

JEFFERSON TOWNSHIP
Butler County, PA

ROAD OCCUPANCY PERMIT APPLICATION ROP – 20__ - __

Date Received _____ Date of Application _____ Issuing Permit Fee (PennDOT's) **\$50**

ROUTE NO. OR ROAD NAME (where work is to be done.) Township Inspection Fee _____
TOTAL DUE _____

Applicant: _____ Phone # _____
Name of Applicant

of _____ for permission to: _____
Address of Applicant

Under and subject to all conditions, and regulations prescribed by the Township; and on the general provisions prescribed herein.

Data Applicable to this Application

General:

Approximate date when work will be started: _____ Approximate date when work will be completed: _____
The road surface is improved to a width of _____ ft. Distance from center line of the roadway to gutter/ditch: _____ ft.

Poles and Towers:

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

Pipe Line and Conduits:

The improved surface of the road will not / will be opened. Approximate area of openings in improved surface: _____ sq. yards.
Approximate area of openings on unimproved part: _____ sq. yards. Length of trench along the road: _____ ft. Depth of trench below surface: _____ inches. Estimated date of installation: _____

The applicant is (an individual) (a partnership) (a Corporation incorporated under the law of Pennsylvania).
(Circle one)

(Corporate Seal)

Name of Applicant

Signed by Exec. Officer or Authorized Representative

GENERAL INSTRUCTIONS

Any work performed within the right-of-way of a township road, requires submission of three (3) copies of this form along with three (3) copies of a sketch showing the location and details of the proposed work.
Any work performed on a state road within the township or 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. The State Fee Schedule is used by the Township and will be furnished upon request.

THE FEE SHALL BE PAID BY CHECK OR MONEY ORDER AND SHALL BE MADE PAYABLE TO JEFFERSON TOWNSHIP.

PERMIT ISSUED: _____ BY: JEFFERSON TOWNSHIP _____
Date Signature

Revised September 1992.
 Destroy previous editions.

SCHEDULE OF FEES FOR HIGHWAY OCCUPANCY PERMITS



PERMIT ISSUANCE FEES

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.

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, 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 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 — Vibrosels 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:
 - a) The installation of street lights at the request of PennDOT or the political subdivision.
 - b) The replacement or renewal of their facilities prior to a township resurfacing project after notice from the township.
 - c) The removal of poles and attached appurtenances.
 - d) Facilities moved at the request of PennDOT or the political subdivision.
 - e) 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.