (908) 689-2840

Driveway Permit Application

- ☐ 3 Sets of Plans must be submitted with this Application
- ☐ Zoning permit and permit fee must also be submitted
- ☐ Complete attached W9 for escrow account

Property Block & Lot: _____

Street Address: _____

Owner Name _____

Phone Number: _____ Email: _____

Street Address: _____

Contractor Information

Name: _____ License #: _____

Phone Number: _____ Email: _____

Street Address: _____

By signing below, I acknowledge that I have read the attached Chapter 167 of the Code Book of the Township of Mansfield. I understand and agree to construct the driveway under these rules and regulations, and to maintain the driveway design as shown on the approved plans.

Applicant's Signature

Date

FOR TOWNSHIP USE ONLY

\$150.00 Application Fee Paid: Date: _____ Check # _____ Initials _____

\$700.00 Escrow Deposit Paid: Date: _____ Check # _____ Initials _____

Zoning Permit & Fee Paid: Date: _____ Check # _____ Initials _____

☐ Application is **APPROVED** Date: _____ Permit Number: _____

☐ Application is **DENIED** Date: _____

Reason For denial:

Engineer signature: _____ Date: _____

Boswell Engineering • 180 Main Street • Chester, NJ 07930 • (908) 879-6209

**Request for Taxpayer
Identification Number and Certification**

Give form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)	
Business name, if different from above	
Check appropriate box: ☐ Individual/ Sole proprietor ☐ Corporation ☐ Partnership ☐ Other	☐ Exempt from backup withholding
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
OR
Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the Instructions on page 4.)

**Sign
Here**

Signature of
U.S. person

Date

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

Chapter 167. Driveways

[HISTORY: Adopted by the Township Committee of the Township of Mansfield by Ord. No. 7-79 (Ch. XVII of the 1975 General Ordinances); as amended through Ord. No. 5-89. Subsequent amendments noted where applicable.]

GENERAL REFERENCES

Property maintenance — See Ch. **264**.

Streets and sidewalks — See Ch. **296**.

Streets — See Ch. **361**, Art. **XI**.

Subdivision and site plan review — See Ch. **362**.

§ 167-1. Purpose; construction.

It is the intent of this chapter to exercise exclusive jurisdiction by the Township over all driveways into Township streets; to exercise concurrent jurisdiction with the County of Warren and the State of New Jersey Department of Transportation with respect to the portion of any driveway located within the jurisdiction limits of a county or state street or highway and to further exercise exclusive jurisdiction over those portions or driveways beyond the jurisdiction limits of those agencies. Therefore, all references contained herein to "Township road" or "public road" shall be construed to mean Township, county or state street or highway.

§ 167-2. Permit required.

[Amended 7-10-2024 by Ord. No. 2024-13]

- A. Required. No person shall construct, reconstruct or enlarge a driveway on their property and/or into any public street or highway without first having received a permit to do so from the Township.
- B. Classes. Permits shall be one of three classes, defined as follows:
 - (1) Class I. Single-family residential dwellings with drives not exceeding 6% maximum gradient and not requiring grading to achieve minimum sight distances required herein, having no restriction in the minimum required sight triangle and not having a bridge or culvert over four feet in diameter (or equivalent).
 - (2) Class II. All other single-family residential dwellings.
 - (3) Class III. All other driveways.

§ 167-3. Number per lot.

- A. Number limited. The number of driveways permitted from a proposed lot or site directly to any Township road shall be limited as follows, except under conditions where the safety and/or convenience of the general motoring public is impaired. Such conditions shall be determined and specified by the Township body with authority to approve site plans upon receipt of the advice of the Township Engineer:

Length of Lot of Site Frontage On Each**Street
(feet)**

150 or less

151 to 800

Each additional 800

Permitted Number of Driveways on Each**Street**

1

2

1

- B. Single-family dwellings. Single-family dwellings shall not have more than one driveway.
- C. Service stations. Service stations shall have at least two driveways.

§ 167-4. Location.

- A. Safety. All entrance and exit driveways to a Township road shall be located so as to afford maximum safety to traffic on the Township road.
- B. Sight distances.

- (1) Any exit driveway or driveway lane shall be so designed in profile and grading and shall be so located as to permit the following minimum sight distances, measured from a point a minimum of 15 feet behind the curbline or edge of the traveled way of the Township road. The sight triangle shall not contain any obstruction which would obstruct the driver's view of greater than one foot nor less than 10 feet above the curb level, except that trees whose branches are trimmed away to above the ten-foot height may be permitted.

Allowable Speed on Township Road (mph)	Required Distance (feet)
25	240
30	275
35	315
40	350
45	420
50	475

- (2) Roads which are not posted for speed limits shall be considered to be 50 mph, unless horizontal geometric considerations dictate otherwise.
- C. Corner property. Where a site occupies a corner of two intersecting roads, no driveway entrance or exit shall be located within 40 feet of the point of tangency of the existing or proposed curb radius of that site.
- D. Distance from sidelines. No part of any driveway shall be located within a minimum of 10 feet of a side property line. However, upon application to the Township body with authority over site plan approval, and upon approval of design by the Township Engineer, that body may permit a driveway serving two or more adjacent sites to be located on or within 10 feet of a side property line between the adjacent sites.
- E. Distance between driveways. Where two or more driveways connect a single site to any one Township road, a minimum clear distance of 150 feet, measured along the right-of-way line, shall separate the closest of any two such drives.

§ 167-5. Geometric design.

The geometric design of a driveway connection to a Township road shall be governed by sound traffic engineering principles. Below are guidelines in preparing a geometric design, but deviation from them may be necessitated due to the many variables encountered in the course of preparing a design. The applicant should be aware, therefore, that although the driveway layout may conform to these guidelines, conditions may dictate deviations from them and requirements of the Township Engineer shall be final.

- A. Two-way operation. Driveways used for two-way operation shall intersect the Township road at an angle as near to 90° as site conditions will permit, and in no case shall be less than 75°.
- B. One-way operation. Driveways used by vehicles in one direction of travel, right turn only, shall not form an angle smaller than 45° with a Township road.
- C. Dimensions.

- (1) The dimensions of driveways shall be designated to adequately accommodate the volume and character of vehicles anticipated to be attracted daily onto the land development for which a site plan is prepared. The required maximum and minimum dimensions for driveways connecting to a Township road at 90° are indicated below. Driveways serving large volumes of daily traffic or traffic over 25% of which is truck traffic shall be required to utilize high-to-maximum dimensions. Driveways serving low daily traffic volumes or traffic less than 25% of which is truck traffic shall be permitted to use low-to-minimum dimensions.

	Driveway Width	Depressed Curb	Return Radius
	(feet)	(feet)	(feet)
Residential:	8 to 16	12 to 20	10 maximum
Commercial:			
One-way	20 to 34	24 to 38	35 minimum
Two-way	24 to 46	24 to 50	40 maximum

- (2) Driveways connecting to a Township road at an angle shall have the same widths as shown in the tables above. The width of depressed curb and the radius of curb returns shall provide for the sharpest turning radii of vehicles using the driveway, keeping the vehicles within their prescribed lanes.

D. Vertical curves and alignment.

- (1) Vertical curves. Any vertical curve on a driveway shall be flat enough to prevent the dragging of any vehicle undercarriage. The maximum permitted gradients for driveways are shown in the following subsection. The profile dimensions given beyond the sidewalk are maximum for grades and minimum for grades and minimum for grade lengths.

- (2) Vertical alignment.

- (a) Residential.

- [1] First five feet: plus 12%.

- [2] Second five feet: plus 2%.

- [3] Then as a maximum, plus or minus 15%.

- (b) Commercial and multifamily residential. Not greater than 4% within 100 feet of the curbline, with a maximum of 6% at any other location.

E. Regulations for steep ramps. Should the sidewalk be so close to the curb at a depressed curb driveway as to cause the ramp to be too steep and is likely to cause undercarriage drag, the sidewalk shall be appropriately lowered to provide a suitable ramp gradient.

- F. Future curb or gutter line. Driveways shall be designed and constructed such that the vertical alignment requirements shall begin at the future curb or gutter line of any municipal roadway. The classification of the roadway shall be determined from the current Mansfield Township Master Plan and the width and cross-section requirements as set forth in Article **XI**, Streets, of Chapter **361**, Design and Performance Standards, of the Township Code. The area between the existing roadway and the future curb or gutter line shall be paved and graded in accordance with the paving provisions of this chapter.
- G. Bridges or culverts over four feet diameter. All bridges or culverts in excess of four feet in diameter (or equivalent) shall be designed in accordance with current AASHTO bridge practice to accommodate an H20 design vehicle.

§ 167-6. Surface.

[Amended 9-11-1996 by Ord. No. 14-96; 6-23-2004 by Ord. No. 2004-07]

The surface of any driveway shall be constructed with a permanent pavement of a type specified below.

Materials Allowable ²		Outside R.O.W.			
		Within Township R.O.W.	Max Grade Less than 5%	Max Grade More than 6%	Within Major Subdivision
Residential, Classes I and II ¹					
1.	Bituminous Concrete Surface Course Mix, I-5, two inches	X		X	X
2.	Bituminous Stabilized Base Courses, three inches	X		X	X
OR					
2a.	Dense Graded Aggregate Base Course, six inches	X	X	X	X
Commercial, Industrial and Multifamily, Class III					
1.	Bituminous Concrete Surface Course, Mix I-5, two inches	X	X	X	Not Permitted
2.	Bituminous Stabilized Base Course, four inches	X	X	X	Not Permitted

NOTE 1: The use of reclaimed asphalt pavement (RAP) also commonly known as "millings" may be substituted for the pavement requirements of Class I and II driveways outside of the right-of-way, subject to the following provisions:

1. The material shall conform to NJDOT Standard Specifications for Road and Bridge Construction (2001), hereafter referred to as "NJDOT Standard Specifications Article 901.10(B)," and shall further contain no foreign matter. The source of the millings shall be from milled pavements where a portion of a surface course or base course has been removed and no portion of the milled area shall have been outside an existing pavement structure. This shall mean that the millings shall be from what is commonly known as "main line pavements" and shall not have as a source any millings from trench removal or complete pavement removal.
2. The depth of the millings shall be no less than eight inches.
3. The millings shall be placed when the ground and air temperatures are above 70° and expected to remain so for several days. No millings shall be placed later than September 30.

4. The millings shall be placed by a convenient method and shall be rolled with a roller conforming to the requirements of NJDOT Standard Specifications Section 404.09. Any driveway which utilizes millings as a substitute pavement shall be classified as a Class II driveway without regard to the grade or other characteristics. All millings shall be covered with either a hot mixed asphalt (HMA) pavement course or shall receive a binder complying with the requirements of NJDOT Standard Section 404.15.
5. All millings installation shall be in accord with the New Jersey Department of Environmental Protection (NJDEP) document entitled "Asphalt Millings Guidance Document," revised to 5/15/2002 or more current date.
6. Millings shall not be allowed in residential subdivisions as a permitted driveway surface.

NOTE 2: References to paving materials shall comply with NJDOT Standard Specifications as follows:

1. Bituminous Concrete Surface Course, Mix I-5, shall comply with Section 404 requirements for "Hot Mix Asphalt Surface Course Mix I-5."
2. Bituminous Stabilized Base Course shall comply with Section 404 requirements for "Hot Mix Asphalt Base Course Mix I-5."
3. Dense Graded Aggregate Base Course shall comply with Section 301 requirements for "Dense Graded Aggregate Base Course."

§ 167-7. Storm drainage and stormwater control.

[Amended 7-10-2024 by Ord. No. 2024-13]

- A. Provisions for existing structures. Driveway design shall include provisions for storm drainage within the driveway and where it crosses existing roadside ditches or drainage structures.
- B. Drainage design. Storm drainage provisions shall be designated in accordance with the provisions of the Article **IX**, Drainage, of Chapter **361**, Design and Performance Standards, of the Township Code.
- C. Driveway design shall include stormwater control as required by the provisions of Article **III**, Stormwater Control, Chapter **293**, Stormwater Management, of the Township Code.

§ 167-8. Construction over gutter line prohibited.

No driveway shall be permitted to be constructed over or across the normal drainage gutter line of an existing street, except on approval of the Township Engineer.

§ 167-9. Application requirements.

- A. Forms; plot plans. Application forms shall be obtained from the Township Clerk. Applications shall be accompanied by a legible plot plan or sketch of the property setting forth the following information:
 - (1) Property lines.
 - (2) Setback and location of structures.
 - (3) Curb, if any.
 - (4) Sidewalk, if any.
 - (5) Utility installments affecting the driveway.
 - (6) Trees and other obstructions within proposed sight triangles.

- (7) Advisory, directional, regulatory and advertising signs within sight triangles.
 - (8) Location of existing driveways on the lot in question and adjoining lots and lots across the road within the limits of the sight triangle.
 - (9) Driveway width.
 - (10) Driveway angle.
 - (11) Curblin opening.
 - (12) Profile of roadway in front of parcel to the limits of the required site triangle.
 - (13) Contour lines for existing and proposed grading within the area of driveway construction and site triangle construction.
 - (14) Radius of curvature, where applicable.
 - (15) Parking facilities, where applicable.
 - (16) For other single-family residential, the estimated number of cars and trucks using the driveway each day.
 - (17) A profile of the driveway from the center line of the public road to the end of the driveway.
 - (18) A typical section of the driveway.
 - (19) Structural construction drawings of all bridges, or culverts over four feet in diameter (or equivalent) and design computations therefor.
- B. Plans to be prepared by professional engineer. All plans shall be prepared by a professional engineer licensed to practice in New Jersey.

§ 167-10. Application procedure.

[Amended 1-25-2006 by Ord. No. 2006-2; 8-23-2006 by Ord. No. 2006-23; 7-10-2024 by Ord. No. 2024-13]

- A. Class I, single-family dwellings not part of a major subdivision. The application and accompanying data shall be submitted in triplicate to the Township Engineer, who shall review the plan and shall do one of the following:
- (1) Approve the plan if all requirements of this chapter have been met.
 - (2) Return the application to the applicant for additional data with a clear statement of the additional data required. Additional review escrow may also be required.
 - (3) Disapprove the application, clearly stating the reasons for disapproval.
- B. Class II and III, all other applications. The application and accompanying data shall be submitted in triplicate at the time of final subdivision or site plan application or at the time of building permit application if a subdivision or site plan is required, to the Township Engineer who shall review the plan and shall do one of the following:
- (1) Approve the plan if all requirements of this chapter have been met.
 - (2) Return the application to the applicant for additional data with a clear statement of the additional data required. Additional review escrow may also be required.
 - (3) Disapprove the application, clearly stating the reasons for disapproval.

§ 167-11. Certificate of occupancy.

[Amended 7-10-2024 by Ord. No. 2024-13]

No certificate of occupancy shall be issued unless all driveways on the lot or site have been completed in accordance with the approved plan. Inspection to assure compliance will be done by the Township Engineer, except that Class I driveways shall be inspected by the Zoning Officer. Notwithstanding anything to the contrary hereinbefore mentioned, an applicant may apply for a certificate of occupancy and defer completion of a driveway on the lot or site in accordance with the approved plan; provided, however, such applicant posts a performance guarantee with the Township or in lieu thereof, cash in an amount equal to 120% of the performance guarantee estimate prepared by the Township Engineer of the cost of completing construction of the driveway. The Township Engineer in arriving at the performance guarantee estimate shall be guided by the surface and other applicable provisions of this chapter, together with the design standards set forth in Chapter **361**, Design and Performance Standards, of this Code.

§ 167-12. Fees.

[Amended 1-12-2006 by Ord. No. 2006-2; 8-23-2006 by Ord. No. 2006-23; 12-26-2007 by Ord. No. 2007-17; 7-10-2024 by Ord. No. 2024-13]

- A. The applicant shall pay an application fee in the amount of \$150, together with an escrow deposit in the amount of \$700 to cover engineering review and inspections. Additional review escrow may be required if the application is deemed incomplete wherein information and or documentation as defined in § **167-9** necessary for a complete review and approval is missing and must be requested in order to continue the review process. Furthermore, if the applicant requests to defer completion of the driveway for certificate of occupancy, additional escrow may be requested to prepare and approve the performance bond as described in § **167-11**. Additional inspection escrow may be required if there is any deviation from the approved plan. Any unused escrow shall be returned to the applicant upon approval of the driveway installation.
- B. A driveway permit issued hereunder shall be valid for a period of one year from the date of issuance, unless an extension is granted by the Township Engineer, for cause.

§ 167-13. Violations and penalties.

- A. Responsibility for damages. Any person violating any provision of this chapter which results in damages to or obstruction of any Township road, gutter, storm drain, catch basin, inlet or culvert shall be responsible for all expenses incurred by the Township in repairing such damage or removing such obstruction, in addition to the penalties herein provided.
- B. Penalty. Violations of the provisions of this chapter shall be punishable as provided in § **1-17** of the Code of the Township of Mansfield.^[1]
[1] *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. I).*
- C. The provisions of this chapter shall be enforced by the Township Engineer.
[Amended 8-23-2006 by Ord. No. 2006-23]