

*Hawley Borough
P.O. Box 197
Hawley, PA 18428
570-226-9545
570-226-4869 (Fax)
hawleyb@ptd.net*

STREET OPENING PERMIT APPLICATION

This application must be submitted a minimum of five business days in advance of a planned excavation. A copy of the completed application, signed by the Borough, shall be at the work site and shall constitute a permit. The Hawley Borough Director of Public Works or authorized designee shall promptly prohibit any work to be done without a permit and shall halt any work in progress being performed without a permit. All work done without a permit shall be subject to penalty.

The applicant shall pay one hundred dollars (\$100) per permit and shall also deposit, with the Borough, a fee of fifty dollars (\$50) per square foot of the surface to be opened, which sum shall be returned to the applicant upon satisfactory completion of the work, as determined by the Borough, less a retention of ten percent (10%) of the deposit. In lieu of the fifty dollars (\$50) per square foot deposit, an applicant may take out a performance bond in form and amount satisfactory to the Borough, which bond would guarantee the completion of the project in accordance with this ordinance.

The application shall include at least three sets of plans, of a sufficient quality, detailing the location and pertinent horizontal and vertical dimensions of the opening, the proposed utility installation and related roadway features, including center line, edges of pavements, outside edge of shoulders, curbing, guide rail, drainage structures and right of way lines. Freehand drawings of features or utility facilities are unacceptable. A PA One Call must be made.

The Borough shall also require security, including but not limited to: execution of an indemnity agreement in a form acceptable to the Borough, insurance in a form and amount acceptable to the Borough, surety bonds in a form and amount acceptable to the Borough for at least a year after the acknowledged completion of the permitted work, surety bonds in a form and amount acceptable to the Borough to guarantee maintenance costs for the facility and right of way in which it is located for at least one year after the acknowledged completion of the permitted work, depositing sufficient currency in an escrow account acceptable to the Borough to fully secure the obligations in B(2) c and d of Ordinance 2017-2, the use of bonded contractors. The applicant shall hold harmless and indemnify the Borough.

The applicant shall notify the Borough within five (5) business days of completion of the excavation permitted hereunder and shall abide by all terms included in Ordinance 2107-2. Approval is also subject to all other Federal, State, and Local laws and regulations.

Hawley Borough Street Opening Permit Application
(Ordinance No. 2-2017)

Applicant: _____

Address: _____

Contact person: _____ Phone number: _____

Email: _____

Date work is scheduled to begin: _____

Approximate date when work will be completed: _____

Location of street opening: _____

Length and width of job: _____

Description of job: _____

Permit fee \$100 \$ _____

Deposit \$50 x square ft. \$ _____

Deposit return amount/date (less 10%): \$ _____ on _____

Signature of applicant or representative:

Date:

Permit approved:

Borough Official signature/date

Permit expires 6 months from date issued

Permit no. _____

Application received: _____

Must be Inspected by a Borough Representative

Date of Inspection: _____

Signature of Inspector: _____