



# HANOVER TOWNSHIP LEHIGH COUNTY

## Application to Work within Township Right-of-Way

Permit No. \_\_\_\_\_

Application is hereby made by \_\_\_\_\_, of  
(Name of Applicant)

\_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_  
(Complete Address)

The Applicant hereby requests permission to:

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

The EXACT work location is \_\_\_\_\_, and  
will be completed by \_\_\_\_\_ of  
(Contractor)

\_\_\_\_\_  
(Contractor Address)

The work is to be started on \_\_\_\_\_, 20\_\_\_\_, and completed on \_\_\_\_\_, 20\_\_\_\_

### Specific Work Data

#### General

- The existing road is improved to a width of \_\_\_\_\_ feet
- Distance from center line of road to right-of-way \_\_\_\_\_ 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

#### Curbs and Sidewalks

- The area where work will be performed does or does not have existing curbs and/or sidewalks

#### Pipe Lines & Conduits – (circle one where bold indicates)

- The **improved** or **unimproved** portion of right-of-way **will** or **will not** be opened.
- The approximate width of the openings on the portion of right-of way is \_\_\_\_\_ feet
- Length of trench along the portion of the right-of way surfaces of the road is \_\_\_\_\_ feet
- Blasting **will** or **will not** be required

## General Instructions

Any work performed on the improved or unimproved portion of the right-of-way, requires submission of three (3) copies of this form along with three (3) copies of a sketch showing location and details of proposed work. Contractor shall submit a certificate of Insurance listing Hanover Township as Certificate holder.

Any work performed on a township road, over, under, or within, the limits of a limited access state highway, requires a state permit.

The prescribed permit fee shall accompany the application and sketch. Schedule of fees are furnished on request.

The fees shall be paid by check or money order, and shall be made payable to, "Hanover Township, Lehigh County."

I/WE agree to protect, defend, indemnify, and save harmless the Township, Officers, or agents thereof from all claims, suits, actions, and proceedings of every nature and description whatsoever which may be brought against the Township, Officers, or agents thereof, for/or on account of any injuries or damages to persons and/or public or private property, due to any materials, or applications used in the work, or by or on account of improper materials or workmanship, or for/or account of improper materials or workmanship, or for/or account of any accident or any other act, negligence, or omissions of said applicant or his agents, servants, or employees, and the Township shall not in any way be liable therefore.

The applicant is that person or persons who will be doing the excavating for/by the property owner. Both persons must jointly make application for a Township Right-of-Way permit.

\_\_\_\_\_

*Signature, Applicant*

Print Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_

*Signature, Contractor*

Print Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### FOR OFFICE USE ONLY

<b>Schedule Item #</b>							\$
<b>Unit Fee</b>	\$	\$	\$	\$	\$	\$	\$
<b>Number of Units</b>							<b>Grand Total</b>
<b>Total Fee</b>	\$	\$	\$	\$	\$	\$	\$

PERMIT APPROVED BY TOWNSHIP \_\_\_\_\_ - \_\_\_\_\_, 20\_\_\_\_  
 WORK APPROVED BY INSPECTOR \_\_\_\_\_ - \_\_\_\_\_, 20\_\_\_\_

# Right-of-Way Permit Information Sheet

## General Information

**Contact Keystone Consulting Engineers, Mike Schallock (610.865.4555) to schedule an inspection.**

All excavation, constructions, and obstructions shall be commenced and completed by the use of a reasonable work force and shall be done at such time and in such a manner as shall conform to all requirements and standards of the Township.

Work authorized by a permit shall be performed between the hours of 7:00 A.M. and 4:00 P.M., Monday through Thursday, 7:00 A.M. to 12 Noon on Friday unless the permittee obtains written consent from the Inspector to do the work at an earlier or later hour. Such permission shall be granted only in case of an emergency where the work authorized by the permit is to be performed in congested traffic areas.

Operations must be conducted at all times to permit safe and reasonable free travel over the roads within the area of the work prescribed. All safety provisions for the free movement of traffic shall be proved by the permittee.

Erosion and Sediment Control Best Management Practices (BMP's) must be used whenever there is earth disturbance. A written E&S plan is required to be prepared and be on-site whenever there is earth disturbance that is 5,000 square feet or greater of if the site drains toward and Exceptional Value or High Quality watercourse.

At the cessation of each days work, all non-essential material shall be removed and in the case of excavation, suitable steel or wooden plates shall be placed over excavations in order that traffic can continue over the excavation while it is not being worked.

If at any time it shall be found by the Inspector that the work is not being done or has not been properly performed, the permittee upon being notified by the Township, in writing, shall at his own expense perform whatever work is necessary to bring this project in compliance with the requirements and standards established by the Township.

If work is stopped on a project for any reason other than by order of a Township Representative and the ditch or trench, in the opinion of the Township, remains open for an unreasonable period, the permittee, upon being directed, shall refill the ditch or trench and work shall not be resumed thereon until the permittee is prepared to proceed with the work without interruption until completion. In the event that the permittee fails to refill the ditch or trench or to proceed with the work until completion upon notice from the Township to do so, the Township may perform the necessary and required work. Permittee shall reimburse the Township for any costs incurred in performing said work.

Every permittee shall place around the project such barriers, barricades, lights, warning flags, and danger signs as shall be necessary for the protection of the Public. Permittee shall comply with any request for additional warning devices made by the Inspector. Whenever any person fails to provide or maintain the necessary safety devices, his permit shall be withdrawn.

No person shall willfully move, remove, injure, destroy or extinguish any barrier, warning light, sign, or notice erected, placed, or posted. Warning signs shall be placed at a minimum of 500 feet beyond each end of the actual operation, unless otherwise specified, and special employees shall be assigned by the permittee to direct traffic when it becomes necessary to limit traffic to one way. Advance permission must be obtained from the Township or authorized agents before directing traffic through one lane. Substantial barricades shall be provided and maintained between the road and any open trench or hole when in the judgement of the representative of the permittee it is necessary for the proper protection of the traveling public.

In granting the permit, the Inspector may attach such other conditions thereto as may be reasonably necessary to prevent damage to public or private property or to prevent the operation from being conducted in a manner hazardous to life or property or in a manner likely to create a nuisance. Such conditions may include but shall not be limited to:

1. Limitations on the period of the year in which the work may be performed.
2. Restrictions as to the size and type of equipment.
3. Designation of routes upon which materials may be transported.
4. The place and manner of disposal of excavated materials.
5. Requirements as to the laying of dust and oil, the cleaning of streets, the prevention of noise, and other results offensive or injurious to the neighborhood, the general public, or any portion thereof.

#### **Curb Cuts**

1. Maximum width of depression for a residential home is 20' .0".
2. The depression portion of the curb must be at least 2" above the surface of the street (2"lip).
3. Two ½" pre-molded expansion strips must be installed - one at each end of the new curb section.
4. Curb form must be inspected prior to the time that concrete is poured. 24 hour notice must be given to the Inspector.
5. The street surface, if disturbed, must be backfilled and paved before permit expires.
6. All curb work must be in accordance with Township Curb and Sidewalk Specification dated January 14, 1981 where applicable.

#### **Street Cuts**

1. All excavations in the street must be backfilled with #2A Modified Stone and tamped every 12" to the surface.
2. An inspection is required for all backfilling operation from beginning to end. Twenty Four (24) hour notice must be given to the Township Inspection Officer for his inspection.
3. A street opening must be completed to include paving with hot mix bituminous concrete and rolling prior to the expiration of the permit.
4. All excavations must be cut to a minimum of nine (9) inches behind the disturbed trench area with a hydraulic jack hammer to a minimum depth of seven (7) inches prior to final restoration.
5. All street work must be in accordance with Township Road Specifications, dated January 14, 1981 where applicable.

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