



Gettysburg Borough
Application for Highway Occupancy Permit

*For use with Ordinance No. 1397-12 amending Ch. 21, Part 1
regulating Streets and Street Excavations and Part 2 regulating
Sidewalks.*

Applicant Information:

Application Date: _____

Name of Applicant: _____

Address: _____

Contact Person: _____

Email: _____ Phone: _____

The applicant is a: Public Utility ☐ Property Owner ☐ Contractor ☐

Site Information:

Site Address: _____

Opening Occurs between streets: _____ and _____

Pennsylvania One-Call Serial Number: _____

Approx. Start Date: _____ Approx. End Date: _____

Number of Trees in the Sidewalk: _____

Estimated Area of Sidewalk/Driveway (Total Square Feet): _____

Estimated Number of Street Openings: _____ Estimated Area of Street Openings (Total Square Yards.): _____

Estimated Linear Foot of Curbing: _____ Estimated Number of Days Street/Alley will be Closed: _____

Description of Work: _____

Permit No: _____

PERMIT TRACKING

Received by Borough

By: _____

Date: _____

Administratively Complete

By: _____

Date: _____

Technical Review

By: _____

Date: _____

Permit Approval

By: _____

Date: _____

Final Inspection

By: _____

Date: _____

REQUIRED ITEMS THAT MUST BE SUBMITTED WITH APPLICATION FOR ADMINISTRATIVE COMPLETENESS:

- ☐ Drawing or Sketch Submitted on an attached 8.5"x 11" sheet of paper. Drawing or Sketch must show Location Map including quantities of estimated street and/or sidewalk excavation. Sketch all highway features (i.e., poles, pipes, manholes, mains, laterals, bore pits, curb, sidewalk, location and size of openings, etc.). Include dimensions, where applicable. Show North Arrow on sketch.
- ☐ One Call Verified. Applicant shall submit a copy of the one-call form.
- ☐ Visual Proof of present conditions (Photos or Video)
- ☐ Proof of Insurance (for contractor)

ITEMS REQUIRED AFTER TECHNICAL REVIEW, BUT BEFORE THE PERMIT IS APPROVED:

- ☐ Security Estimate (if applicable)
- ☐ Security is Posted (if applicable)
- ☐ Permit Fee is Paid

APPLICANT MUST CALL 2 BUSINESS DAYS IN ADVANCE TO SCHEDULE INSPECTIONS**(717)752-0570 OR (717)334-4666**

The applicant agrees, by signing below, that the work shall be done in full compliance with the Ordinances of the Borough and the laws of the Commonwealth in relation thereto, and that the applicant shall well and truly save, defend and keep harmless the Borough from, and indemnify it against, any and all actions, suits, demands, payments, costs and charges for or by reason of the proposed opening or excavation, and all damages to persons or property resulting in any manner there from, or occurring in the prosecution of the work connected therewith, or from any other matter, cause, or thing relating thereto. (Ord. 858-72, 5/15/1972, §4)

Signature of Applicant or Authorized Representative_____
Date**BOROUGH USE ONLY - DO NOT WRITE BELOW THIS LINE****Highway Occupancy Permit Fees:****STREET EXCAVATION**

<i>Item</i>	<i>Fee</i>	<i>Amount</i>
Application Fee	\$95.00	\$ _____
Min. Review Fee*	\$100.00	\$ _____
Street Closing Fee	_____ days @ \$250.00 per day	\$ _____
Degradation Fee	See Chart Below	\$ _____
Inspection Fee	\$85.00	\$ _____
Curbing	_____ lin. feet @ \$1.75/lin. ft.	\$ _____
Total:		\$ _____

SIDEWALK

<i>Item</i>	<i>Fee</i>	<i>Amount</i>
_____ sq. feet	@\$25.00 per 50sq.ft.	\$ _____
Total:		\$ _____

DRIVEWAY

<i>Item</i>	<i>Fee</i>	<i>Amount</i>
_____ linear feet	@ \$1.00 per ft. in width	\$ _____
Total:		\$ _____

GRAND PERMIT TOTAL: \$ _____*(Total of Street Excavation, Sidewalk, & Driveway)*Permit **approved** by
The Borough of Gettysburg this

_____ day of _____, 20____

Borough Official Signature**- or -**Permit **denied** by
The Borough of Gettysburg this

_____ day of _____, 20____

Reason: _____

Borough Official Signature

Financial Security Amount \$ _____

*The applicant may be billed for any additional review that may be required by the Borough Engineer.

Degradation Fee Schedule:

1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year	6 th -10 th Year	10 th -15 th Year	Over 15 Years
\$95.00/SY	\$94.00/SY	\$93.00/SY	\$92.00/SY	\$54.00/SY	\$43.50/SY	\$33.50/SY	\$19/SY

Activities with Approved Modifications/Waivers to the Ordinance Requirements:

If project falls under the requirements of Section 21-111-F requiring the complete width of the alley less than 14 feet to be paved, then the degradation fee can be waived.

If the project is done outside of the paving season defined by the PennDOT 408 specifications for District 8-0 then the limit of 90 days for temporary paving in Section 21-112-F can be modified.