



**EASTTOWN TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA**

**566 Beaumont Road
Devon, PA 19333
610-687-3000
610-687-9666 (Fax)**

**APPLICATION FOR
ROAD OCCUPANCY**

PART I – INSTRUCTIONS

- Review Chapter 395 Streets and Sidewalks of the Code of the Township of Easttown, available online at www.easttown.org, for purchase or review at the Township Building.
- Submit three (3) copies of this Application.
- Submit three (3) copies of a sketch showing the location and details of the proposed work.
- Fees, furnished on request from Public Works Director, are set in accordance with the Pennsylvania Department of Transportation Schedule of Fees for Highway Occupancy Permits plus restoration charges as determined by the Public Works Director. All fees shall be paid by check or money order and payable to Easttown Township.
- Submit the Consultant Fee Reimbursement Contract signed by the Property Owner.

PART II – PROPERTY OWNER INFORMATION (person or entity responsible for all costs)

Owner Name (person or entity that will own the Improved Property upon completion of work):

Owner Street Address (if P.O. Box, include street address also):

City, State, and Zip Code:

Telephone Number:

Fax Number:

Email Address:

PART III – PROPERTY INFORMATION

Street Address of Property for which Road Occupancy Permit is being sought (if P.O. Box, include street address also):

City, State, and Zip Code:

Tax Map ID#:

Subdivision Name (if applicable):

Lot # (if applicable):

PART IV – DESCRIPTION AND PURPOSE OF WORK

PART V – CERTIFICATION

I am the Property Owner, or
 am an officer or official of the Property Owner, or
 have the authority to make this application on behalf of the Property Owner (attach delegation of signatory authority),
 acknowledge that the information provided in this Application, including any plans and specifications, is true
 and correct to the best of my knowledge and belief.

Name (type or print legibly)	Official Title
Street Address	City, State, Zip
Phone Number	E-Mail Address
Signature	Date

PART VI – TOWNSHIP ACTION

Schedule Item No.						
Unit Fee						
No. of Units						
Subtotal						
TOTAL FEE						

Permit Application Fee: \$	<input type="checkbox"/> Paid <input type="checkbox"/> Cash <input type="checkbox"/> Check No. _____ Received by: _____ Date: _____
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Application Status: <input type="checkbox"/> Approved* <input type="checkbox"/> Disapproved	Permit #:	Public Works Director's Signature:	Date:
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The following standard conditions shall apply to the Road Occupancy Permit upon issuance by the Township:

- The Applicant shall speak with the Public Works Director 48 hours prior to construction and/or permanent restoration.
- The Township may at any time revoke and annul this Road Occupancy Permit for non-performance of or non-compliance with any of the conditions, restrictions, and regulations hereof.
- Any work performed on a Township road over, under or within, the limits of a limited access state highway, requires a state permit.
- Where the Applicant fails to comply with the condition as to completion of work by the time specified, the following rules will govern:
 - Failure to start work by date specified for completion. The Road Occupancy Permit will be cancelled unless the Applicant desires an extension of time, in which case the Township will be notified and a supplemental Road Occupancy Permit may be issued.
 - Work started and not completed by specified date. The Applicant will notify the Township, prior to the expiration of the allotted time, of his/her inability to complete the work on or before the date specified and request an extension of time. Such request shall be accompanied by the prescribed fee.
 - The Applicant not desirous of carrying out proposed work on account of change in conditions affecting it. The Applicant will notify the Township, prior to the date specified for completion, that the work will not be carried forward and returning the Road Occupancy Permit with such notice. The fee for inspection of the work will be refunded by the Township, provided that they have been notified of cancellation prior to the expiration date.