

# CHAPMAN TOWNSHIP ROAD OCCUPANCY PERMIT APPLICATION

\_\_\_\_\_  
Township Route Number, Road, or Street, and Segment where work is to be done

Date Issued \_\_\_\_\_ Total Fees \_\_\_\_\_ Paid Check # \_\_\_\_\_

All work under this permit to be completed on or before: \_\_\_\_\_

\*Permit void after this date. Immediately upon completion of the work, permittee should notify the Township

Permission is hereby granted to: \_\_\_\_\_

of: \_\_\_\_\_  
Name  
Address City State Zip

Under and subject to all the conditions, restrictions, and regulations prescribed by the Township 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.

Description of work: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If utility: \_\_\_\_\_ Repair \_\_\_\_\_ Replace \_\_\_\_\_ Service Connect/Disconnect \_\_\_\_\_ Removal  
Opening along/across road: \_\_\_\_\_ FT \_\_\_\_\_ FT \_\_\_\_\_ FT  
(in pavement) (in shoulder) (outside shoulder)

The Chapman Township Board of Supervisors may at any time revoke and annul this permit for non-performance of or noncompliance with any of the conditions, restrictions, and regulations hereof.

Agreed to by: \_\_\_\_\_ Title: \_\_\_\_\_

\*\*\*\*\*

Approved by: \_\_\_\_\_ Title: \_\_\_\_\_

## IMPORTANT:

The terms and conditions embodied in this permit require the permittee to complete this work by the date specified in the permit. Where the permittee fails to comply with the conditions as to completion of work by the time specified, the following rules will govern:

- 1) Failure to start work by date specified for completion: Permit will be cancelled unless permittee desires an extension of time, in which case a supplemental permit may be issued.
- 2) Work started and not completed by specified date: Permittee will notify Township, prior to expiration of allotted time, of inability to complete the work on or before the date specified and request an extension of time. Such requests shall be accompanied by the prescribed fee.
- 3) Permittee not desirous of carrying out proposed work on account of change in conditions affecting it: Permittee will notify Township prior to the date specified for completion, that work will not be carried forward, returning the permit with such notice. The fee for inspection of the work will be refunded by the Township if they have been notified of cancellation prior to the expiration date.

The fees to be paid under these conditions apply only to permits for which fees are collected in accordance with the fixed schedule. All notice relative to time extensions or cancellation shall be forwarded to the Township.

**CALL BEFORE YOU DIG! 1-800-242-1776**

Pennsylvania Law requires 3 working days notice for construction phase and 10 working days in design stage!  
Pennsylvania One Call System, Inc.

PA ONE CALL SERIAL # \_\_\_\_\_

# CHAPMAN TOWNSHIP ROAD OCCUPANCY PERMIT APPLICATION

## GENERAL INSTRUCTIONS PERMIT REQUIRED

You must have a Highway Occupancy Permit in your possession while you work within the Chapman Township right-of-way where such work involves the following:

- 1) Construction or alteration of a driveway or local road
- 2) Installation or replacement of utility facilities or other structures
- 3) Opening of the surface
- 4) Adjusting highway slope

## APPLICATION FORM

Applications for driveway, local roads or other structures must be submitted in the name of the owners of the property. Applications for utility facilities must be submitted in the name of the owner or operator of the facility.

Complete all items on the face of this form. Describe in detail what work you intend to do, how you intend to perform the work and materials you intend to use.

To avoid work delays, submit your application to Chapman Township at least 30 days prior to the anticipated start date.

This application form must also be used to apply for a change or time extension to the issued Permit. An application for time extension must be applied for prior to the permit's expiration date.

## PLAN REQUIREMENTS

Submit a set of detailed plans of good quality with your application. The plans must illustrate the location and pertinent dimensions of the proposed installation and related highway features. These plans are required for all Road Cut Permits and Medium - High Volume Driveway Permits.

### Traffic Control Plan:

Submit a Traffic Control Plan for all work on limited access roads and whenever it will be necessary to close any portion of the road or detour traffic to perform the permitted work.

### Drainage:

Submit a Drainage Control Plan with your application if your work will result in an increase in the flow of water onto the road or into drainage facilities, or if the flow of water onto the property of some other person will increase as a result of any action authorized by the permit.

## HIGHWAY OCCUPANCY PERMIT

Upon approval of this application you will receive your copy of the Highway Occupancy Permit. The issued Permit may prescribe special conditions and restriction which are in addition to the Township's regulations. Failure to comply with the issued Permit or Township's regulations could result in you being suspended from working within the Chapman Township right-of-way.

## FEES

Submit a check or money order with your application, payable to Chapman Township in accordance with the fees specified. Issuance fees shall be used to defray costs incurred by the Township 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.

CHAPMAN TOWNSHIP, CLINTON COUNTY PA  
 196 MAIN STREET PO BOX 485  
 NORTH BEND PA 17760-0485  
 PHONE 570.923.2044  
 FAX 570.923.2716  
 EMAIL chapmantwp@comcast.net  
 WEB www.chapmantownship-pa.us

FOR TWP USE

PERMIT # \_\_\_\_\_ EXPIRES: \_\_\_\_\_

**CHAPMAN TOWNSHIP APPLICATION FOR DRIVEWAY**

APPLICANT	
PROPERTY OWNER	
ADDRESS	
CITY / STATE	ZIP
PHONE	OTHER CONTACT PHONE
EMAIL*	

**LOCATION OF PROPOSED DRIVEWAY**  
 CHAPMAN TOWNSHIP CLINTON COUNTY PENNSYLVANIA

Route No. \_\_\_\_\_

Nearest Intersection \_\_\_\_\_

Distance to Nearest Intersection in Feet \_\_\_\_\_

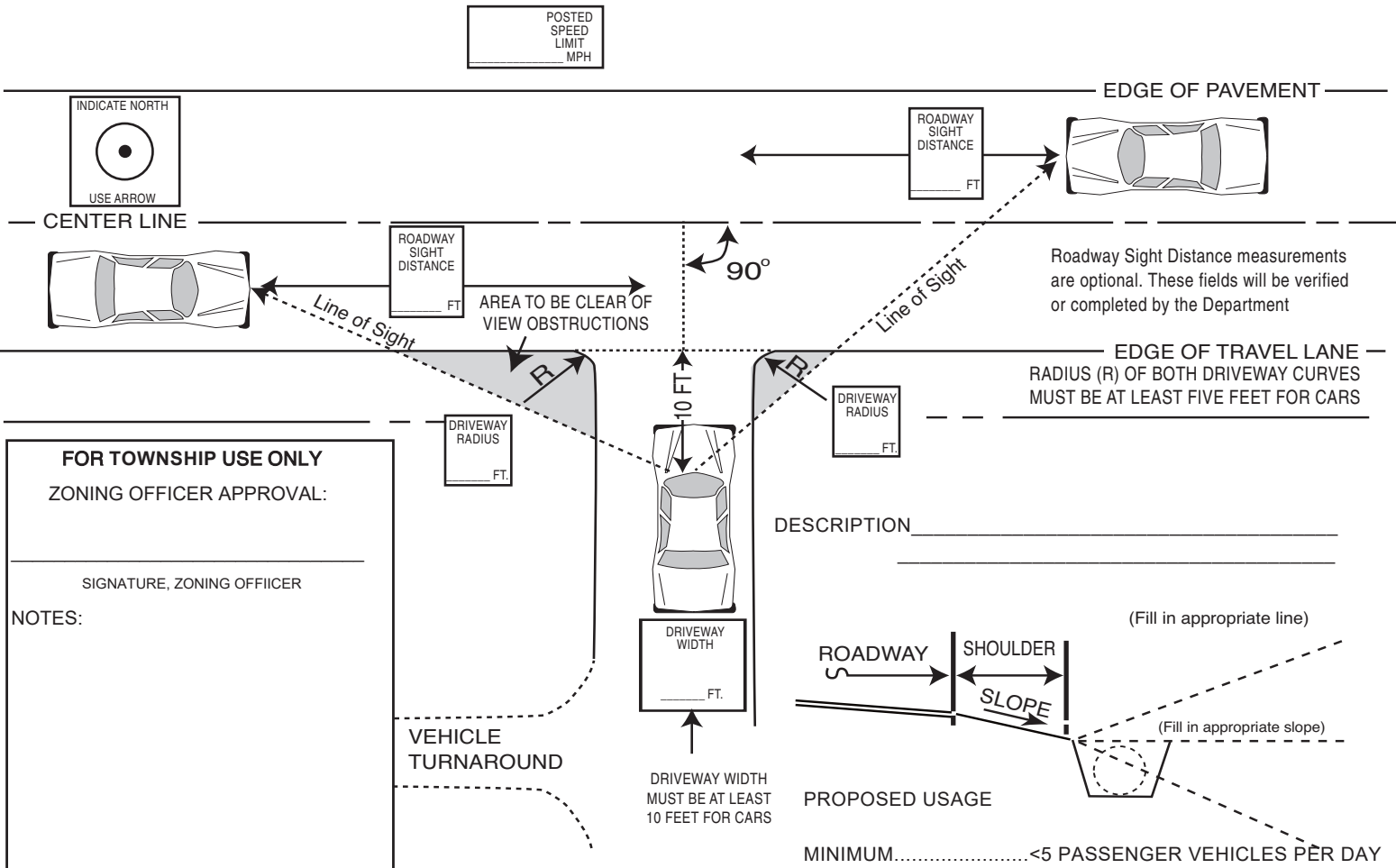
APPLICATION IS MADE TO

ALTER AN EXISTING DRIVEWAY

CONSTRUCT A NEW DRIVEWAY

OWNER APPROVED DOCUMENTATION ATTACHED

DATE WORK SCHEDULED TO BEGIN \_\_\_\_\_ DATE WORK SCHEDULED TO BE COMPLETED \_\_\_\_\_



**FOR TOWNSHIP USE ONLY**  
 ZONING OFFICER APPROVAL:  
 \_\_\_\_\_  
 SIGNATURE, ZONING OFFICER  
 NOTES:  
 \_\_\_\_\_

DESCRIPTION \_\_\_\_\_

PROPOSED USAGE  
 MINIMUM.....<5 PASSENGER VEHICLES PER DAY  
 MEDIUM.....5-9 PASSENGER VEHICLES PER DAY  
 MODERATE-HIGH.....COMMERCIAL, INDUSTRIAL ZONES  
 (REQUIRES TRAFFIC PLAN) OR FOR 10+VEHICLES PER DAY, or TRUCK TRAFFIC

**ROAD MASTER REVIEW:** APPROVED?

Site Reviewed On \_\_\_\_\_

SIGNATURE \_\_\_\_\_ YES NO

Under and subject to all the conditions, restrictions and regulations prescribed by the Pennsylvania Department of Transportation, Chapman Township, and on the issued Permit. Applicant is responsible for damages to roadway resulting from construction. Any/All damages to roadway must be restored to original condition. I, the undersigned, certify all statements contained herein are true and correct.

By **X** \_\_\_\_\_ DATE \_\_\_\_\_

# CHAPMAN TOWNSHIP ROAD OCCUPANCY PERMIT APPLICATION

## SCHEDULE OF FEES FOR 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.

#### APPLICATION FEES

- 1) Utility \_\_\_\_\_ 50.00
- 2) Driveways
  - a) Minimum use (single-family dwellings) \_\_\_\_\_ 30.00
  - b) Medium volume (office, home business) \_\_\_\_\_ 60.00
  - c) Moderate-High volume (motels, businesses, restaurants, service stations) \_\_\_\_\_ 80.00
- 3) Other (e.g., bank removal, sidewalk and curb) \_\_\_\_\_ 40.00
- 4) Supplement Fee (each six-month time extension) (each submitted change) \_\_\_\_\_ 20.00
- 5) Emergency Permit Card (each card) \_\_\_\_\_ 10.00

#### GENERAL PERMIT INSPECTION FEES

- 1) 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 Chapman Township specifications and permit provisions.
- 2) 5) Driveways
  - a) Each minimum use driveway \_\_\_\_\_ 20.00
  - b) Each medium-volume driveway \_\_\_\_\_ 40.00
  - c) Each moderate-high-volume driveway \_\_\_\_\_ 75.00
- 3) Surface Openings of More Than 36 Feet (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 \_\_\_\_\_ 60.00
    - ii) Opening in shoulder \_\_\_\_\_ 30.00
    - iii) Opening outside pavement and shoulder \_\_\_\_\_ 20.00
  - 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.
- 4) Surface Openings of Less Than 36 Square Feet (service connections performed independently of underground facility installation, pipeline repairs) (each opening)
  - a) Opening in pavement \_\_\_\_\_ 50.00
  - b) Opening in shoulder \_\_\_\_\_ 20.00
  - c) Opening outside pavement and shoulder \_\_\_\_\_ 10.00
  - d) If an opening simultaneously occupies two or more highway areas identified in subparagraphs (a) through (c), only the higher fee will be charged.
- 5) Non-Emergency Test Holes in Pavement or Shoulder (each hole) \_\_\_\_\_ 10.00
- 6) Other (bank removal, sidewalk, and curb) \_\_\_\_\_ 50.00

#### 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.