



BOROUGH OF TARENTUM

Allegheny County, Pennsylvania



RESOLUTION #24-10

RESOLUTION OF THE BOROUGH OF TARENTUM, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, ESTABLISHING A DRIVEWAY PERMIT APPLICATION PROCESS FOR RESIDENTS AND BUSINESSES

WHEREAS, the Borough of Tarentum recognizes the need for proper management and regulation of driveway installations to ensure public safety and maintain the aesthetic and structural integrity of public and private properties; and

WHEREAS, the establishment of a formal driveway permit application process will provide a standardized approach to managing driveway installations and modifications within the borough, thereby facilitating better compliance with zoning and construction standards; and

WHEREAS, the Borough Council seeks to implement a flexible fee structure that can be adjusted as needed to accommodate the administrative costs associated with the driveway permit application process;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Tarentum, County of Allegheny, Commonwealth of Pennsylvania, as follows:

Section 1: Establishment of Driveway Permit Application Process

- The Borough of Tarentum hereby establishes a Driveway Permit Application Process. Residents and business owners wishing to install, modify, or repair driveways on their properties must submit a driveway permit application to the Borough.

•

Section 2: Application Requirements

- The driveway permit application shall include:
 - A detailed plan of the proposed driveway installation or modification, including dimensions and materials to be used.
 - Proof of property ownership.
 - Any additional documentation as required by the borough's planning and zoning regulations.

Section 3: Review and Approval

- The Borough's Code Enforcement and Zoning Department shall review all driveway permit applications to ensure compliance with local zoning laws and construction standards.
- Approval of applications shall be contingent upon the applicant meeting all specified requirements and obtaining any other necessary approvals as determined by the borough.

Section 4: Fee Structure

- The Borough Council shall establish a fee for driveway permit applications, which shall be included in the Borough's fee schedule.
- The Council reserves the right to adjust driveway permit application fees as needed to reflect the administrative costs associated with processing applications. Such fee adjustments shall be made via official updates to the Borough's fee schedule.

Section 5: Implementation



BOROUGH OF TARENTUM

Allegheny County, Pennsylvania



RESOLUTION #24-10

This resolution shall take effect immediately upon its passage and shall be reviewed annually for necessary amendments.

Section 6: Appendix A

- Appendix A shall contain the official Driveway Permit Application form to be used by applicants. This appendix will be maintained by the Borough Secretary and made available at the borough offices and on the borough's official website.

Section 7: Execution

- This resolution shall be executed on behalf of the Borough of Tarentum by the Council President and attested by the Borough Secretary.

RESOLVED and ENACTED this 14th day of May 2024.

ATTEST:

BOROUGH OF TARENTUM

Dwight D. Boddorf, Borough Manager

Scott Dadowski, President of Council

EXAMINED AND APPROVED by me this 14th day of May 2024

Bob Lang, Mayor

I, the undersigned, duly qualified Secretary of the Borough of Tarentum, Allegheny County, Pennsylvania, hereby certify that the foregoing is a true and correct copy of a Resolution duly adopted by a majority vote of the Borough of Tarentum at a regular meeting held on the 14th day of May 2024. Said Resolution has been recorded in the Minutes of the Borough of Tarentum and remains in effect as of this date.

IN WITNESS WHEREOF, I affix my hand and attach the seal of the Borough of Tarentum, this 14th day of May 2024

Dwight D. Boddorf, Borough Manager



BOROUGH OF TARENTUM

OFFICE OF BUILDING AND ZONING
318 E. SECOND AVENUE
TARENTUM, PENNSYLVANIA 15084
724.224.1818

DRIVEWAY PERMIT APPLICATION

Date:	
Property Address:	Parcel ID.:
Applicant Name:	
Applicant Address: (No P.O. Box Allowed)	
Applicant Phone #: ()	Email:
Residential or Commercial Use:	

CONTRACTOR NAME: _____	PHONE: _____
BUSINESS ADDRESS: _____	CITY: _____ STATE: _____ ZIP CODE: _____

START DATE: _____ END DATE _____
 DRIVEWAY WIDTH: _____ DRIVEWAY LENGTH: _____
 DRIVEWAY SETBACK: Front: _____ Rear: _____ Left Side: _____ Right Side: _____

Curb cut required: Yes _____ No _____ Curb Cuts are performed by Tarentum Borough Public Works and require an additional fee of **\$900.00 for time, materials, and labor**. Not all driveways will require a curb cut, but many do.

All driveways shall be installed in accordance with **Section 265-801** of the Zoning Ordinance.

- All driveways shall be placed, constructed and improved so as to provide adequate drainage along the roadway so as not to adversely affect neighboring properties or the municipal or state roadway.
- Driveways shall be a minimum of 9 feet in width.
- Shared driveways must comply with section J of the Zoning Ordinance and be approved by both owners.
- A site plan (see second page for requirements) and the location of the proposed driveway with setbacks to the property line shall also be provided.

FOR INTERNAL USE ONLY

Zoning District Type: _____
 Zoning Approval: Yes _____ No _____
 Zoning Officer Signature: _____

Borough Council or Manager Approval: Yes _____ No _____
 Council or Manager Signature: _____
 Resolution Number: _____

Driveway Permit Fee:	Curb Cut Cost (\$900.00 if applicable)	Date Paid:	Check Number:	Permit Number
\$100.00				



BOROUGH OF TARENTUM

PROPERTY DRAWING

In the space below, please provide a sketch of the proposed driveway, including all relevant details and driveway **dimensions** and information. Please include the following: a sketch of your property boundary lines, a depiction of all existing structures, and the distance (in feet) from the proposed driveway to all property lines (front, rear, sides). Off-street parking locations (if applicable) must also be included.

Area of Proposed Driveway	(a)	_____	sq. ft.
Area of Existing Buildings	(b)	_____	sq. ft.
Total Lot Area	(d)	_____	sq. ft.
Is a driveway entrance anticipated from the street?	Yes	_____	No
	No	_____	Yes

APPLICATION CERTIFICATION

I hereby certify that I am the owner of the above-named property or that I have the authorization by the owner to make application as the authorized agent. I hereby certify that the information contained in this application is true and correct to the best of my knowledge, information and belief. I agree to conform to the Ordinance(s) and Zoning relating to this registration.

Signature

Date

Chapter 216. Streets and Sidewalks

Article I. Curb Cuts

[Adopted 9-27-1924 by Ord. No. 856]

§ 216-1. Regulated acts.

The cutting, chipping or breaking of the curb situate on the public streets or alleys within the Borough of Tarentum be and the same is hereby prohibited, except in the manner and form provided for herein.

§ 216-2. Application; costs.

[Amended 12-27-1999 by Ord. No. 99-2]

Any person or persons desiring to have the curb cut, chipped, or otherwise changed in front of his or her property for the purpose of ingress and egress to and from the same shall make an application, in writing, to the Council of the Borough of Tarentum for permission to have such work done, and at the same time shall deposit with the Borough Secretary a sum sufficient to cover the probable cost of doing such work. If the Borough Council approves such application, the work shall be done by the Public Works Director at the cost and expense of the applicant. Any sum or sums remaining in the possession of the Borough after such cost and expense has been paid shall be returned to the applicant; provided, however, that when the driveway for which the permit aforesaid is given ceases to be used as a driveway, that the then owner of the property shall be required to restore or replace the curb to the condition in which said curb was at the time it was chipped.

§ 216-3. Violations and penalties.

[Amended 12-27-1999 by Ord. No. 99-2]

Any person or persons violating the terms of this article shall, on conviction thereof before the Mayor or any District Justice, be sentenced to pay a fine of not exceeding \$600 and, in default of payment of said fine and the costs, may be sentenced and committed to the Borough lockup for a period not exceeding 30 days or to the county jail or workhouse for a period not exceeding 30 days.

Chapter 265. Zoning

Article VIII. Parking

§ 265-801. Parking regulations.

- A. Parking shall be provided in accordance with the rates cited in the following schedule and in accordance with the specifications and standards set forth in this article and associated development approvals.

Use	Off-Street Parking Requirement
Administrative and professional offices	1 per 325 square feet of gross floor area
Adult day services center	1 space per 3 clients, based on the maximum authorized occupancy at any one time during the center's operation
Adult uses	Determined as per parking study
Animal hospital/clinic	4 spaces for every veterinarian and 1 space for each additional employee
Assembly hall, public or semipublic	Number of spaces shall equal 20% of the maximum occupancy determined by the Uniform Construction Code
Bank	1 per 250 feet of floor area
Banquet hall	1 for every 3 1/2 seats for areas with fixed seating, plus 1 for each 100 square feet of assembly area or display area without fixed seating, plus 1 for every 2 employees on a peak shift
Bar/tavern	.85 spaces per seat
Bed-and-breakfast	2 spaces plus 1 space per guest bedroom
Car wash	4 stacking spaces per either bay (self-serve car wash) or 4 standard parking spaces per bay plus 1 space per employee on peak shift for full-serve carwash
Cemetery	1 for each employee, plus 1/4 space for every seat of a chapel or assembly room
Church	1 for every 4 seats in places of assembly
Convenience store	1 per 150 square feet of gross floor area
Day-care center	1 for each teacher, administrator or employee on a peak shift, plus 1 for every 6 persons based on regulated maximum capacity
Dwelling unit	2 per multifamily dwelling unit and 2 per dwelling unit for all other dwelling unit types
Entertainment recreation facilities, indoor	Determined as per parking study

Off-Street Parking

Use	Requirement
Essential service	2 spaces
Essential service buildings	1 per employee on peak shift and 1 per 250 square feet of meeting room space
Family day-care home	5 spaces
Funeral home	1 space for each 50 square feet of floor area in the public or parlor rooms plus one space for each vehicle maintained on the premises, plus 1 space for each employee
General retail	1 for every 225 square feet of gross floor area
Greenhouse, retail	1 1/2 for every 1,000 square feet of gross floor area
Grocery store	1 for every 200 square feet of gross floor area
Group residential facility	Determined as per parking study
Hospital	Determined as per parking study
Hotel or motel	1 per sleeping room. A parking study is required for other accessory functions that may serve patrons other than hotel guests
Industrial uses	1 per employee on peak shift plus an additional number equal to 25% of peak shift number of employees
Local public use	For schools, sufficient parking for teachers and 1 space per 10 students enrolled. Other services shall include sufficient parking for employees plus a minimum of 6 additional spaces
Medical offices	2 spaces per treatment room or chair (whichever is greater) and 1 per doctor and/or employee on peak shift
Minor equipment and automotive repairs	1 space per 250 feet of gross floor area
Mobile home parks	1 space per 250 feet of floor area
Nursery schools	3 for each classroom and administrative office or 1 space for every four seats in places of assembly available to the public, whichever requirement is greater
Outdoor commercial recreation	Determined as per parking study
Personal care home	1 for every 4 beds, plus 1 for each staff position during the peak shift
Personal service establishment	1 per 350 square feet of gross floor area
Pharmacy	1 per 200 square feet of gross floor area
Restaurant	1 space per every 3 seats
Retail supercenter	Determined as per parking study
School, commercial	Determined as per parking study
School, private	Determined as per parking study
Service station	Parking or storage space for all vehicles used directly in the conduct of the business plus 1 parking space for each gas pump, 3 spaces for each grease rack or similar facility, and 1 space for every 2 persons employed on the premises at maximum employment on a single shift
Similar uses, undefined	Determined as per parking study
Supermarket	1 for every 250 square feet of gross floor area
Transitional residential facility	Determined as per parking study

- B. Parking for dwelling units may be accommodated within garages with each bay capable of accommodating a motor vehicle equaling one space. Such garages shall be accessory structures to the principal structure(s) for which parking is required.
- C. All areas used for parking, access, and loading shall be paved with an all-weather dustless material such as asphalt, grouted brick, concrete, pavers, or similar material approved by the Borough Engineer.
- D. Measurement of space. When determination of the number of required off-street parking spaces results in a fractional space, any fraction up to and including 1/2 may be disregarded, and fractions over 1/2 shall be interpreted as one parking space.
- E. Parking study. Where parking is to be determined by a study, said study shall be performed by a qualified engineer in accordance with the following standards:
 - (1) Parking requirements shall be related to current and relevant studies conducted by the Institute of Traffic Engineers or a similarly accepted industry standard and shall be directly related to the size, number of employees, hours of operation, and other applicable factors associated with the particular establishment proposed; or parking requirement studies may be based upon studies of similar establishments at existing locations in accordance with the preceding standards.
 - (2) The study shall outline minimum parking requirements based on certain criteria including but not limited to employees, floor area, and hours of operation. Said criteria shall be used to determine future parking requirements if or when additional parking is required due to building, employment, or similar expansion of activities requiring additional parking.
 - (3) The study shall be sealed by a qualified engineer.
 - (4) The study shall be subject to the review and approval of the Borough Engineer or a qualified engineer as appointed by the Borough to review the study.
 - (5) The study shall address the number of off-street loading spaces that are required.
- F. Access. Parking facilities shall be designed with appropriate means of vehicular access to a street or alley in such manner as will least interfere with the movement of traffic. No driveway or curb cut in any district shall exceed 25 feet in width for one-way movement or 32 feet in width for two-way movement.
- G. Parking space; description. A required off-street parking space shall be not less than nine feet wide by 18 feet long measured perpendicularly to the sides of the parking space exclusive of access drives or aisles, ramps, columns, or office and work areas, directly accessible from streets or alleys or from private driveways or aisles leading to streets or alleys and to be used for the storage or parking of passenger automobiles or commercial vehicles under 1 1/2 ton capacity.
- H. Aisles between vehicular parking spaces shall be not less than 12 feet in width when serving automobiles parked at a forty-five-degree angle in one direction, not less than 22 feet in width when serving automobiles parked perpendicularly for two-way aisle movement, and not less than 20 feet in width when serving automobiles parked perpendicularly for one-way aisle movement.
- I. Off-street loading.
 - (1) The minimum size loading space shall be 40 feet in depth and 12 feet in width, with an overhead clearance of 14 feet.
 - (2) A minimum of one off-street loading space shall be provided on any lot on which a building exceeding 6,000 square feet of gross floor area for business or industry is hereafter erected or converted.
 - (3) All commercial and industrial establishments shall provide loading and unloading and commercial vehicle storage space(s) adequate for their needs. This required space will be provided in addition to established requirements for patron and employee parking. Loading

space shall be provided to ensure that in no case where a building is erected, converted or enlarged for commercial, manufacturing or business purposes shall the public rights-of-way or approved access roads be used for loading or unloading of materials.

(4) Required off-street parking spaces shall not be computed for loading and unloading purposes.

J. Shared parking. Shared parking is permitted for development containing multiple principal uses or establishments notwithstanding and in accordance with Subsection **K** for offsite parking, where the minimum spaces in the lot utilizing such is computed as follows and accordance with the table in § **265-801A**.

- (1) Determine the minimum parking requirements in accordance with Table 808-2 for each land use as if it were a separate use;
- (2) Multiply each amount by the corresponding percentages for each of the five time periods set forth in Columns (B) through (F) of Table 808-2;
- (3) Calculate the total parking demand for each time period;
- (4) Select the column with the highest total and use this number as the required minimum number of parking spaces.

Shared Parking Allowance by Land Use

Land Use	Weekday		Weekend		
	Daytime*	Evening*	Daytime*	Evening*	Nighttime*
Office, Industrial	100%	10%	10%	5%	5%
Retail	60%	90%	100%	70%	5%
Hotel	75%	100%	75%	100%	75%
Restaurant	50%	100%	100%	100%	10%
Entertainment, Recreation	40%	100%	80%	100%	10%

Key: Daytime: 6:00 a.m. – 5:00 p.m.

Evening: 5:00 p.m. – 12:00 midnight

Nighttime: 12:00 midnight – 6:00 a.m.

(5) Shared parking shall be permitted in the CC Commercial Center District on public parking lots, metered spaces and other unassigned designated on-street parking spaces located within 500 feet of the use generating the need for such parking, and may be counted toward meeting the off-street parking requirements of said use.

K. Off-site parking. Unless otherwise approved through a traditional neighborhood development in accordance with the following standards, all parking shall be located on the same lot as the principal use(s) which it serves except that off-site parking shall be authorized as a conditional use subject to the following same standards:

- (1) The parking shall lie within 500 linear feet of the entrance to the building housing the establishment for which the parking is required.
- (2) The parking area shall be connected to the principal structure by a system of sidewalks and crosswalks meeting all Pennsylvania Department of Transportation, American with Disabilities Act, and other applicable Borough standards.
- (3) Easements or leases shall be executed in a manner that guarantees use of the parking area sufficient to meet the minimum parking requirements of this article. The applicant shall execute a developer's agreement, prepared by the Borough Solicitor, which gives notice that operation

and occupancy of the subject establishment(s) is contingent upon continued access to the off-site parking approved.

(4) Existing parking lots, all or a portion of which, are proposed for off-site parking, shall meet the dimensional requirements set forth in this article for aisle width, access, and parking stall size.

L. Uses located in historically designated structures are exempt from off-street parking requirements.