



# STREET OPENING PERMIT PROCEDURES

**UPPER ALLEN TOWNSHIP**  
100 Gettysburg Pike  
Mechanicsburg, PA 17055  
www.uatwp.org

**COMMUNITY DEVELOPMENT DEPARTMENT**  
Office Hours: Monday through Friday: 8:00 AM to 4:30 PM  
Office: 717-766-0756 Fax: 717-796-9833

*A Street Cut Permit is required for all road openings of any type. **One (1) address per permit.***

1. Location – One (1) address of the proposed opening or excavation must be provided on all applications.
2. All questions on the application must be complete. Incomplete applications for street openings will not be approved.
3. Sign and date application- Provide phone numbers and email addresses where applicant may be reached.
4. Contractors assembling application must provide a Certificate of Insurance verifying coverage for Worker's Compensation and their Federal or State Employer Identification Number (EIN).
5. Site Plan – Show all dimensions of entire site (length x width and square feet of trench). Identify all streets affected by construction. Place all buildings, signals and signage, within construction area and indicate whether existing or proposed. **The contractor is responsible for the accuracy of this site plan. All easements/deed restrictions must be indicated.**

## PLANS AND SPECIFICATIONS

6. Contractor must notify Upper Allen Township three (3) days prior to starting construction.
7. All road cuts must be done with a saw or equivalent and must be clean before excavation.
8. All trenches must be filled with stone and temporary patched with cold patch until permanent restoration. Permanent road work must conform to Chapter 217 of Upper Allen Township Ordinance.
9. All road openings may require additional escrow for vehicular traffic safety warning devices and signs at discretion of Upper Allen Township.

## ADDITIONAL INFORMATION

10. Review – The application will be reviewed for compliance with all Township codes and ordinances.
11. Permit Granted – Once approved, applicant will receive an approval notification via email or phone call. **Work may not start until a permit has been approved and granted.**
12. Inspections – Call the Township office at least 24 hours in advance to schedule each inspection. Responsibility for notification for inspections at the various stages of construction lies with the applicant.
13. Fees – **Permit fees must be submitted once the permit is approved.** If paying by check, please make check payable to "Upper Allen Township". *Cash and Credit Cards (Maximum of \$1,000) are also accepted.*
14. Permit Fees – Permit fees are based on the area of disturbance. The area of disturbance includes the entire right-of-way width, not just the cartway width. *Fees are subject to change at any time by resolution adopted by the Board of Township Commissioners.*
  - For streets paved more than 5 years from the date of the permit application:
    - **\$150.00 per first 100 square feet. + \$50.00 for each additional 100 square feet (or portion thereof).**
  - For streets paved less than 5 years from the date of the permit, the application must receive approval of the Board of Township Commissioners in accordance with Chapter 217-12. Application requests will be placed on the first available Commissioners' meeting. Attendance is required.:
    - **\$500.00 per first 100 square feet + \$50.00 for each additional 100 square feet (or portion thereof), plus**
    - **Degradation fee is 200% of the permit fee value.**
  - Open cuts in grass or non-pavement area only (within the right-of-way):
    - **\$50.00 each 100 square feet (or portion thereof).**

*Applicant is responsible for charges that may incur as a result of additional review time and/or inspections. Additional review time and inspection time is charged at \$50.00 per hour (one-hour minimum), unless a separate consulting firm fee is charged, as approved by the Board of Commissioners. Permit fees double if work begins without a paid permit.*



# STREET OPENING PERMIT APPLICATION

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**FOR OFFICE USE ONLY:** Permit No. : \_\_\_\_\_ Total Permit Fee: \$ \_\_\_\_\_

1. Address of Proposed Opening or Excavation: \_\_\_\_\_
2. Type of Opening:       Macadam Opening       Grass Opening
3. Approximate Size and Depth of Proposed Opening or Excavation:  
Length \_\_\_\_\_      Width \_\_\_\_\_      Depth \_\_\_\_\_
4. Work Commencement Date: \_\_\_\_\_ Work Completion Date: \_\_\_\_\_
5. Method and Progression of Performing Work: \_\_\_\_\_
6. Purpose of Proposed Opening Excavation: \_\_\_\_\_
7. Applicant Name: \_\_\_\_\_
8. Applicant Address: \_\_\_\_\_
9. Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_
10. Installer Name: \_\_\_\_\_
11. Installer Address: \_\_\_\_\_
12. Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

It is hereby agreed that the Applicant will comply with all relevant ordinances of Upper Allen Township (including Chapter 217, Code of The Township of Upper Allen) and the laws of the Commonwealth of Pennsylvania. The Applicant shall assume risks or be liable for all injuries or damages occasioned (a) by the opening or excavation of the street or (b) by the failure to properly protect the same, backfill the same, restore the surface or maintain the surface or (c) by any other action or inactions in connection therewith. The Applicant shall indemnify and save harmless the Township of Upper Allen, its officials and employees of and from any such liability.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Installer

\_\_\_\_\_  
Date