



STREET EXCAVATION APPLICATION

The City of Reading
Department of Public Works
503 N. 6th Street | Reading, PA 19601
(610) 655-6285

1. STREET EXCAVATION APPLICANT CONTACT INFORMATION (COMPLETE ALL APPLICABLE INFORMATION)

Applicant Name:	Contractor Name:
Company:	Company:
Mailing Address (include City, State, Zip):	Mailing Address (include City, State, Zip):
Project Supervisor/Point of Contact (POC):	Project Supervisor/Point of Contact (POC):
POC Mobile Phone Number:	POC Mobile Phone Number:
POC Office Phone Number:	POC Office Phone Number:
POC Email Address:	POC Email Address:
Please Identify Yourself (Check all that apply): ☐ Public Agency ☐ Regulated Private Utility ☐ Private Contractor ☐ Applying on behalf of a Private Contractor ☐ Home/Property Owner ☐ Engineering/Architecture Firm ☐ Other: _____	Please Identify Yourself (Check all that apply): ☐ Public Agency ☐ Regulated Private Utility ☐ Private Contractor ☐ Applying on behalf of a Private Contractor ☐ Home/Property Owner ☐ Engineering/Architecture Firm ☐ Other: _____

2. PROJECT DESCRIPTION (EXAMPLE: application to make multiple street cuts to the 800 block of Washington Street to install a new utility service for single family residences. Stage construction equipment and materials in the median. Cross curb with excavation equipment, block and repair sidewalk following installation. The work will be performed by ABC contractor between 8am and 2pm daily for 3 months.)

Summary:

3. WORK DESCRIPTION (COMPLETE ALL APPLICABLE INFORMATION)

Street Excavation	
○ Where: _____ _____ ○ Number of Cuts: _____ ○ Size of Cuts: _____ ○ Curb Cut: Y or N/A (Circle) ○ Sidewalk Cut: Y or N/A (if yes, please complete the Sidewalk Excavation section)	○ Purpose: _____ _____ _____ ○ Add'l Permitted Project Utility Service(s)?: (if yes, please provide Type(s) of Permit below) _____

WORK DESCRIPTION (CONTINUED—COMPLETE ALL APPLICABLE INFORMATION)

Historic District Impact	
Is Any Portion Of The Work To Be Completed Within A Historic District?:	Y or N/A
Does The Work Include the Installation or Relocation of a Gas Meter?:	Y or N/A
<i>Note: Inside meter locations shall be considered when: (1) service line is than 10 PSIG, (2) the utility is aware and can readily confirm that the building is listed or eligible to be listed in the national register of historic places, (3) the utility is aware and can readily confirm that the building is listed or eligible to be listed in the national register of historic places, (4) a building has been designated historic under the PA Historic District Act, Municipalities Planning Code, or Municipal Home Rule Charter, (5) the building has a local historic designation, is eligible for such, or located within a historic district. (See 52 Pa. Code § 59.18)</i>	
Have You Considered an Inside Meter Location?:	Y or N/A
If Yes, but the Meter Remains Outside Please Explain : 	
<i>Note: Except in the case of an emergency, a utility shall provide written notice to a utility customer, and if known, the current address of the owner of the building by first class mail or by personal delivery at least 30 days prior to relocating and subsequently installing a meter or regulator outside the customer's building, in a historic district. (See 52 Pa. Code § 59.18)</i>	
If Applicable, Have You Provided Proper Notice?	Y or N/A
<i>Please attach a dated copy of the notice and a list of the addresses that the correspondence:</i>	

4. MOBILITY IMPACTS (Please Respond To All That Apply – If N/A, Please Skip This Section)

Traffic	
☐ Street Closure: Y or N/A <i>If Yes, Please Complete Traffic Impact Plan Summary</i>	☐ Are You Requesting Temporary Parking Prohibitions?: Y or N/A <i>(If Yes, see Note below.)</i>
☐ State Route Closure: Y or N/A <i>If Yes, Please Attach State Route Permit to Application</i>	☐ Duration of Closure(s) (Type: mo/day/year): Type _____ Start _____ End _____
☐ Lane Closure: Y or N/A <i>If Yes, Please Complete Shade Tree Section</i>	Type _____ Start _____ End _____

TRAFFIC IMPACT PLAN SUMMARY: *Please Explain The Location And Method By Which Vehicular And/Or Pedestrian Traffic Will Be Affected, And Include The Use Of Any Traffic Control Devices.*

Summary:

Note: Use of "No Parking" signs shall be posted no more than forty-eight (48) hours and no less than twenty four (24) before they can be enforced by Police Department. The Contractor shall submit to the City of Reading Office of Traffic Enforcement all plans detailing their request to erect signs, the timing of removal of all signs, barricades and other necessary traffic control devices to warn and/or detour traffic around construction work. (Ord. §576-10-4)

MOBILITY IMPACTS (CONTINUED – PLEASE COMPLETE ALL APPLICABLE INFORMATION)

SHADE TREE	
☐ Work to Be Performed (circle): Pruning Removal Other	POC Name/Company
	POC Address
	POC Mobile/Office Phone Number
	POC Email Address
☐ Location of Work: Y or N/A _____	

All trees being removed must be replaced with (1) year of the permit date* Secure tree pits to avoid a trip hazard* Stumps are not to be more than (2) inches above ground level* All pruning must be done according to the ANSI A300 Tree Pruning Standards* The topping of street trees is prohibited

5. PROJECT TIMELINE

Desired Start Date (mo/day/year): _____

Anticipated Completion Date: _____

(If applying for a street & sidewalk permit, consider entirety of the project)

Note: The successful applicant/contractor will receive a City issued work permit that must remain on site for the duration of the project. Work may not commence until said permit is received and shall be concluded at the permit expiration date absent a request for an extension, or a new application has been approved by the City. Failure to display, or present upon request by a City Official will result in violation of applicable City regulations. (Ord. 508-701)

6. TERMS AND CONDITIONS

- (A) By granting this permit is the City of Reading does not waive rights or powers of ownership, management, maintenance, and/or control over the public right-of-way, and any use of said right-of-way is revocable by order of the Public Works Director and shall be in accordance with all laws, rules, and regulations. This issuance of this permit by the City is not intended to, nor shall it, grant or assign any real or personal property right or title in or to the right-of-way in the City of Reading to the applicant.
- (B) Street pavement and sidewalk replacement, including trench fill material shall conform to the standards and specifications of the City current on the date of approval of this permit. The applicant shall restore all areas disturbed by his/her operations to their original or better condition. The Public Works Director, or designee, shall approve all work in the City in advance and upon final restoration.
- (C) A copy of this permit must be placed on site during the hours of activity for the duration of the period stated on the approved permit.
- (D) The Permittee agrees to defend, indemnify, and hold harmless the City of Reading, its officials, officers, employees, and agents against: (1) any liability, claims, causes of action, judgments, or expenses, including reasonable attorney fees, resulting directly or indirectly from any act or omission of the Permittee's use or occupancy of the sidewalk and/or public right of way; and (2) all loss by the failure of the Permittee to fully or adequately perform, in any respect, all authorizations or obligations under the Permit.
- (E) Permittee shall accept the terms, conditions, and requirements of the permit and agree to comply with them to the satisfaction of the City of Reading's applicable ordinances and all applicable requirements of state and federal law. Work shall begin within 15 calendar days from the date of approval unless other arrangements are made, otherwise the application may be voided.
- (F) Applicant/Permittee or Authorized Agent Statement: I declare under penalty of perjury under the laws of Pennsylvania that : I am the Applicant/Permittee OR the authorized agent of the Applicant/Permittee/that the information provided is correct and complete; and that I have the authority to bind the Applicant/Permittee to this application.

Applicant Signature: _____

Date: _____

City of Reading Use Only

Application Status: Approved ☐ Denied ☐

Pay Online at : www.ReadingPA.gov

or

Please Mail Check or Money Order to:

Permit Approval Date: _____

City of Reading

Bill #: _____

Treasury Office

815 Washington Street, Room 1-33

Reading, PA 19601

Amount Owed: \$ _____

Approved by: _____

Date: _____