APPLICATION FOR TOWNSHIP ROAD OCCUPANCY PERMIT

EAST COCALICO TOWNSHIP / LANCASTER COUNTY

East Cocalico Township
100 Hill Road Denver, PA 17517
Phone: 717-336-1720 Fax: 717-336-1724
Email: twp@ect.town

Date: _____

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

APPLICANT INFORMATION

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

LOCATION WHERE WORK IS TO BE COMPLETED

Street Address: _____

City: _____

Anticipated Start Date: _____

Anticipated Completion Date: _____

Applicant is an: *(please check one)* ☐ Individual ☐ Partnership ☐ Corporation

Contractor PA License Number: _____

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.**

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)

_____

_____

_____

_____

_____

Applicant Signature: _____ Date: _____

The Township reserves the right to revoke or cancel any permit at any time if there is non-compliance with the conditions, restrictions, and regulations stated herein. Any permit issued as a result of this application will be subject to all conditions, restrictions, and regulations set forth by the Township, as well as the general provisions and specifications. A true copy of these documents is attached and is considered part of the permit, having the same force and effect as if they were included in this text. Additionally, the permit is subject to the special conditions, restrictions, and regulations outlined below. **(SEE REVERSE)**

FOR TOWNSHIP USE ONLY: ☐ Approved ☐ Denied Permit Issue Date: _____ Permit #: _____

Permit Fee: $ _____ Escrow Fee: $ _____

Total Amount: $ _____

By: _____
TOWNSHIP MANAGER / AUTHORIZED REPRESENTATIVE

FEES SHALL BE PAID BY SEPARATE CHECKS FOR BOTH THE PERMIT FEE & THE ESCROW FEE, PAYABLE TO EAST COCALICO TOWNSHIP.

When applying for multiple roads or locations, please submit a separate application for each road or location. Fees are required for each application.

GENERAL INSTRUCTIONS for East Cocalico Twp. Road Occupancy Permit

(a) **Failure to Start Work by the Specified Completion Date**: The permit will be canceled unless the permit holder requests an extension of time. In that case, a supplemental permit may be issued.

(b) **Work Started but Not Completed by the Specified Date**: The permit holder must notify the Township before the expiration of the allotted time if they are unable to complete the work by the specified date and must request an extension. This request should include the prescribed fee.

(c) **Change in Conditions Affecting the Work**: If the permit holder decides not to proceed with the proposed work due to a change in conditions, they must notify the Township before the specified completion date and return the permit with that notice. If the cancellation is communicated before the expiration date, the Township will refund the inspection fee.

The fees mentioned in (a), (b), and (c) apply only to permits for which fees are collected according to the fixed schedule.

The terms and conditions apply to all permits issued by the Township.

- The permit is binding on the permittee, as well as its agents, contractors, successors, and assigns.
- The permittee is responsible for ensuring that its employees, agents, and contractors comply with the terms and conditions of the permit..
- A copy of the permit, along with its plans, attachments, and supplements, must be kept available at the work site at all times for inspection by representatives of the Township or the Police Department.
- The permittee cannot assign or transfer responsibility for compliance with the terms of the permit without first obtaining written approval from the Township.
- The permittee is liable to the Township for any failure to comply with the permit. This liability does not prevent the permittee or the Township from taking legal action against the permittee's contractor, subcontractor, engineer, architect, assignee, agent, workers, employees, or any other involved parties.

The work authorized by the permit is subject to the following applicable laws, rules, and regulations:

- The Act of December 10, 1974 (P.L. 852, No. 287), which aims to protect public health and safety by preventing excavation or demolition work from damaging underground utilities.
- The Clean Streams Law (Act of June 22, 1937, P.L. 1987, No. 394).
- OSHA construction safety and health regulations outlined in 29 CFR 1926.11926.1051.
- Title VI of the Civil Rights Act of 1964 (23 U.S.C. §§ 140 and 315) and its implementing regulations.
- The Federal Highway Program Manual, Volume 6, Chapter 6, Section 3.
- 66 Pa.C.S. §§ 2701 - 2706, which pertains to railroads in cases where the PA Public Utility Commission has jurisdiction over a public rail-street crossing.

Additionally, the work is subject to the rights of any person and the conditions, restrictions, and provisions set forth in the permit.

- The permittee must inform the Township Public Works Director, Isaac Nevin, at least three (3) business days before commencing work. The contact can be reached at (610) 301-6197.
- No street cuts are allowed on any street that is under a six-year moratorium. Failure to comply will result in additional regulations according to township ordinance, which may include an overlay requirement to be fulfilled by the individual or business responsible for the unpermitted work, as determined by the Public Works Director.
- All roadways must be restored according to Township specifications. The applicant is required to provide a 24-hour notice before starting any restoration work, Monday through Friday, to ensure that a Township inspector can be present. If the work is scheduled for a Monday, prior notification must be given on Friday.
- The permittee must notify the Township Public Works Director of both the contractor and the inspector-in-charge who will be responsible for overseeing all excavation, installation, construction, backfilling, and both temporary and permanent restoration work.
- Unless specifically authorized by the permit, the permittee must not:
  - Change the current drainage pattern or the existing flow of surface or subsurface water.
  - Divert additional surface water towards, onto, or into the street right-of-way or street facilities, or otherwise impact them.
- The permit does not allow the permittee to direct, divert, or drain surface waters onto another property owner's land.
- The permittee is liable for damages to property owners resulting from work conducted under the permit.

PLANS

Please submit ONE complete set of detailed plans of good quality with your application. The plans must clearly illustrate the location and relevant dimensions of both the proposed installations and any related roadway features.

ADDITIONAL PLAN REQUIREMENTS

TRAFFIC CONTROL PLAN

- A Traffic Control Plan must be submitted for all work on limited access highways, as well as whenever it is necessary to close any portion of a travel lane during hours of darkness without active work in progress, or to detour traffic to perform the permitted work. All plans must comply with Section 6123 of the Vehicle Code and the applicable provisions of 67 PA Code, Chapter 212, as well as Publications 212 and 213.

DRAINAGE

- Please submit a Drainage Impact Report with your application if your work will result in an increase in the flow (measured in cubic feet per second) of water onto the roadway or into drainage facilities, or if there will be an increase in water flow onto the property of another person due to any action authorized by the permit.

ADDITIONAL INSPECTION FEES / ESCROW 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.

A **$500 ESCROW FEE** is required at the time of application submission. There are no exceptions to this requirement unless prior approval is obtained from the township. Your application will not be processed until the escrow fee is submitted. This escrow will be held by the township until all permitted work is satisfactorily completed according to the permit requirements. Once the Public Works Director approves the work, the escrow will be released. If the work is not completed satisfactorily, the escrow will be retained and applied towards any necessary roadwork repairs.

EAST COCALICO TWP. ROAD OCCUPANCY PERMIT

FEE CALCULATION SHEET

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

1) Application Fee	**Unit Fees**	**# 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, service stations, small shopping plazas)	$40.00		
(iv) High Volume (e.g., large shopping centers, multi-building apartments 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) Exemptions			
		Applicant Fee Total:	

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 Fees**	**# 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/Borings (Fees are calculated on the total linear feet of the opening/boring being permitted within different areas of the right-of-way.)			
a) Total linear feet opening/boring (each 100 feet increment or fraction thereof)			
(i) Opening/Boring in Pavement	$40.00		
(ii) Opening/Boring in Shoulder	$20.00		
(iii) Opening/Boring Outside Pavement and Shoulder	$10.00		
b) If a longitudinal opening/boring simultaneously occupies two or more 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 Sq. Ft. (e.g., service connections, performed independently of underground facility installations, 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.) (Do not use this 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 graction 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:	

EXEMPTIONS

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

- The commonwealth.
- Political subdivisions of the commonwealth, except when placing a facility longitudinally witin more than 100 total linear feet of pavement. In that case, that application and inspection fees for pavement openings will be charged.
- Governmental authorities organized under the laws of the commonwealth.
- The federal government.
- 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).
- Utility Facility Owners for:
    - the installation of streetlights at the request of PennDOT or the political subdivision.
    - The replacement or renewal of their facilities prior to a township resurfacing project after notice from the township.
    - The removal of poles and attached appurtenances.
    - Facilities moved at the request of PennDOT or the political subdivision.