

Applicant Checklist for Utility Highway Occupancy Permit

The following checklist has been prepared to aid in the preparation and submission of plans for a Highway Occupancy Permit Application. These guidelines are not all encompassing nor are they applicable to every application. (Reference: 67 Pa. Code, Chapter 459 and PennDOT Publication 282).

Application

- Application Signed & Dated by the Property Owner
- Application Submitted in the Name of Property Owner/Operator
- Correct Fee is Attached
- Application complete and all work proposed within ROW indicated on appl.
- Application Includes Four Sets of Plans

Plan Presentation

- North Arrow
- Show highway Right-of-Way Lines
- Color coded or grey-scale plans are not acceptable
- Freehand drawings are not acceptable
- Scale Bar, scale of 1"= to no more than 50'
- Dimensions from edge of pavement to facility
- Existing utility facilities that may be affected shown
- Existing structures that may be affected shown
- Cross Sections
- Located outside of pavement or shoulder
- Traffic Control provided
- Location Map provided
- Plans of acceptable quality
- Details showing location and size of opening both horizontal and vertical
- Proposed facility size and type labeled
- Highway appurtenances shown
- Highway segment and offset provided
- Topography shown
- Centerline provided
- Pavement and shoulders shown
- Curb shown
- Guiderail and type shown
- Drainage facilities shown

Restoration and Location

- 3' below surface
- Grout used to fill void for > 30" pipes
- Proper boring methods
- 3' away from shoulder if boring
- Only trenching because drilling, boring not feasible
- No trenching in pavement < 10 yrs old and ADT < 500
- Placed outside shoulder
- 12' away from centerline
- < 200' openings
- Backfill details provided
- Bituminous trench restoration detail provided
- Concrete trench restoration detail provided
- High early strength concrete indicated
- Reinforcement provided for concrete restoration
- > 100' opening in wearing course < 5 yrs old = overlay full lane
- Two transverse opening < 100' apart in wrng crse < 5 yrs old = overlay full width for entire length
- 4 or more openings within 100' in wearing course <5 yrs old = overlay full lane

- Milling required for lane overlays
- If travel lanes overlaid, overlay shoulder to match elevations
- Pavement restoration shown to edge of lane/shoulder
- Poles located outside clearzone as near right-of-way line as practicable
- Acceptable vertical clearance, 18' min.

ADA Compliance

- Upgrade ADA if pedestrian path is changed
- Proposed sidewalk > 100' must meet current standards
- Maintain 4' sidewalk width
- Upgrade curb ramp w/in 15' of proposed sidewalk
- Upgrade curb ramps w/in 5% of proposed sidewalk (>300')