

**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: \_\_\_\_\_

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

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

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

Township: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

# HIGHWAY OCCUPANCY PERMIT

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.

	Unit Fee	Number of Units	Total
<b>1) Application Fee</b>			
a) Utility	\$50.00		
b) Driveways			
(i) minimum use <i>(e.g. single-family dwelling, apartments with five or fewer units)</i>	\$15.00		
(ii) low volume <i>(e.g. office buildings, car washes)</i>	\$30.00		
(iii) medium volume <i>(e.g. motels, fast food restaurants, service stations, small shopping plazas)</i>	\$40.00		
(iv) high volume <i>(e.g. large shopping centers, multi-building apartment or office complexes)</i>	\$50.00		
c) Other <i>(e.g. bank removal, sidewalk and curb)</i>	\$20.00		
<b>2) Supplement Fee</b> <i>(each six month time extension) (each submitted change)</i>	\$10.00		
<b>3) Emergency Permit Card</b> <i>(each card)</i>	\$5.00		
<b>4) Exemption</b> <i>(see back for list of exemptions)</i>			
<b>Applicant FeeTotal:</b>			

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

	Unit Fee	Number of Units	Total
<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> <i>(These fees are calculated on the total linear feet of the opening being permitted within the different areas of the right-of-way)</i>			
a) Total Linear feet of opening <i>(each 100 foot increment or fraction thereof):</i>			
(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> <i>(e.g. service connections performed independently of underground facility installation, pipe line repairs) (each opening)</i>			
(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.			
<b>8) Above-Ground Facilities</b> <i>(e.g. poles, guys and/or anchors if installed independently of poles)</i>			
a) Up to 10 physically connected above-ground facilities <i>(each continuous group)</i>	\$20.00		
b) Additional above-ground physically connected facilities <i>(each pole with appurtenances)</i>	\$2.00		
<b>9) Crossings</b> <i>(e.g. "overhead" triples, conveyors or pedestrian walkways and "undergrade" subways or mines)</i>	\$80.00		
<b>10) Seismograph-Vibroseis Method</b> <i>(e.g. prospecting for oil, gas)</i>			
a) First mile	\$50.00		
b) Each additional mile or fraction thereof	\$5.00		
<b>11) Non-Emergency Test Holes in Pavement of Shoulder</b> <i>(each hole)</i>	\$5.00		
<b>12) Other</b> <i>(e.g. bank removal, sidewalk and curb)</i>	\$20.00		
<b>Inspection FeeTotal:</b>			

WHITE COPY APPLICANT

YELLOW COPY TOWNSHIP

**Grand Total:**