

APPLICATION FOR A HIGHWAY OCCUPANCY PERMIT

Upper Merion Township
Public Works Department
175 West Valley Forge Road
King of Prussia, PA 19406

Township Office Use Only

Permit No: _____

Permit Cost: \$ _____

Application is hereby made by:

Township Roadway or Address:

Nearest Intersection:

Start Date: _____

Completion Date: _____

Emergency Contact:

Office: () _____

(Name)

Pager: () _____

(Title)

Mobile/Cell: () _____

Note: The Applicant shall notify the Public Works-Highway Division 48-hours in advance before any commencement of construction unless deemed an Emergency. Please call (610) 279-9025.

**BEFORE YOU DIG!!! CALL:
PA ONE CALL 1-800-242-1778**

Under and subject to all the conditions, restrictions, and regulations prescribed by Ordinance No. 87-505 of Upper Merion Township, and with the same force and effect as if written or printed herein and under and subject to special conditions, restrictions and regulations hereinafter set forth. The Board of Supervisors may at any time revoke and annul this permit for non-compliance of, or non-compliance with any of the conditions, restrictions and regulations thereof.

ALL HIGHLIGHTED SECTIONS MUST BE FILLED IN ENTIRELY OR PERMIT IS SUBJECT TO DENIAL.

Brief Description of Work: _____

Signature of Applicant: _____ Date: _____

1. The work authorized by this permit shall be done in accordance with State Act No. 23, PennDOT 408 and Ordinance No. 87-505.
2. A sketch of proposed installation shall accompany each application. Please note all other utilities on plan from PA One Call.
3. The prescribed permit fee shall accompany the application and sketch. Schedule of Fees are in accordance with the Pennsylvania State Association of Township Supervisors and will be updated as permitted by the Association. *See attached "Highway Occupancy Permits" for fee schedule.*
4. Applicants of right-of-way installations must provide two (2) emergency contact numbers for maintenance and repairs. Contact numbers and names shall be printed on submitted sketch.
5. Specify return mailing address for permit receipt.
6. Non-Compliance: The Township Planner, at his/her discretion, shall require that any construction performed without a proper permit or proper inspection, be removed, demolished, uncovered, exposed, etc., such that an adequate inspection may be accomplished.
7. If you have any questions regarding your Permit or need an inspection, contact Mr. Robert M. Loeper, AICP, Township Planner at (610) 205-8503. **Contractors shall provide 24-hour notice for inspections.**

Approved by: _____ Date: _____

Title: Township Planner

HIGHWAY OCCUPANCY PERMITS

Permits required for construction in Township and State Road Rights-of-Way as per Fee Schedule in accordance with Act No. 23 approved March 1, 1974 P.L. Second Class Townships shall access permit fees for utility facilities, driveways, sewer, curb cuts storm sewer, etc. as per PENNDOT Fee Schedule.

GENERAL PERMIT FEES

PERMIT ISSUANCE FEES

Issuance Fees are used to defray costs incurred by the department in reviewing and processing the application and plan, including the preliminary review of the site location identified in the application and issuing and processing the permit.

APPLICATION FEES:

<u>Unit Number</u>		<u>Unit Cost</u>
1.	Utilities <i>(Plus charge per surface opening)</i>	\$50
2.	Driveways: <i>(includes inspection fees)</i>	
	Minimum Use <i>(i.e. Single-family dwellings, apartments with five or fewer units)</i>	\$25
	Low Volume <i>(i.e. office buildings, car wash)</i>	\$55
	Medium Volume <i>(i.e. Fast food, service station, motels, small shopping centers)</i>	\$72
	High Volume <i>(i.e. Large shopping complex, office complex, apartment complex)</i>	\$90
3.	Other <i>(curb, bank removal, sidewalk and curb)</i>	\$20
4.	Supplement Fee <i>(Each Six Month Extension)</i>	\$10
5.	Emergency Permit Card <i>(each card)</i>	\$10

INSPECTION FEES:

<u>Unit Number</u>		<u>Unit Cost</u>
A.	Underground facilities <i>(i.e. pipelines, buried cable with pedestals, conduit, manholes, headwall, inlet and grate.) This fee is calculated on the total of each 100 feet increment.</i>	
	Opening in pavement	\$40
	Opening in shoulder	\$20
	Opening outside pavement/shoulder	\$10
B.	Surface openings less than 36 square feet <i>(service connections performed independently of underground facility installation pipeline repairs.)</i>	
	Opening in pavement	\$30
	Opening in shoulder	\$15
	Opening outside pavement/shoulder	\$10

Note: If opening occupies two or more areas simultaneously, charge higher fee.

C.	Above ground facilities:	
	Poles, guys and/or anchors installed independently (<i>Up to 10 physically connected facilities</i>)	\$20
	Additional connected facilities (<i>each</i>)	\$2
E.	Seismograph – Vibroseis method – First mile	\$50
	Each additional mile or fraction thereof	\$5
G.	Crossings (<i>overhead, pedestrian walkways, subways</i>)	\$80
H.	Non-emergency test holes in pavement or shoulder (<i>includes inspection fees</i>)	\$5
I.	Other (<i>curb, bank removal, sidewalk and curb</i>)	\$20

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.
- (3) Governmental authorities organized under the laws of this Commonwealth.
- (4) The Federal Government.
- (5) Utility Facility Owners for:
 - a. Installation or maintenance of highway lighting at the request of the Department or political subdivisions.
 - b. Replacement or renewal of facilities prior to a Department maintenance project after notice.
 - c. The removal of poles and attached appurtenances.
 - d. Facilities moved at request of Department.
 - e. Reconstructing or maintaining facilities in private status.
- (6) Charitable Organizations.

ADDITIONAL INSPECTION FEES

1. Additional application fees.
2. Additional inspection fees.
3. Charge calculation.
4. Invoices.

Political subdivisions and governmental authorities **ARE NOT EXEMPT** when placing a facility longitudinally within more than 100 total feet of pavement. In that case, the application and inspection fees for pavement openings will be charged under subsections a, b, and d.

Department will estimate additional amount of salary overhead, and expenses and prepare a reimbursement agreement for execution by applicant. Review of application will commence upon effective date of agreement.

If the department 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 basis, the permit will so indicate and the permittee shall be charged for additional salary, overhead and expenses incurred by the department for inspection.