

# APPLICATION FOR TOWNSHIP HIGHWAY OCCUPANCY PERMIT

West Earl Township  
157 West Metzler Road, PO Box 787  
Brownstown, PA 17508  
Office: (717) 859-3201  
Fax: (717) 859-3499

## **CALL BEFORE YOU DIG!**

PENNSYLVANIA LAW REQUIRES 3  
WORKING DAYS NOTICE FOR  
CONSTRUCTION PHASE  
**STOP CALL 811**

Pennsylvania One Call System, Inc.

- Any work performed within the right-of-way of a township road requires submission of this form along with a sketch showing location and details of the 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.

### APPLICANT INFORMATION

### LOCATION WHERE WORK IS TO BE COMPLETED

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Applicant is (check one):** Individual ☐ Contractor/Partnership ☐ Corporation/Utility Company ☐

**Contractor PA License No.** \_\_\_\_\_

**Anticipated start date:** \_\_\_\_\_ **Anticipated completion date:** \_\_\_\_\_

**Required Data:** The road surface is improved to a width of \_\_\_\_\_ ft. Distance from center of line to roadway, gutter or ditch: \_\_\_\_\_ ft. Distance from center line of road to right-of-way line: \_\_\_\_\_ ft.

Number of poles to be erected: \_\_\_\_\_. Nearest distance from center of road to structure: \_\_\_\_\_ ft. Distance of Proposed work along road: \_\_\_\_\_ ft.

### **CHECK ONE (Required)**

-The improved surface of the road WILL NOT be opened.

-The improved surface of the road WILL be opened

Approximate area of openings in improved surface: \_\_\_\_\_ sq. ft. Length of trench along road: \_\_\_\_\_ ft. Depth of Trench below surface: \_\_\_\_\_ in.

**DESCRIPTION AND PURPOSE OF WORK** (Attach additional sheets as necessary-Attach sketch)

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR TOWNSHIP USE ONLY:**      **APPROVED**      **DENIED**      **Permit Issue Date:** \_\_\_\_\_

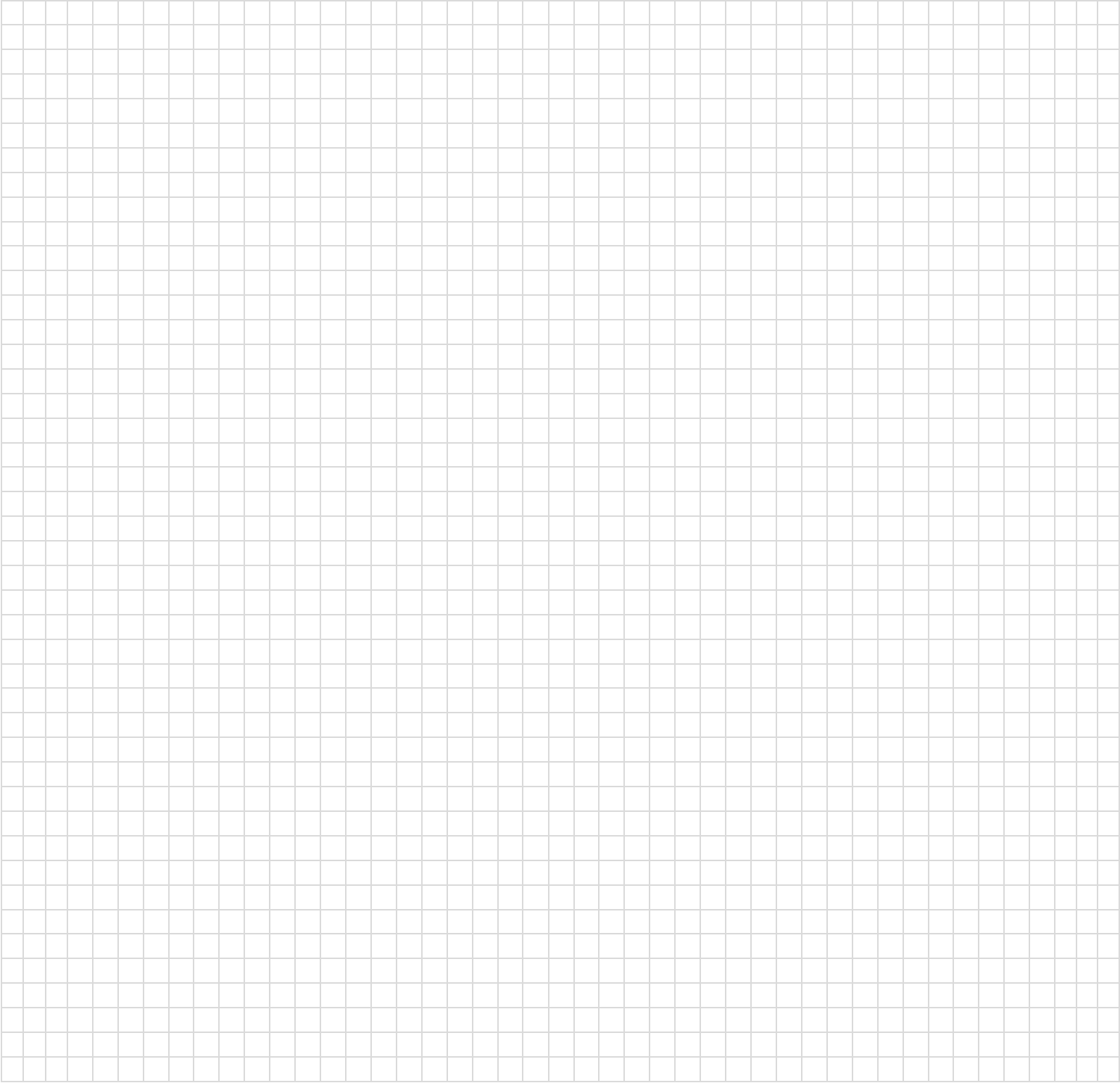
**Work to be completed by:** \_\_\_\_\_ **Permit #** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

**Permit Fee:** \$ \_\_\_\_\_ **Escrow Fee:** \$ \_\_\_\_\_ **Total:** \$ \_\_\_\_\_

**Plans required:** NO      YES      **If yes, are plans satisfactory:** NO      YES

**Traffic control plan consistent with MUTCD:** NO      YES

SKETCH PLAN



# HIGHWAY OCCUPANCY PERMIT

## FEE CALCULATION SHEET

These fees are applied to the administrative costs incurred in reviewing the application and plan(s) and issuing the permit, including the preliminary review of the site location.

1) Application Fee	Unit Fee	Number of Units	Total
a) Utility	\$50.00		
b) Driveways			
(i) Minimum use (e.g., single-family dwelling, apartments with 5 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		
2) Supplement Fee (each six month time extension) (each submitted change)	\$10.00		
3) Emergency Permit Card (Each Card)	\$5.00		
4) Exemption	\$0.00		
Applicant Fee Total:			

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.

5) Driveways	Unit Fee	Number of Units	Total
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		
6) Surface Openings (These fees are calculated on the total linear feet of the opening being permitted with the different areas of the of right-of-way.)			
a) Total Linear feet opening (each 100 feet 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.)			
7) Surface Opening of less than 36 Square Feet (e.g., service connections performed independently of underground facility installation, pipeline 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 access areas identified in subparagraphs (i)-(iii), only the higher fee will be charged.			
8) Above Ground Facilities (e.g., poles, guys and/or anchors if installed independent of poles.) (Small Wireless facilities have a separate permitting process. Do not use this form for Small Wireless Facilities.)			
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		
9) Crossing (e.g., "overhead" triples, conveyors or pedestrian walkways and "undergrade subways or mines)	\$80.00		
10) Seismograph-Vibroseis Method (e.g., prospecting for oil, gas)			
a) First mile	\$50.00		
b) Each additional mile or fraction thereof	\$5.00		
11) Non-Emergency Test Holes in Pavement or Shoulder (Each hole)	\$5.00		
12) Other (e.g., bank removal, sidewalk and curb)	\$20.00		
Inspection Fee Total			
GRAND TOTAL			

The fee schedule is compliance with Title 67 of the of the Pennsylvania Code, Section 441.4

### EXEMPTIONS

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

- 1) The Commonwealth of Pennsylvania
- 2) Political subdivisions of the Commonwealth, except when placing a facility longitudinally within more that 100 total linear feet of pavement. In that case, the application and inspection fees for pavement opening 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 the institutions of Purely Public Charity Act of 1997 (10 PS 371) (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 Township.
  - b) The installment or renewal of their facilities prior of a Township resurfacing project, after notice from the Township.
  - c) Facilities moved at the request of PennDOT or the Township
  - d) The reconstruction or maintenance of their facility 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 person to inspect the permitted work on a more than spot inspection basis, the permit will so indicate and the permittee will be charged for additional salary, overhead, and expenses incurred by each assigned inspector and the Township.