



**ROAD OCCUPANCY PERMIT APPLICATION
HAMILTONBAN TOWNSHIP**

23 Carrolls Tract Road, PO Box 526
Fairfield, PA 17320

Office 717-642-8509 Roadmaster 717-642-8531
fax 717-642-9511 fax 717-642-8004
hamiltonban@embarqmail.com www.hamiltonban.com

Applicant Information:

Application Date: _____
Name of Applicant: _____
Address: _____
Contact Person: _____
Phone: _____
The Applicant is a: (circle one) Public Utility Property Owner Contractor

Contractor Information:

Name: _____
Address: _____
Phone: _____
Contractor State License No. _____

Site Information:

Site Address: _____
Opening Occurs Between Streets: _____
PA One Call Serial Number: _____
Estimated Number of Openings: _____
Estimated Area of Openings (Total Sq Yds): _____
Estimated Number of Days Street/Lane Will Be Closed: _____
Description of Work: _____

General:

Approximate date when work will start: _____
Approximate date when work will be complete: _____
The road surface is improved to a width of: _____ feet
Distance from roadway centerline to gutter or ditch: _____
Distance from roadway centerline to right-of-way line: _____
Distance of proposed work along the road: _____

Poles and Towers:

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

Pipelines and Conduits:

The improved surface of the road (will) _____ (will not) _____ be opened
Approximate area of openings in improved surface _____ square feet
Approximate area of openings on unimproved part: _____ square feet
Length of trench along the road _____ feet
Depth of trench below surface: _____ inches

Required Items That Must Be Submitted With Application for Administrative Completeness:

- Drawing or sketch submitted on an attached 8.5" X 11" sheet of paper. Drawing or sketch must show location map including quantities or estimated street excavation. Sketch all highway features (i.e. poles, pipes, manholes, mains, laterals, bore pits, curb, sidewalk, location and size of openings, etc.) Include dimensions, where applicable. Show North Arrow on sketch.
- One Call Verified. Applicant shall submit a copy of the one-call form.
- Visual proof of present conditions - pictures.
- Proof of Insurance.

Items Required After Engineer's Technical Review, But Before Permit Is Approved:

- Security Estimate
- Paid Fee
- Posted Security

***** **NOTICE** *****

For terms and conditions regarding this permit, refer to Ordinance 2021-01: Roadway Occupancy Ordinance. Work is to conform to the Hamiltonban Township Construction and Material Specifications Manual (Ord 2013-03). Roadmaster is to be contacted for inspections at 717-642-8531.

By signing below, the applicant verifies that all information contained within this application is true, correct, and completed to the best of applicant's knowledge. The applicant understands that stated information and the work shall be done in full compliance with all Hamiltonban Township ordinances and regulations. Furthermore, the Applicant understands and agrees that the Township has the right to revoke the Road Occupancy Permit(s), should any violation(s) of said ordinances occur or any modification of contained information within the application be changed. Falsification of any information related to this application could result in prosecution. The Township assumes no responsibility and is not liable for any injuries, damages, legal actions, disputes or unforeseen developments or occurrences to person(s) or property(s) which might result from the issuance of this Road Occupancy Permit.

Applicant's Signature: _____ Date: _____

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For Township Use Only

Permit Fees:

| | |
|---|-----------------|
| Application Fee (Per Applicant or Project): | \$ _____ |
| Review Fee: <i>The Applicant may be billed for any additional review.</i> | \$ _____ |
| Street Closing Fee: _____ days @ \$250 per day | \$ _____ |
| Degradation Fee (see Ordinance 2021-01): | \$ _____ |
| Inspection Fee: | \$ _____ |
| Total: | \$ _____ |

Financial Security Amount: \$ _____

Permit approved/denied by the Township of Hamiltonban this _____ day of _____, 20__.

Township Official Signature

Reason: _____

Permit Procedures:

Received by TWP: _____
Engineer's Review: _____

Permit Number : _____
Admin Complete: _____
Final Inspection: _____