



**HILLTOWN TOWNSHIP**

13 West Creamery Road  
P.O. Box 260  
Hilltown, PA 18927  
(215) 453-6000 Fax: (215) 453-1024  
www.hilltown.org

**Utility Construction Application for Township Road Occupancy Permit**

Date: \_\_\_\_\_

Route Number, Road or Street (Where work is to be done): \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Explanation of work to be done: \_\_\_\_\_

**General:**

- Approximate date when work will commence: \_\_\_\_\_
- Approximate date when work will be completed: \_\_\_\_\_
- The road surface is improved to a width of: \_\_\_\_\_ (Feet)
- Distance from centerline of roadway to gutter/ditch: \_\_\_\_\_ (Feet)
- Distance from centerline of road to right-of-way line: \_\_\_\_\_ (Feet)

**Poles & Tower:**

- Number of poles to be erected: \_\_\_\_\_
- Nearest distance from center of road to structure: \_\_\_\_\_ (Feet)
- Distance of proposed work along the road: \_\_\_\_\_ (Feet)

**Pipelines & Conduits:** (Please circle correct answer were necessary)

- The improved surface of the road (will) or (will not) be opened \_\_\_\_\_
- Approximate area of openings in improved surface: \_\_\_\_\_ (Sq. Ft.)
- Approximate area of openings on unimproved surface: \_\_\_\_\_ (Sq. Ft.)
- Length of trench along the road: \_\_\_\_\_ (Feet)
- Depth of trench below surface: \_\_\_\_\_ (Inches)

**Signature of Authorized Representative for Applicant:**

\_\_\_\_\_ Date: \_\_\_\_\_

**SEE REVERSE SIDE FOR GENERAL INSTRUCTIONS, FEES & ESCROW INFORMATION**

# HILLTOWN TOWNSHIP

## Utility Construction Application

### GENERAL INSTRUCTIONS

Any work performed within the right-of-way of a Township Road requires submission of the following:

- Two (2) copies of this form filled out
- Two (2) copies of a sketch showing the location and details of proposed work
- Written approval from Water/Sewer Authority

Any work performed on a Township Road over, under or within the limits of a limited access State Highway requires a State permit from PennDOT.

### Fees as listed below shall accompany the applications and sketch

<b>10. Road Occupancy Permits:</b>	FEE	ESCROW
A. All Vehicular Entrances onto Proposed or Existing Township Roads	\$100.00	1,000.00
B. Temporary Construction Entrance (over Existing Curbs and /or Sidewalks)	\$150.00	\$4000.00
C. Road Opening/Occupancy Review	\$150.00	\$1000.00
D. Road Occupancy – Utility Construction	*\$150.00 <b>PLUS</b> \$2,500.00 Escrow for Utility Crossings (Perpendicular to Centerline); or \$50.00 Escrow <b>per</b> Linear Foot for Trenches Parallel to Centerline	

\*Note: Estimate for the Escrow includes asphalt base (trench) & overlay plus incidentals (seam seal, traffic control, etc.) to guarantee cart-way/right-of-way restoration where applicable. Escrow does not include trench excavation, backfill or other costs related to utility construction.

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### TO BE COMPLETED BY TOWNSHIP

Date application was received: \_\_\_\_\_

Permit Filing Fee & Check Number: \_\_\_\_\_

Escrow Paid & Check Number: \_\_\_\_\_

Township Escrow Account Number: \_\_\_\_\_

Received by: \_\_\_\_\_

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Date Approved: \_\_\_\_\_

Permit approved by: \_\_\_\_\_

(Public Works Director)