Office Use Only Date Rec'd: _____ Fee: $_____ Receipt No.:_____ Permit No.: RD–_____

East Pennsboro Township

Application for Highway Occupancy Permit

Check All That Apply:

Street Cut ..... ☐ Open Cut ☐ Trenchless _____ LF
Sidewalk/Curb ..... ☐ New ☐ Alteration ☐ ROW Only _____ SF
Driveway..... ☐ New ☐ Alteration
Street Closure Required..... ☐ Yes, Duration _____ Days ☐ No

Applicant Name: _____ Company: _____

Address: _____

Phone: _____ Email Address: _____

Job Site Address: _____

Contractor Name: _____ Company: _____

Address: _____

Phone: _____ Email Address: _____

Description and Purpose of Work: _____

_____

☐ Emergency Permit (must be within 5 days after emergency cut has been made)

Start Date: _____ Completion Date: _____

I hereby certify that the information contained herein is true and accurate to the best of my knowledge; that work will not commence until after approval is granted; that the work will meet all applicable Township standards, ordinances and State regulations; and that appropriate and timely inspection notifications will be provided to the Township.

Signature: _____ Date: _____

***** Required Documentation to be Submitted with Application *****

Site plan or sketch of work area ..... ☐ Attached
Maintenance bond for street cuts ..... ☐ Attached ☐ Not Applicable ☐ On File
Driveway checklist..... ☐ Attached ☐ Not Applicable

Office Use Only ☐ Approved (list conditions) ☐ Rejected (list reasons)

_____

_____

Call for Inspections: ☐ Nate Simpson 717-732-0711 x1252 ☐ Andrew Kirkessner 717-732-1815 x1254
☐ Chad Yohe 717-732-1815 x1253

Signature: _____ Date: _____

East Pennsboro Township

Application for Highway Occupancy Permit

New Driveway Checklist

Private driveways on corner lots shall be located at least 40 feet from the point of intersection of the nearest street right-of-way lines.	☐ Included	☐ Not Applicable
Private driveways shall be setback a minimum of 2 feet from side property lines.	☐ Included	☐ Not Applicable
Entrances shall be rounded at a minimum radius of 10 feet, or shall have a flare construction that is equivalent to the radius at the point of intersection with the cartway edge (curb line).	☐ Included	☐ Not Applicable
The maximum width of a residential driveway shall not be more than 25 feet measured at the cartway edge or curb line.	☐ Included	☐ Not Applicable
All driveways on a State highway must have a valid highway occupancy permit from PennDOT.	☐ Included	☐ Not Applicable
The grades on service drives or driveways shall not be less than 0.5%.	☐ Included	☐ Not Applicable
The grades on service drives or driveways shall not exceed 8% when access is to a collector street. The grades on service drives or driveways shall not exceed 10% when access is to a local street.	☐ Included	☐ Not Applicable
Driveway entrances or aprons within the street right-of-way shall be surfaced to their full width, no more than 10 feet wider than the driveway. Surface may be either concrete or asphalt following PennDOT Publication RC-25M Type 6 Shoulder (asphalt) or Type 2 Shoulder (concrete). Where sidewalks are installed, the required driveway surfacing shall end at the street side of the sidewalk.	☐ Included	☐ Not Applicable
Where curbs are not required, driveway shall be constructed to provide proper drainage along the streets and from the streets by the continuation of gutters, swales or ditches. Such continuation may be provided by having an approved pipe of not less than 18 inches in diameter across such driveway entrances.	☐ Included	☐ Not Applicable
Driveway entrances along streets, where curbs are not required, shall be constructed so that the driveway meets the edge of the cartway as a continuation of at least the slope from the crown of the street for not less than 5 feet.	☐ Included	☐ Not Applicable
Driveways serving single family residences shall intersect streets at angles of no less than 60 degrees. All other driveways or service drives shall intersect streets at right angles, where possible, and in no instance shall such intersection be less than 75 degrees.	☐ Included	☐ Not Applicable
The clear sight distance for driveways shall be in accordance with §22.506.4.D(6) and Exhibit 22-5-1.	☐ Included	☐ Not Applicable