

# APPLICATION FOR TOWNSHIP ROAD OCCUPANCY PERMIT

TOWNSHIP \_\_\_\_\_ CO. \_\_\_\_\_

Date \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
USE MAILING ADDRESS OF TOWNSHIP

Issuing Permit Fee \$ \_\_\_\_\_

Township Inspection Fee \$ \_\_\_\_\_

\_\_\_\_\_  
Route No., Road or Street Name (Where work is to be done)

Total \$ \_\_\_\_\_

Application is hereby made by \_\_\_\_\_  
NAME OF APPLICANT

of \_\_\_\_\_, Pennsylvania for permission to \_\_\_\_\_  
(POST OFFICE ADDRESS)

\_\_\_\_\_  
(DESCRIPTION AND PURPOSE OF WORK)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Under and subject to all the conditions, restrictions, and regulations prescribed by the Township and on the general provisions and specifications, a true copy whereof is attached and made a part hereof, with the same force and effect as if written or printed herein and under and subject to the special conditions, restrictions, and regulations hereinafter set forth.

### Data Applicable To This Application

**General.** Approximate date when work will be started: \_\_\_\_\_. Approximate date when work will be completed: \_\_\_\_\_. The road surface is improved to a width of \_\_\_\_\_ feet. Distance from center of line to roadway to gutter or ditch: \_\_\_\_\_ feet. Distance from center line of road to Right-of-Way line: \_\_\_\_\_ feet.

**Poles and Tower.** Number of poles to be erected: \_\_\_\_\_. Nearest distance from center of road to structure: \_\_\_\_\_ feet. Distance of proposed work along the road: \_\_\_\_\_ feet.

**Pipe Lines and Conduits.** The improved surface of the road (will) (will not) be opened. Approximate area of openings in improved surface: \_\_\_\_\_ sq. yds. Approximate area of openings on unimproved part: \_\_\_\_\_ sq. yds. Length of trench along the road: \_\_\_\_\_ feet. Depth of trench below surface: \_\_\_\_\_ inches.

### TO BE COMPLETED BY TOWNSHIP

Schedule Item No.						
Unit Fee						
Number of Units						
Total Fee						

The applicant is (an individual) (a partnership) (a corporation incorporated under the law of \_\_\_\_\_)

(Corporate Seal)

\_\_\_\_\_  
(NAME OF APPLICANT)  
BY \_\_\_\_\_  
(EXECUTIVE OFFICER OR AUTHORIZED REPRESENTATIVE)

### GENERAL INSTRUCTIONS

Any work performed within the right-of-way of a township road, requires submission of three (3) copies of this form along with three (3) copies of a sketch showing location and details of proposed work.

Any work performed on a township road over, under, or within, the limits of a limited access state highway, requires a state permit. The prescribed permit fee shall accompany the application and sketch. Schedules of fees are furnished on request.

**THE FEE SHALL BE PAID BY CHECKS OR MONEY ORDERS, AND SHALL BE MADE PAYABLE TO THE TOWNSHIP AFFECTED.**

Revised September 1992.  
 Destroy previous editions.

## SCHEDULE OF FEES FOR HIGHWAY OCCUPANCY PERMITS



### PERMIT ISSUANCE FEES

These fees are applied to the administrative costs incurred in reviewing the application and plan(s) and issuing and processing the permit, including the preliminary review of the site location identified in the application, whether or not a permit is issued and processed.

Schedule Item No.	Unit Fee
<b>1) Application Fee</b>	
a) Utility .....	\$50.00
b) Driveways	
(i) minimum use (e.g., single-family dwellings, apartments with five or fewer units) .....	15.00
(ii) low volume (e.g., office buildings, car washes) .....	30.00
(iii) medium volume (e.g., motels, fast food restaurants, service stations, small shopping plazas) .....	40.00
(iv) high volume (e.g., large shopping centers, multi-building apartment or office complexes) .....	50.00
c) Other (e.g., bank removal, sidewalk and curb) .....	20.00
<b>2) Supplement Fee</b> (each six-month time extension) (each submitted change) .....	10.00
<b>3) Emergency Permit Card</b> (each card) .....	5.00
<b>4) Exemption</b> (see below for list of exemptions)	

### GENERAL PERMIT INSPECTION FEES

These fees are applied to the costs incurred in the preliminary review of the location covered by the permit, and/or spot inspection of the permitted work, and/or subsequent inspection after the permitted work has been completed to ensure compliance with PennDOT specifications and permit provisions.

<b>5) Driveways</b>	
a) Each minimum use driveway .....	10.00
b) Each low-volume driveway .....	20.00
c) Each medium-volume driveway .....	35.00
d) Each high-volume driveway .....	50.00
<b>6) Surface Openings</b> (These fees are calculated on the total linear feet of the opening being permitted within different areas of the right-of-way.)	
a) Total linear feet of opening each (100 foot increment or fraction thereof):	
(i) Opening in pavement .....	40.00
(ii) Opening in shoulder .....	20.00
(iii) Opening outside pavement and shoulder .....	10.00
b) If a longitudinal opening simultaneously occupies two or more highway areas identified in subparagraph (a), only the higher fee will be charged. Linear distances shall be measured to the nearest foot.	
<b>7) Surface Openings of Less Than 36 Square Feet</b> (e.g., service connections performed independently of underground facility installation, pipe line repairs) (each opening)	
(i) Opening in pavement .....	30.00
(ii) Opening in shoulder .....	15.00
(iii) Opening outside pavement and shoulder .....	10.00
If an opening simultaneously occupies two or more highway areas identified in subparagraphs (i)-(iii), only the higher fee will be charged.	
<b>8) Above-Ground Facilities</b> (e.g., poles, guys and/or anchors if installed independently of poles)	
a) Up to 10 physically connected above-ground facilities (each continuous group) .....	20.00
b) Additional above-ground physically connected facilities (each pole with appurtenances) .....	2.00
<b>9) Crossings</b> (e.g., "overhead" tipples, conveyors or pedestrian walkways and "undergrade" subways or mines) .....	80.00
<b>10) Seismograph — Vibrosels Method</b> (e.g., prospecting for oil, gas)	
a) First mile .....	50.00
b) Each additional mile or fraction thereof .....	5.00
<b>11) Non-Emergency Test Holes in Pavement or Shoulder</b> (each hole) .....	5.00
<b>12) Other</b> (e.g., bank removal, sidewalk and curb) .....	20.00

### EXEMPTIONS

Permit issuance fees and general permit inspection fees are not payable by any of the following:

- 1) The commonwealth.
- 2) Political subdivisions of the commonwealth, except when placing a facility longitudinally within more than 100 total linear feet of pavement. In that case, the application and inspection fees for pavement openings will be charged.
- 3) Governmental authorities organized under the laws of the commonwealth.
- 4) The federal government.
- 5) Charitable organizations that are in compliance with Act No. 337, approved August 9, 1963, P.L. 628, as amended (churches, hospitals, schools, charitable institutions, veterans' organizations, non-profit organizations)
- 6) Utility facility owners for:
  - a) The installation of street lights at the request of PennDOT or the political subdivision.
  - b) The replacement or renewal of their facilities prior to a township resurfacing project after notice from the township.
  - c) The removal of poles and attached appurtenances.
  - d) Facilities moved at the request of PennDOT or the political subdivision.
  - e) The reconstruction or maintenance of their facilities that occupy the right-of-way under private status.

### ADDITIONAL INSPECTION FEES

If the township determines that the permitted work is of sufficient magnitude or importance to warrant assignment of one or more persons to inspect the permitted work on a more than spot inspection basis, the permit will so indicate and the permittee shall be charged for additional salary, overhead and expenses incurred by each assigned inspector and the township.

**GENERAL PROVISIONS AND SPECIFICATIONS**  
**Regulating Occupancy of Township Highway Right-of-Way**

**GENERAL PROVISIONS**

1. The work authorized by this permit shall be done at such time and in such a manner as shall be consistent with the safety of the public and shall conform to all requirements and standards of the township, designated herein as the township. If any time it shall be found by the township that the work is not being done or has not been properly performed the permittee and/or its contractor upon being notified in writing by the township, shall immediately take the necessary steps, at its own expense, toward placing the work in condition to conform to said requirements or standards.
2. In the event of willful failure or neglect by said permittee and/or its contractor or their employees to perform and comply with the conditions, restrictions, and provisions of this permit, the township may revoke and annul this permit and order and direct said permittee and/or its contractor to remove any or all structures or property belonging to said permittee and/or its contractor from the legal limits of the highway right-of-way and to restore the highway right-of-way to its former condition.
3. If work is stopped on a project for any reason, and any ditch or trench, in the opinion of the Township, remains open for an unreasonable period, the permittee and/or its contractor, if so directed, shall refill the ditch or trench and work shall not be resumed thereon until the permittee and/or its contractor is prepared to proceed with the work until completion. In the event that the permittee and/or its contractor fails to refill the ditch or trench or proceed until completion of the work upon notice from the township to do so, the township may perform the necessary and required work subject to reimbursement by the permittee and/or its contractor.
4. The permittee shall pay all costs and expenses incident to or growing out of the project including the prescribed fees for the same, the cost of making and maintaining the temporary restoration of the disturbed areas and making permanent restoration, and further shall reimburse the township for any inspection costs which the township may deem it necessary to incur, and the permittee shall reimburse the township for said costs within thirty (30) days after receipt of the statement setting forth sums expended therefor by the township.
5. If the permittee and/or its contractor, after making an opening in the highway to place or repair pipe or for any other purpose, fails to restore any portion of highway right-of-way to conform with specifications of the township, the township reserves the right to do the work and bill the permittee for the cost of the restoration.
6. The permittee will submit to the township, certificate or certificates of insurance for public liability and property damage, in sufficient amounts to cover any loss, that may be incurred for or on account of any matter, cause or thing arising out of the construction, reconstruction, repair, relocation or installation of the permitted facilities, except in those instances where the township by prior arrangement has authorized the permittee to provide other means of protecting the township and its employees.
7. The permission herein granted does not relieve the permittee and/or its contractor from obtaining any consent otherwise required from the owner or owners of the abutting property and does not confer upon the permittee and/or its contractor the right to cut, remove or destroy trees or shrubbery within the legal limits of the highway except under such conditions, restrictions and regulations as the township may prescribe.
8. If at any time the structure or facility shall become a hazard from any cause whatsoever, the permittee and/or its contractor shall have the same removed or repaired within 48 hours after receipt of written notification, except at times of extraordinary happenings when extension of such time limit may be given by the township.
9. After each and every excavation made by the permittee and/or its contractor in any road or highway right-of-way covered by this permit incident to the erection, repair, resetting or removal of any poles, manholes, conduits, water, steam, oil, gas pipes, sewers or any other obstructions or construction, said permittee and/or its contractor shall, under the supervision and direction of the township, restore the road to a condition conforming to requirements and/or specifications of the township. So long as said permittee and/or its contractor operates and leaves in place such structures and appliances, in, upon or along said highway right-of-way, the permittee and/or its contractor shall maintain and keep in good order and repair the said structures and appliances. The permittee covenants and agrees to fully indemnify and save harmless the township of and from all liability for damages or injury occurring to any person or persons or property at or on said roads through or in consequence of any act or omission of any contractor, agent, servant, employe or person engaged or employed in, about, or upon the said work, by, at the instance, or with the approval or consent of the permittee, or from the failure of the permittee and/or its contractor to comply with the provisions set forth herein.
10. If at any time in the future the highway is widened or the alignment or grades are changed, the permittee further agrees to change or relocate, any part of the structures covered by this permit which interferes with the improvement of the highway, at its own expense, to the extent now or hereafter required by law.
11. During the time when the highway right-of-way covered by this permit is under process of construction and/or until said road or highway is accepted by the township, no permittee and/or its contractor will be authorized to enter upon said highway right-of-way for the purpose of erecting poles, laying conduits, water, steam, oil or gas pipes or sewers, or doing any other work whatsoever which might interfere with the construction of the road or highway, unless said permittee and/or its contractor shall first file with the township a duly attested certificate, signed by the contractor or other authority constructing said road or highway, containing the full consent to such proposed work of said permittee and/or its contractor within the lines of the said highway right-of-way, together with a satisfactory waiver, release and quit-claim to the township, of all damages and all defenses whatsoever for delays by reason of such work and occupation of said roadway by said permittee and/or its contractor, or from any cause whatsoever resulting by reason of such work and occupation, provided that the provisions of this paragraph shall not apply in case of emergency; in such case the permittee and/or its contractor shall procure the written consent of the township to do such work as may be deemed necessary to correct the existing emergency conditions.
12. Any work done under this permit shall be subject to the conditions, restrictions, and provisions of this permit which shall govern all excavations, openings and trenches for the purpose of making repairs to any poles, conduits, water, steam, oil, gas pipes or sewers, or other structures, or property and appurtenances thereto belonging, erected on or in the highway right-of-way.
13. This permit is issued subject to any additional rights which the township in which the work is to be done may have in such matters.
14. After a permit is granted by the township it shall not be assigned nor transferred without prior written approval from the township.
15. To protect the highway surface or pavement on said projects, all equipment used by the permittee and/or its contractor shall be approved by the township. Such equipment shall have rubber runners or wheels. In the event that other than rubber equipped machinery is used, the pavement shall be protected by the use of heavy rubber or similar matting which shall be a minimum of four (4) inches wider on each side than the tracks or wheels of the equipment used.
16. Information as to the date and character of construction or reconstruction of the township road or street may be obtained by contacting the township.
17. If, in the construction work the permittee will be required to use certain blasting operations in the excavation the permittee agrees to make, execute and deliver to the township, a bond in the sum stipulated by the township with surety in the form of a surety company, duly registered and authorized to do business in Pennsylvania, conditioned that the permittee will save harmless the township, from any damages whatsoever to its subgrade, subbase, modified subbase, drainage facilities, road metal, and any other installations or matters in, under or upon the highway right-of-way for a period of two (2) years from the date of the completion of the last work covered by this permit.
18. Maintenance and protection of traffic for work authorized by this occupancy permit must be carried out in accordance with the requirements of the township. In this connection, the permittee shall provide and maintain all necessary precautions to prevent injury or damage to persons and property from operations covered by this permit. A traffic control plan may be required as directed by the township.
  - (a) Warning signs shall be placed beyond each end of the actual operation in such a manner as to be visible to the traveling public and meet the requirements of the township. These signs shall display the name of the permittee and/or its contractor on the back of the sign. Special employes shall be assigned by the permittee and/or its contractor to direct traffic when it becomes necessary to limit it to one way. Advance permission must be obtained from township, or its authorized representative before directing traffic through one lane. Substantial barricades with adequate illumination shall be provided and maintained for any open trench or hole in the highway right-of-way in a manner approved by the township.
  - (b) Flagman will be provided as specified and in accordance with the requirements of PennDOT.

## SUBSURFACE OPERATIONS

19. Any opening or impairment of any nature whatsoever of any improved surface within the township right-of-way as authorized by township permit of any kind shall be made in accordance with the following specified provisions:

(a) Plates or bridging will be required on all openings made within the improved surface which have a shortest dimension in length or width of six (6) feet or less whenever work cannot be completed prior to peak traffic hours within the same day, or in the manner specified on the permit. The plate or bridging is to be extended a minimum of eighteen (18) inches on either side of the opening and tied into the existing cartway.

(b) A marker for identification showing the name of the permittee or a symbol assigned to the permittee shall be placed at each opening or impairment made for service installations or repairs within the improved surface of township highways. It shall be placed at the nearest edge of the cut closest to the edge of the improved surface and shown on plans attached to the application.

(c) The permittee is responsible for all costs and expenses of making and maintaining temporary or permanent restorations of disturbed areas. When permanent restoration is made the permittee shall be responsible for such areas for any subsequent failure of the highway surface during a period of two (2) years following completion of the permanent restoration work.

20. No openings for the purpose of placing pipe lines or other structures under the improved surface of the road or highway by drilling, boring, driving or tunneling shall be made closer than three (3) feet to the edge of the road metal, and trenches for conduits, water, steam, oil, gas pipes, sewers, and other obstructions placed parallel with the road or highway shall be dug so that the near edge of the trench is at least three (3) feet outside of the edge of the road metal with a minimum depth of three (3) feet below the surface of the road or highway unless the township shall authorize in writing a lesser clearance. A greater distance shall be used wherever practicable.

21. In case the road or highway is not paved, the trench shall be placed so that its near edge is at least fifteen (15) feet from the general center lines of the traveled road or highway by tunneling, the crossing shall be made, except in solid rock formation, under one-half of the improved road width, and the pipe or structure placed and the hole carefully backfilled with 1:3:6 concrete of a dry consistency thoroughly tamped, and allowed to stand twenty-four (24) hours before traffic is permitted to use that half of the road. The second half of the tunneling is to be completed in the same manner, so that at least one-way traffic will be maintained over one-half the improved road or highway while the second half is being tunneled. In solid rock formation the crossing may be made by trenching when approved by the engineer representing the township, but not more than one-half of the width of the pavement shall be opened, the structure placed, the trench backfilled and tamped with an approved mechanical tamper, unless other methods are approved, before disturbing the remaining one-half of the road.

22. The trench for such construction shall not be opened for a distance of more than five hundred (500) feet at any one time, unless especially authorized by township. At no time will the permittee be permitted to leave more than one hundred (100) feet of trench open at the end of a working day whenever utilizing the shoulder of a township highway for the utility.

23. In case it is necessary to cross under any improved road or highway, the opening for a pipe line shall be drilled, bored, or driven on a horizontal plane at a minimum depth of three (3) feet below the surface of the road or highway, or the structure may be placed otherwise by tunneling when approved by the township. Trenching will be authorized by the township, in writing, where tunneling would be attended with danger to life. Where necessary to cross the improved road or highway by tunneling, the crossing shall be made, except in solid rock formation, under one-half of the improved road width, and the pipe or structure placed and the hole carefully backfilled with 1:3:6 concrete of a dry consistency thoroughly tamped, and allowed to stand twenty-four (24) hours before traffic is permitted to use that half of the road. The second half of the tunneling is to be completed in the same manner, so that at least one-way traffic will be maintained over one-half the improved road or highway while the second half is being tunneled. In solid rock formation the crossing may be made by trenching when approved by the engineer representing the township, but not more than one-half of the width of the pavement shall be opened, the structure placed, the trench backfilled and tamped with an approved mechanical tamper, unless other methods are approved, before disturbing the remaining one-half of the road.

24. Where a tile drain or other structure or facility is encountered, it shall be replaced or restored by the permittee and/or its contractor in accordance with the prevailing standards of the township.

25. The permittee and/or its contractor shall place the top of manholes so that it shall be even with the elevation of the highway and slope of its shoulder, unless a lower elevation shall be approved.

26. All excess excavated material shall be removed and disposed of outside the legal limits of the highway as the work progresses, unless the approval of the township is obtained for disposal of the material within the legal limits of the highway. All parts of the highway and various structures disturbed shall be restored to a condition equal to that which existed before starting the work. Guard rails shall be replaced to the present alignment and any guard posts discolored through the work of the permittee and/or its contractor shall be refinished by washing or repainting.

27. All openings required to be made in the cartway or road metal for the installation, renewal or repair of a utility including utilities under the control or owned by a municipality shall be made pursuant to permit, or written authorization issued to the municipality, by the township in accordance with the following requirements on backfilling and pavement replacement as specified by township ordinance or minimum State specifications.

## SURFACE OR OVERHEAD OPERATIONS

28. On highways other than Limited Access Highways, utility poles, guys and other ground mounted utility appurtenances shall be placed at least thirty (30) feet from the edge of the traveled roadway where sufficient right-of-way is available. When sufficient right-of-way is not available the poles shall be placed as near to the right-of-way line as possible. No poles or other overhead structures shall be placed where they will obstruct the view of traffic on the highway, nor within five (5) feet of any warning or direction sign, unless specifically permitted in writing.

29. All wires, except power transmission and supply lines, appurtenances, or supports attached to poles which cross the highway shall be placed or erected so as to provide a minimum vertical clearance of eighteen (18) feet within right-of-way limits of highway. Where power transmission and supply lines cross over a highway in urban and rural areas, vertical clearance and other requirements of the National Electrical Safety Code must be complied with. All guys shall be placed so as to avoid interference with traffic of all kinds on the highway, and must present a neat appearance when installed; if for electric light or power lines they must be adequately insulated at a point not less than ten (10) feet vertical above the ground; if for telephone lines when in proximity to electric light or power lines they must be adequately insulated at a point not less than eight (8) feet vertical above the ground.

Exception. When guys are permanently grounded in conformity with accepted grounding practice, insulators may be omitted; provided, however, that permittee states in the application for permit the method whereby such guys, when installed, will be properly grounded, and will, thereafter, be maintained, through periodic inspection of all ground connections. This exception applies primarily to guys exposed to circuits carrying more than fourteen thousand (14,000) volts and to guys permanently grounded throughout in connection with any grounded supply circuits using continuous ground wires.

30. All poles installed on the right-of-way of a township highway which requires marking, shall be equipped at the time of installation, with three (3) size (A) crystal colorless reflector buttons, mounted in a vertical row, spaced six (6) inches apart, six (6) feet above the grade of the crown of the road. The row of buttons shall face approaching traffic, forming an axis with a five (5) degree angle toward the roadway, as indicated by the current standards of Penn-DOT. When present pole markings are in need of replacement or repainting, the reflector buttons shall be installed on those poles, in conformity with aforesaid standards.

31. All poles that may be erected shall be numbered and each number together with the initials of the permittee, shall be plainly designated thereon by and at the expense of said permittee.