

**HFCA  
APPLICATION FOR PARKING PAD**

PERMIT# \_\_\_\_\_  
NO FEE \_\_\_\_\_

**PARKING PADS MUST MEET ALL CRITERIA ACCORDING TO  
CHAPTER 159 – PARKING PADS (attached)**

STARTING DATE \_\_\_\_\_

COMPLETION DATE \_\_\_\_\_

STAGE \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

STREET \_\_\_\_\_

APPLICANT \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE# \_\_\_\_\_

CONTRACTOR'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE# \_\_\_\_\_

\_\_\_\_\_  
Date and Homeowner's Signature

\_\_\_\_\_  
Date and Contractor's Signature

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**FOR OFFICE USE ONLY**

APPROVED BY \_\_\_\_\_

DATE \_\_\_\_\_

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## CHAPTER 159 - PARKING PADS

### 159-1 Interference with Drainage Prohibited

All parking pads shall be constructed so as not to impair drainage within the right-of-way, alter the stability of the improved area or change the drainage of adjacent areas. No increase in the flow of water onto the roadway, right-of-way or the property of some other will be permitted.

### 159-2 Drainage Pipe

Where a drainage ditch or swale exists, the owner or contractor shall install an adequate pipe under the parking pad. Drainage pipe installed under parking pads shall be at least eighteen (18) inches in diameter or larger if required by drainage conditions. Drainage pipes shall be installed with proper grade and so water will flow freely through the pipe.

### 159-3 Installation Over Utility Vaults (Amended 9-22-01)

No parking pad shall be installed over any curbside utility vault (water, power, telephone or cable TV).

### 159-4 Other Location Restrictions

- A. A parking pad must be at least six(6) feet from any curbside, barrel or blowoff valve and at least five (5) feet from any side property line.
- B. A parking pad must be at least fifteen (15) feet from any fire hydrant.
- C. No parking pad shall be installed over an on-lot Waste Treatment System.

### 159-5 Materials

Parking pads shall be constructed with material such as shale or crushed stone ( minimum approximate three-fourths (3/4) inch in size), and cause a minimum obstruction to the natural flow of surface water. Paving of parking pads requires a separate permit.

### 159-6 Minimum Width

A parking pad must be a minimum of fifteen (15) feet in width.

### 159-7 Paving of Existing Parking Pads

If the owner wishes to cover a standard shale or crushed stone parking pad with bituminous pavement, a special permit must be obtained from Hemlock Farms Community Association either by the owner or contractor prior to construction. (There is no charge for the permit.) The pad will be inspected prior to issuance of the permit. In order to be paved, existing parking pads must meet current parking pad standards.

### 159-8 Permits Required

A parking pad permit shall be obtained from the HFCA either by the property owner or contractor prior to construction.

- A. Parking pad permits will only be issued for good cause following a site inspection and review by an Inspector. Extreme driveway slope of 17% or greater must be present as determined by the Inspector in order for a permit to be issued.

### 159-9 Assessment

In the event of violation of any requirements of this chapter, the owner will be notified in writing and given thirty (30) days to correct the violation. If the violation continues to exist after this notice period, a fine of \$10 will be assessed to the owner's property for each and every day that the violation continues.