APPLICATION FOR TOWNSHIP HIGHWAY OCCUPANCY PERMIT

Westtown Township, Chester County

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PENNSYLVANIA LAW REQUIRES
3 WORKING DAYS NOTICE FOR
CONSTRUCTION PHASE
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Township Contact Information:

Westtown Township
1039 Wilmington Pike
West Chester, PA 19382
610-696-1930

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

Name: _____

Address: _____

City: _____ State: ____ Zip Code: _____

Phone: _____ Fax: _____

LOCATION WHERE WORK IS TO BE COMPLETED

Township street or address: _____

_____

Township: Westtown

County: Chester

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*

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
1) **Application Fee**				
a) Utility		$50.00		
b) Driveways				
(i) minimum use	*(e.g. single-family dwelling, 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		
2) **Supplement Fee**	*(each six month time extension) (each submitted change)*	$10.00		
3) **Emergency Permit Card**	*(each card)*	$5.00		
4) **Exemption**	*(see back for list of exemptions)* None			
			Applicant FeeTotal:	

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
5) **Driveways**			
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 within the 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.			
7) **Surface Openings of Less Than 36 Square Feet** *(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 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 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		
9) **Crossings** *(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 of Shoulder** *(each hole)*	$5.00		
12) **Other** *(e.g. bank removal, sidewalk and curb)*	$20.00		
		Inspection FeeTotal:	

Grand Total: _____

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 permitee will be charged for additional salary, overhead and expenses incurred by each assigned inspector and the township.

Chapter 146. STREETS AND SIDEWALKS

[HISTORY: Adopted by the Board of Supervisors of the Township of Westtown as indicated in article histories. Amendments noted where applicable.]

GENERAL REFERENCES

Broadband and telecommunications — See Ch. **53**.
Building construction — See Ch. **57**.
Sewers — See Ch. **132**.

Article I. Excavations

[Adopted 6-3-1974 by Ord. No. 74-2]

§ 146-1. Permit required.

In accordance with the provisions of § 1156 of Article XI of the Second Class Township Code, *Editor's Note: Former § 1156 of Article XI of the Second Class Township Code was repealed 11-9-1995 by P.L. 350, No. 60, § 1. See now 53 P.S. § 67322.* as amended, no railroad or street railway shall hereafter be constructed upon any Township road, nor shall any railroad or street railway crossings, nor any gas line, water pipe, electric conduits, or other piping, be laid upon or in, nor shall any telephone, telegraph, or electric light or power poles, or any coal tipples or any other obstructions be erected upon or in, any portion of a Township road except under such conditions, restrictions and regulations relating to the installation and maintenance thereof as may be prescribed by permits granted by the Township for such purpose.

§ 146-2. Permit application.

The application for a permit shall be upon a form prescribed by the Township and submitted to the Township in triplicate. The application shall be accompanied by a fee in accordance with the Schedule of Fees set forth by the Department of Transportation for highway occupancy permits and restoration charges. In addition, the applicant shall submit three copies of a sketch showing such dimensions as the location of the intended facility, width of the traveled roadway, right-of-way lines and a dimension to the nearest intersecting street.

§ 146-3. Issuance of permit.

A permit shall be issued to the applicant after all the aforementioned requirements have been met.

§ 146-4. Notice of completion.

Upon completion of the work, the applicant shall give written notice thereof to the Township.

§ 146-5. Inspection; correction of defects; costs.

Upon completion of the work authorized by the permit, the Township shall inspect the work and, when necessary, enforce compliance with the conditions, restrictions and regulations prescribed by the permit. Where any settlement or defect in the work occurs, if the applicant shall fail to rectify such settlement or other defect, within 60 days after written notice from the Township to do so, the Township may do the work and shall impose upon the applicant the cost thereof, together with an additional 20% of such cost.

§ 146-6. Violations and penalties.

Any person who violates or permits a violation of this article shall, upon conviction in a summary proceeding brought before a District Justice under the Pennsylvania Rules of Criminal Procedure, be guilty of a summary offense and shall be punishable by a fine of not more than $1,000, plus costs of prosecution. In default of payment thereof, the defendant may be sentenced to imprisonment for a term not exceeding 90 days. Each day or portion thereof that such violation continues or is permitted to continue shall constitute a separate offense, and each section of this article that is violated shall also constitute a separate offense.