



ROAD OCCUPANCY PERMIT APPLICATION
PENN TOWNSHIP, CHESTER COUNTY, PENNSYLVANIA
260 Lewis Road, West Grove PA, 19390

Township:

PENN TOWNSHIP, CHESTER COUNTY, PA
260 LEWIS ROAD, WEST GROVE PA 19390

PERMIT NO. _____

Date _____

Escrow **\$500** _____

Route Number, Road/Street Name (Where work is to be done)

Applicant Information:

Applicant Name & Address

Phone

Email

Approximate work start date: _____ Approximate work end date: _____

The road surface is improved to a width of _____ feet. Distance from centerline of roadway to gutter or ditch: _____ feet. Distance from center line of road to Right-of-Way line: _____ feet.

Number of poles to be erected: _____. Nearest distance from center of road to structure: _____. Distance of proposed work along the road _____ feet.

The improved surface of the road ☐ (WILL) ☐ (WILL NOT) be opened (choose one).

Approximate area of openings in improved surface of the roadway in square yards is _____.

Approximate area of openings on unimproved portion of the roadway in square yards is _____.

Length of trench along the roadway is _____ feet. Depth of trench below surface is _____ inches.

Description & Purpose of Work: _____

(Attach additional sheets as needed)

Under and subject to all the conditions, restrictions, and regulations prescribed by the Township on the reverse hereof and on the general provisions and specifications, a true copy whereof is attached and made a part hereof, with the same force and effect as if written or printed herein and under and subject to the special conditions, restrictions, and regulations hereinafter set forth.

Signature of Applicant

Date

Escrow & Fees

- All applications should be accompanied by a **\$500 escrow check**, unless otherwise arranged with the township. Applications will NOT be processed until the escrow has been submitted. • **Permit fees** will be due before the permit can be released. They will be based upon the attached fee sheet, but the final total will come after the engineer's review.
- Fees can be paid via cash or check, checks should be made payable to Penn Township.

General Instructions:

- Any work performed within the right-of-way of a township road, requires submission of **two (2) copies of this form** along with **two (2) copies of sketch plans** showing location and detail 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.

PENN TOWNSHIP ROAD OCCUPANCY FEE SCHEDULE

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

A \$500 ESCROW is due at the time of application submittal – NO exceptions unless this is first cleared by the township. Your application will not be processed until your escrow is submitted.

Schedule Item No.	Unit Fee
1) Application Fee	
a. Utility	\$50.00
b. Driveways	
i. minimum use (e.g., single-family dwellings, 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 below for list of exemptions)	

GENERAL PERMIT INSPECTION FEES

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.

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 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, 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 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" tipples, 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 or Shoulder (each hole)	\$5.00
12) Other (e.g., bank removal, sidewalk, and curb)	\$20.00

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 openings 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 Act No. 337, approved August 9, 1963, P.L. 628, as amended (churches, hospitals, schools, charitable institutions, veterans' organizations, non-profit organizations)
- 6) 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.
 - 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 shall be charged for additional salary, overhead and expenses incurred by each assigned inspector and the township.