

ROAD OCCUPANCY PERMIT APPLICATION # _____

Damascus Township, 60 Conklin Hill Road, Damascus, PA 18415

Tel. 570-224-4410

Fax 570-224-4940

Instructions: For a driveway access permit, fill in sections 1, 2, 3 and 4, and the appropriate drawings and sign. For a Utility access, fill in sections 1, 2, 3 and 5, and figures 1 and 3. Prepare a detailed drawing of the proposed driveway construction, or fill in the attached drawings

NOTES: 1) Property owner and contractor shall assume responsibility for repair of any damage to a Township Road during construction or damage resulting from improper driveway construction. 2) Property owner and contractor shall be responsible for vehicular and pedestrian traffic safety during construction. 3) Failure to comply with the provisions set forth in this permit may result in revocation of the permit and the property owner and contractor may be subject to legal action, penalties, and fines, and the closure of the driveway. 4) Work within a Township Right of Way without a current and valid permit is a crime and will be prosecuted. 5) Work must be started and completed within the issued permit dates.

SECTION 1 – APPLICANT, CONTRACTOR, AND LOCATION

TOWNSHIP ROAD NAME _____ ROAD NO. _____

9-1-1 ADDRESS OF SITE: _____

APPLICANT NAME _____

PROPERTY OWNER _____

OWNER ADDRESS _____

OWNER PHONE NO. _____

EXCAVATION CONTRACTOR: _____

CONTRACTOR ADDRESS: _____

CONTRACTOR PHONE NO.: _____

NEAREST INTERSECTING ROAD _____

DISTANCE TO NEAREST ROAD _____ FEET

DIRECTION TO NEAREST INTERSECTING ROAD (N, S, E, W) _____

DISTANCE TO NEAREST INTERSECTING DRIVEWAY _____ FEET

DIRECTION TO NEAREST INTERSECTING DRIVEWAY (N, S, E, W) _____

NEAREST INTERSECTING DRIVEWAY IS ON THE SAME SIDE OPPOSITE SIDE

DISTANCE TO NEAREST PROPERTY LINE OR LANDMARK _____ FEET

IDENTIFY LANDMARK IF USED (UTILITY POLE NUMBER, MAILBOX NAME OR NUMBER, SIGNIFICANT TOPOGRAPHICAL FEATURE) _____

DIRECTION TO PROPERTY LINE OR LANDMARK (N, S, E, W) _____

MARK THE LOCATION AT THE SITE WITH FLAGGING OR PAINTED STAKES

SECTION 2 – ROADWAY AND TRAFFIC OBSTRUCTION INFORMATION

NOTE: Unloading and loading of equipment, parking of trucks or machinery in the roadway, ditching and trenching across roadway, etc. are all obstructions to the roadway and vehicular traffic. The property owner and the contractor are responsible for the protection of the public. Closing of 1 lane of traffic for unloading of equipment and parking requires warning signs, traffic cones and a flagger, at a minimum.

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A TRAFFIC CONTROL PLAN IS REQUIRED. ATTACH THE TRAFFIC CONTROL PLAN TO THIS APPLICATION.

PROPOSED OBSTRUCTION START DATE: _____ TIME: _____

PROPOSED OBSTRUCTION COMPLETION DATE: _____ TIME: _____

WILL AT LEAST ONE LANE OF TRAFFIC BE CLOSED? YES NO

WILL ROADWAY BE COMPLETELY CLOSED AT ANY TIME DURING CONSTRUCTION?

YES NO IF YES, EMERGENCY SERVICES MUST BE NOTIFIED:

CONTACT WAYNE COUNTY 9-1-1 AT 570-253-3109 BEFORE CLOSING THE ROAD AND WHEN THE ROAD IS OPENED.

Owner/contractor is/are required to notify emergency services and the Township of the road closure. An emergency contact person and contact information is required for any roadway obstruction.

EMERGENCY CONTACT PERSON: _____

EMERGENCY CONTACT PHONE NUMBER: _____

LIST THE BEST WAYS TO CONTACT THE JOB FORMAN AT THE CONSTRUCTION SITE:

FOR ROADWAY OBSTRUCTION OR CLOSURE, THE FOLLOWING WILL BE PROVIDED BY THE CONTRACTOR: ROADWORK AHEAD SIGNS TRAFFIC CONES
 FLAGGERS NUMBER OF FLAGGERS _____ ROAD CLOSED SIGNS
 DETOUR SIGNS CONSTRUCTION BARRIERS PEDESTRIAN BARRIERS
 CROSSOVER PLATING (TO ALLOW TRAFFIC OVER TRENCHING ACROSS ROADWAY)

All road closure and detour plans must be approved by the Township prior to implementation.

SECTION 3 – EXISTING TOWNSHIP ROADWAY INFORMATION

TOWNSHIP ROAD SURFACE: PAVED DIRT/GRAVEL

TOWNSHIP ROAD IMPROVED WIDTH _____ FEET R.O.W. WIDTH _____ FEET

SHOULDER / BERM WIDTH _____ FEET

ROADSIDE DITCH OR SWALE _____ FEET FROM ROAD CENTERLINE

APPROXIMATE SIGHT DIST: LEFT _____ FEET RIGHT _____ FEET

POSTED SPEED LIMIT _____ MPH NO POSTED SPEED LIMIT

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SECTION 4 – PROPOSED USE AND CONSTRUCTION OF DRIVEWAY / REASON FOR REQUESTING PERMIT

DRIVEWAY USE: RESIDENTIAL AGRICULTURAL COMMERCIAL
PERMIT IS FOR: SUBDIVISION REQUIREMENT NEW DRIVEWAY REPAIR OR RESURFACING OF EXISTING DRIVEWAY REPAIR OR REPLACEMENT OF DRAINAGE FACILITIES RELOCATION OF DRIVEWAY FOR RECORD OF EXISTING DRIVEWAY UTILITY INSTALLATION
PROPOSED DRIVEWAY SURFACE: PAVED DIRT / GRAVEL
AVERAGE NUMBER OF TRIPS PER DAY _____
NUMBER OF OFF-STREET PARKING SPACES TO BE MADE AVAILABLE _____
PROPOSED DRIVEWAY LENGTH _____ FEET
PROPOSED TRAVEL SURFACE WIDTH _____ FEET
LONG DRIVEWAY PROPOSED NAME * _____

* Township approval IS required for all driveway names, and, after approval, posting of driveway name signs is required.

SECTION 5 – UTILITY INSTALLATION

FOR UTILITY INSTALLATION – UNDERGROUND: PIPELINES AND CONDUITS

OPENING OF ROAD SURFACE (ANYWHERE WITHIN ROAD RIGHT-OF-WAY):
 PARALLEL TO ROADWAY CROSSING OF ROADWAY
LENGTH OF TRENCH _____ FEET WIDTH OF TRENCH _____ FEET
DEPTH OF TRENCH _____ FEET
FILL MATERIAL: _____
COMPACTED DEPTH OF FILL: _____ FEET/INCHES
FILL MATERIAL: _____
COMPACTED DEPTH OF WEARING SURFACE : _____ FEET/INCHES
WEARING SURFACE MATERIAL: _____

* ATTACH A CROSS-SECTION DRAWING OF THE TRENCH AND FILL MATERIAL.

FOR UTILITY INSTALLATION – OVERHEAD POLES AND TOWERS

PARALLEL TO ROADWAY CROSSING OF ROADWAY
UTILITY POLES AND TOWERS: NUMBER OF POLES OR TOWERS TO BE ERECTED _____
NEAREST DISTANCE FROM CENTER OF ROAD TO STRUCTURE _____ FEET
MINIMUM HEIGHT OF LOWEST WIRE CROSSING TRAVEL LANES _____ FEET

* ATTACH A DRAWING OF THE UTILITY INSTALLATION LOCATION

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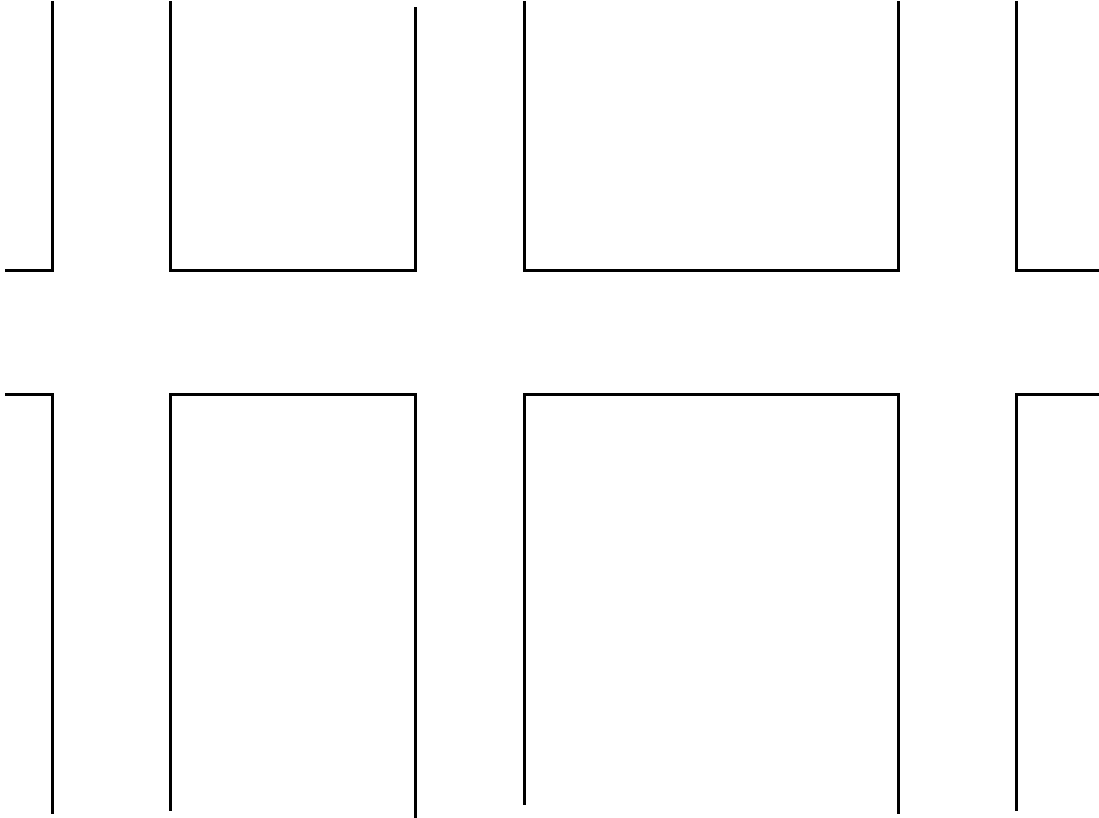
Fax 570-224-4940

SECTION 6 – DRIVEWAY DETAIL DRAWINGS

Attach additional drawings and specifications to this application if necessary.

FIGURE 1

On the following drawing indicate the location of the proposed driveway, nearest intersecting roads and driveways and distances to the nearest intersecting roads and driveways.



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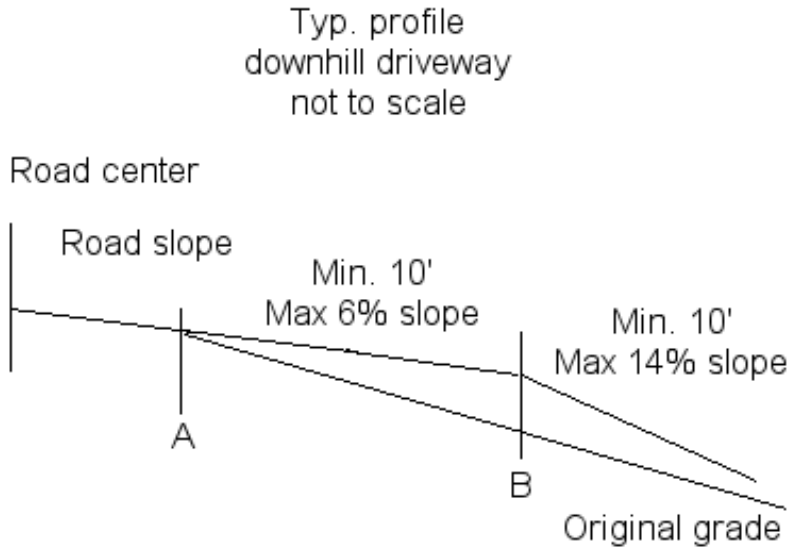
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FIGURE 2

If the proposed driveway leads downhill from the roadway, on the following drawing indicate the dimensions from the center of the road the dimensions of the travel lane and the proposed distance to the downhill change in grade.



Notes:

1. A-B: Driveway must run downhill with 6% slope maximum from edge of roadway at least 10 feet.
2. Maximum grade 14% for next ten feet. (8% change). This grading provides area for safe stopping and clear sight area.

Provide proposed dimensions:

“Road Center” to “A”: _____ Feet at max. 6% downslope

“A” to “B”: _____ Feet at max 14% downslope

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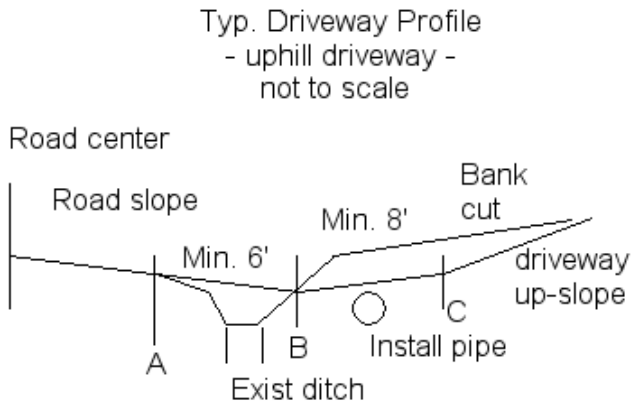
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FIGURE 3

If the proposed driveway leads uphill or is level with the roadway, on the following drawing indicate the dimensions from the center of the road the dimensions of the travel lane and the distance to the existing roadside ditch or swale; indicate the distance of the proposed pipe from the center of the road. Generally, placing a pipe in an existing ditch does not meet the requirements for proper drainage, driveway geometry, and protective cover over the pipe.



Notes:

1. A-B: Driveway must be graded at -6% for minimum of 6 feet.
2. B-C: Uphill grade must not exceed 8% slope for minimum of 8 feet.
3. Pipe must be set back (offset) as specified in permit. Generally, a pipe shall not be installed in existing roadside ditch.
4. Pipe size shall not be smaller than the minimum diameter as specified in the permit.
5. Pipe shall be covered with min. 12 inches of material.
6. Tail ditches must be cut to provide flow of stormwater to and from the roadside ditch.
7. Stormwater Runoff from driveway must not reach roadway.

Provide proposed dimensions:

“Road Center” to “A”: _____ Feet

“A” to “B”: _____ Feet at 6% downslope

“B” to “C”: _____ Feet at _____ % upslope

“Road Center” to “Exist Ditch”: _____ Feet

“Road Center” to Proposed Pipe: _____ Feet

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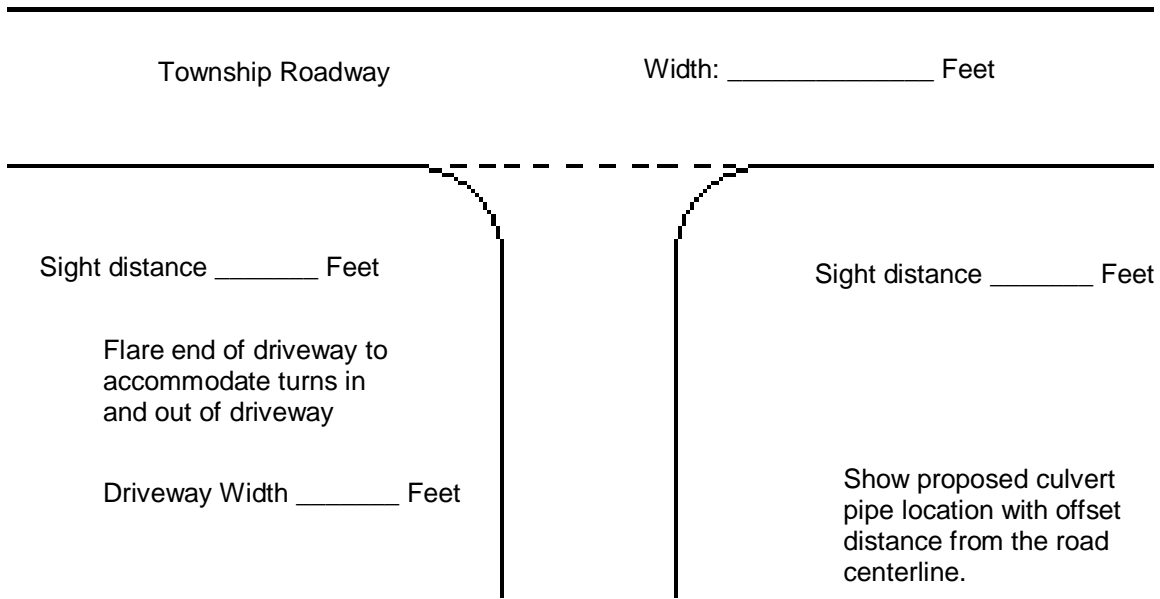
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FIGURE 4

On the following drawing indicate the width of the proposed driveway and the sight distances left and right (after brush and tree removal and bank grading, if necessary to obtain and maintain safe sight distances.)

ALL driveways must be full width (12 feet minimum) at right angles (90 degrees) for a minimum of 10 feet from the edge of the Township Road before turning.



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Damascus Township
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Damascus, PA 18415

Re: NPDES permit determination (self-certification)

I hereby certify that my project described below does not disturb one (1) acre or more during the life of my project. It is therefore understood that my project does not meet the requirements for a National Pollution Discharge Elimination System (NPDES) for Stormwater Discharges Associated with Construction Activities.

If the scope and size of my project changes and the amount of earth disturbance is equal to or greater than one (1) acre, I will contact the Wayne Conservation District for a determination of NPDES permit needs.

However, my project still requires a written Erosion and Sedimentation Control Plan be developed. This plan outlines how I am going to prevent sediment from leaving my site during construction. Items to consider in the plan are: Sequence of Construction, Temporary Measures (silt fence, mulch, etc.) and Permanent Measures (seeding and mulch with soil supplements, gravel coverage, etc.). This plan does not have to be reviewed by the Wayne Conservation District unless the municipality or another permit requires a review and approval.

This letter cannot be considered a waiver of any other federal, state or local permits.

Signed _____

Print Name _____

& Address _____

Project location and description (with proposed amount of earth disturbance):


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In the space below, draw the earth disturbance area and indicate proposed Erosion & Sedimentation Controls. In the drawing, include the Road, Proposed Driveway, any Existing Ditch, Swale or Stream, Slope, Rock Construction Entrance, Culvert, Straw Bale Barrier, Filter Fabric Fence, Silt Sock, Rock Filter Berm and Limit of Disturbance as they apply to this project. Also, indicate erosion protection controls for any steep slopes.



Attach additional information as required.

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NOTICE: in addition to obtaining a permit, you are hereby notified that you are required by law to contact the Pennsylvania One Call System at least three working days before starting construction.



STOP – CALL BEFORE YOU DIG!
PENNSYLVANIA LAW REQUIRES
THREE WORKING DAYS NOTICE
Pennsylvania One Call System, Inc.
1-800-242-1776

IMPORTANT: 1) The terms and conditions embodied in this permit require the permittee to complete this work by the date specified in the permit. Where permittee fails to comply with the condition as to the completion of work by the time specified, the following rules will govern: a) Failure to start work by date specified for completion, the permit will be cancelled unless the permittee desires an extension of time, in which case a supplemental permit may be issued. b) Work started and not completed by specified date, permittee will notify the Township, prior to expiration of the allotted time, of inability to complete the work on or before the date specified and request an extension of time. Such request shall be accompanied by the prescribed fee. c) Permittee not desirous of carrying out proposed work on account of change in conditions affecting it. Permittee will notify the 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, provided that they have been notified of cancellation prior to the expiration date, but other administrative costs will not be refunded.
2) The fees to be paid under the conditions in a), b), and c) apply only to permits for which fees are collected in accordance with the fixed schedule.
3) All notices relative to time extensions or cancellations shall be forwarded to the Township which issued the original permit.

CORPORATE SEAL
THE APPLICANT IS (AN INDIVIDUAL) (A PARTNERSHIP) (A CORPORATION

INCORPORATED UNDER THE LAWS OF _____)

APPLICANT SIGNATURE

DATE

APPLICANT TITLE

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FOR TOWNSHIP USE – SITE VISIT REPORT

Applicant: _____ Location: _____

Site visit date: _____ Number of access points: _____

Travel Lane Width: _____ Road Right of Way Width: _____

Existing Roadway Surface Material: _____

Proposed Driveway: Uphill Level Downhill

Culvert Pipe Required: Yes No Diameter: _____ Length _____

Min. Offset from Road Center: _____ # of Endwalls Required: 0 1 2

Drop Box Required: Yes No Grate Required: Yes No

Sight distance Left: _____ Sight Distance Right: _____

Sight Distance Improvement Required: Yes No

Required: Brush / trees removal Earth / Rocks removal Warning Sign

For Utility: Parallel Offset from Center _____

Crossing Overhead Underground

Fill & Restoration Plan Adequate: Yes No Reason: _____

Traffic Control Plan Adequate: Yes No Reason: _____

Notes: _____

Application Approval: Yes No By _____ Date _____