

PROCEDURE FOR OBTAINING A ROAD OCCUPANCY PERMIT

1. Fully complete the application for your permit making sure to date, sign and return it along with the required permit fee. The applicant for a permit may be the owner or owner's agent. (Please note that the permit fee is non-refundable.)
2. After the application has been approved, the applicant will be contacted when the permit is ready to be picked up. At pick up you will be asked to sign all copies of the permit and you will be given a check list with the inspection requirements for your project.
3. Permits are valid for one (1) year from date of issuance.
4. If you have any questions concerning your application, please contact Kraft Code Services at 610.775.7185. If no one is available when you call, please state the municipality your call pertains to and leave a detailed message.
5. **PLEASE NOTE:** No construction may begin without paying for and receiving your approved permit. Performing work without a permit will result in the doubling of all permit fees.

The following requirements must be met for approval of your Road Occupancy Permit Application:

- Permit application fee of \$75 (***Applications received without the required permit fee and financial security (detailed below) will be considered incomplete and will not be processed.***
***** Balance of permit fee will be paid at issuance*****)
- A utility shall submit a performance bond with corporate surety in such amount and shall include such conditions as the Township may require
 - **Bond Amount:** \$250.00 minimum amount plus \$100.00 per square yard of cartway and paved Township right-of-way impacted by the excavation, plus \$20.00 per square yard of all non-paved Township right-of-way areas impacted by the excavation.
***** Excavation volume shall be determined by estimated volume plus an additional 12" in each direction. Example: proposed 4'x4'x4' opening, bond cost is be based on 6'x6'x6' opening. *****
- Fully completed Road Occupancy Permit application
- Proof of contractor workers' compensation insurance or notarized exemption form
- Detailed drawings showing the following:
 - Road where work is to occur and location of road opening.
 - Details of width and depth of road openings.
 - Road opening reconstruction details.

ROAD OCCUPANCY PERMIT APPLICATION

Municipality in which work will be performed: _____

PROPERTY INFORMATION

Owner: _____ Phone #: _____

Street Address: _____

City/State/ Zip: _____

Cell #: _____ Fax #: _____ Email: _____

CONTRACTOR (UTILITY) INFORMATION

Contractor: _____ Phone #: _____

Street Address: _____

City/State/ Zip: _____

Contact Person: _____

Cell #: _____ Fax #: _____ Email: _____

IMPROVEMENT INFORMATION:

Exact location/address of excavation or other improvement (include nearest cross street):

Purpose for which such opening or excavation is to be made:

Approximate date work will begin: _____ Length of time for work to be completed: _____

Dimensions of road cut/excavation: _____

****All work performed must be in accordance with Richmond Township Ordinance No. 2011-116 /Resolution 2016-10****

By signing and submitting this Road Occupancy Permit Application, I accept all liability for any damage to any person or property, including that of the Township, caused by the opening, excavating, or occupying of the street.

By applying for this permit, I acknowledge that all information provided in this application is complete and accurate, that the work performed will be in conformance with the Pennsylvania Uniform Construction Code and/or any applicable ordinances of the municipality in which the work is to be performed as well as in accordance with the approved plan after a plan review has been completed. I understand that this is not a permit to begin work, but only an application for a permit and that work is not to start without a permit and that the fees for the permit may be doubled if work starts without a permit. I understand that if I give false information regarding this permit application that any permits issued based on this information will be invalid and the municipality could initiate legal proceedings against me, which could result in my being fined or imprisoned, or in the improvement being removed at my expense or any other legal remedy appropriate under the circumstances.

Applicant Signature

Date

CERTIFICATION

FOR WETLANDS / BURIED SOLID WASTE

WETLANDS

I hereby certify that I am fully aware of, and acknowledge that construction on or use of any property may be significantly restricted or totally prohibited by Federal Law. Lands that are identified as “wetlands” by the United States Army Corps of Engineers cannot be used unless and until a permit is issued by the Corps. Before commencing subdivision, construction or any other improvement of any land, the owner or his/her agent should contact either the Corps of Engineers or a qualified professional to determine whether or not said land could be considered either in whole or in part a “wetland.” The Corps has the authority to require the removal of any improvement placed within a “wetland” by the owner of such land regardless of the cost of the removal or other effect upon the landowner.

No agent or employee of the municipality in which this work will be performed has made any effort to determine whether or not all or a portion of said land constitutes a “wetland.” The granting of a building permit, occupancy permit, onsite sewage disposal permit, or subdivision approval by the municipality DOES NOT in any way imply that the land does NOT constitute a “wetland,” or that a permit has been issued by the Corps to place an improvement upon the land, or that it is not necessary to determine if any portion of the land constitutes a “wetland.” Any person who proceeds with subdivision, construction, or the placing of any improvement upon land without prior Corps review and/or approval does so AT HIS OWN RISK WITHOUT ANY RESPONSIBILITY ON THE PART OF THIS MUNICIPALITY, ITS AGENTS OR EMPLOYEES!

BURIED SOLID WASTE

I hereby certify that I have not buried any solid waste on the property of this application. I acknowledge that the Commonwealth of Pennsylvania Solid Waste Management Act specifically prohibits the disposal of solid waste except at legally permitted landfills.

I understand that violation of this act may result in prosecution by appropriate agencies of the Commonwealth.

Applicant signature: _____ **Date:** _____

Name of applicant (please print): _____

PENNSYLVANIA WORKERS' COMPENSATION INSURANCE COVERAGE INFORMATION FORM

Please complete all applicable sections of this form paying special attention to the documentation requirements listed in each section. The building and/or zoning permit that you are requesting will not be issued until this form is completed properly.

1. Are you the homeowner/property owner performing the work (as requested in this application) yourself?

- No - go to question #2
- Yes – read this exemption statement, sign to indicate your understanding and submit this form with your application
 “Homeowner swears/affirms that he/she will be performing all work on this project and no outside contractors will be employed on this project.”

Signature: _____ Date: _____

2. Are you the homeowner/property owner who has hired a contractor to perform the work (as requested in this application)?

- No – go to question #3
- Yes – please have your contractor complete Sections A & B

3. Are you the contractor hired by the homeowner/property owner to perform the work as requested in this application)?

- Yes – complete Section A & B
- No – please explain: _____

A. Name of Company _____

Contact person _____ Phone # _____

Address of company _____

Federal or State Employee Identification # _____

Please select one of the following options:

- Applicant is a qualified self-insurer for workers’ compensation
 ✓ Please attach a copy of the insurance certificate listing the municipality in which the work will be performed as a certificate holder
- Applicant carries workers’ compensation coverage with an insurance company
 ✓ Please attach a copy of the insurance certificate listing the municipality in which the work will be performed as a certificate holder
- Applicant is exempt from providing workers’ compensation insurance because:
 - The contractor is a sole proprietorship without employees (The contractor is prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of insurance to the municipality.)
 - All of the contractor’s employees on the project claim an exemption based on religious grounds as defined in Section 304.2 of the Workers’ Compensation Act.

Note: If you are requesting an exemption from the Workers’ Compensation Act requirements, you must sign in Section B in front of a notary public.

Will you be using any subcontractor(s) on this project? No Yes (if yes, all subcontractors must present proof of insurance as required under the Pennsylvania Workers’ Compensation Act.)

B. My signature as the contractor indicates my understanding of the requirements to provide proof of Workers’ Compensation insurance as needed and verifies that all statements made above are true. **I understand that if I am a contractor requesting an exemption under the Workers’ Compensation Act that I must sign this form in front of a notary public.**

Signature _____ Date _____

Address _____

NOTARIZATION REQUIRED FOR CONTRACTORS REQUESTING EXEMPTION FROM PROVIDING WORKERS COMPENSATION INSURANCE

County _____ Municipality of _____

My commission expires: _____ Subscribed and sworn to before me this-
 _____ day of _____ 20__.

SEAL _____