

ROAD OCCUPANCY PERMIT APPLICATION
Jefferson Township, 487 Cortez Rd, Jefferson Township, PA 18436

DATE _____ TAX MAP NO. _____
LOCATION OF WORK SITE _____
APPLICANT NAME _____ (OWNER) (AGENT)
PROPERTY OWNER _____ CONTACT _____
OWNER ADDRESS _____
CONTRACTOR _____ PHONE NO. _____

DRIVEWAY/ACCESS TYPE: RESIDENTIAL AGRICULTURE COMMERCIAL INDUSTRIAL SUBDIVISION
PROPOSED DRIVEWAY SURFACE: PAVED DIRT / GRAVEL **LENGTH** _____ **WIDTH** _____
WATER CONTROL: [DIMENSIONS OF PIPE] _____ [IS SWALE NEEDED?] _____
REASON FOR PERMIT: [NEW] [REPAIR/PAVE EXISTING] [RELOCATE]

**** Attach sketch or plans of driveway, including entrance and drainage details. ****

ROADCUT:

WILL ROAD BE OBSTRUCTED? [NO] [YES] IF YES, DATE EMERGENCY SERVICES NOTIFIED: _____

PROPOSED START DATE: _____ PROPOSED COMPLETION DATE: _____

TWP. ROAD SURFACE: [PAVED] [DIRT/GRAVEL] IMPROVED WIDTH _____ FT R.O.W. WIDTH _____ FT

UTILITY – UNDERGROUND: [BORING PIPELINES/CONDUITS] [TRENCHING/OPENING OF ROAD SURFACE]

LENGTH OF TRENCH _____ FT WIDTH OF TRENCH _____ FT DEPTH OF TRENCH _____ FT

FILL MATERIAL: _____ DEPTH OF FILL: _____ FT/IN and _____ FT/IN OF _____

WEARING SURFACE: _____ DEPTHS COMPACTED: _____

UTILITY POLES AND TOWERS: NUMBER OF POLES TO BE ERECTED _____

NEAREST DISTANCE FROM CENTER OF ROAD TO STRUCTURE _____ FT

HEIGHT OF LOWEST WIRE CROSSING TRAVEL LANES _____ FT

ESTIMATED COST OF ROAD RESTORATION: _____

Attach 3 copies of sketch plan showing such dimensions as the location of intended facility, width of traveled roadway, right-of-way lines and the distance to the nearest intersecting public street, road or highway.

You must contact Road Department in writing for final inspection upon completion of work.

THE APPLICANT IS [AN INDIVIDUAL] [A PARTNERSHIP] [A CORPORATION INCORPORATED UNDER THE
LAWS OF _____]

APPLICANT SIGNATURE & TITLE



STOP – CALL BEFORE YOU DIG!
PENNSYLVANIA LAW REQUIRES
THREE WORKING DAYS NOTICE
Pennsylvania One Call System, Inc.
1-800-242-1776

*Driveway names must receive approval by the Board of Supervisors, USPS & Lackawanna County Comm Center. Township will provide 1st sign only. **NOTES:** 1) Property owner shall assume responsibility for repair of any damage to Township Road during construction or damage resulting from improper driveway construction. 2) Property Owner/Permit Holder shall be responsible for vehicular and pedestrian traffic safety during construction. 3) Failure to comply with the provisions set forth in this permit may result in revocation of the permit and the Property Holder / Permit Holder may be subject to legal action and fines.

------(FOR OFFICE USE ONLY)-----

Approved? YES NO

Engineer Review Required? YES NO

ROAD DEPARTMENT AUTHORIZATION SIGNATURE

**** Attach sketch or plans of road cut, including drainage details. ****