

**APPLICATION FOR TOWNSHIP HIGHWAY OCCUPANCY PERMIT**

\_\_\_\_\_ Township, \_\_\_\_\_ County

**CALL BEFORE YOU DIG!**  
PENNSYLVANIA LAW REQUIRES  
3 WORKING DAYS NOTICE FOR  
CONSTRUCTION PHASE  
**-- STOP CALL 811**  
Pennsylvania One Call System, Inc.

Township Contact Information:

Any work performed within the right-of-way of a township road requires submission of two copies of this form along with two copies of 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 Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Township street or address: \_\_\_\_\_  
Township: \_\_\_\_\_  
County: \_\_\_\_\_

Applicant is an (please circle response):    *Individual*        *Partnership*        *Corporation*

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 or 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.

The improved surface of the road (will) (will not) 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)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR TOWNSHIP USE ONLY:**

DENIED                      APPROVED

Permit Issue Date: \_\_\_\_\_

Work to be completed by: \_\_\_\_\_    Permit # \_\_\_\_\_

Application Fee: \_\_\_\_\_    Inspection Fee: \_\_\_\_\_    Total: \_\_\_\_\_

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

Traffic control plan consistent with MUTCD:    NO    YES

White Copy Applicant

Yellow Copy Township

This fee schedule is in compliance with Title 67 Pennsylvania Code, Section 441.4. *(as of 12/31/09)*

#### 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 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 insitutions, veterans' organizations, non-profit orgnizations)*
- 6) Utility facility owners for:
  - a) The installation of street lights at the request of PennDOT or the township.
  - b) The replacement 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 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 will be charged for additional salary, overhead and expenses incurred by each assigned inspector and the township.