



**EAST COVENTRY TOWNSHIP  
CHESTER COUNTY, PENNSYLVANIA**

**APPLICATION FOR  
TOWNSHIP ROAD OCCUPANCY PERMIT**

855 Ellis Woods Road  
Pottstown, PA 19465  
610-495-5443 (Office)  
610-495-9925 (Fax)

**PART 1 – INSTRUCTIONS**

- Review Chapter 21 Streets and Sidewalks, Part 2 Street Excavations of the Code of the Township of East Coventry, available online at <https://ecode360.com/EA2224> and for purchase or review at the Township Building.
- Submit one (1) paper copy of this Application and a sketch plan showing the location and details of the proposed work. This includes, but is not limited to, showing sign compliance with Temporary Traffic Control Guidelines PennDOT Publication 213 for all work within rights-of-way.
- Submit an electronic PDF copy of the above referenced Application and a sketch plan.
- Fees are set in accordance with the attached Pennsylvania Department of Transportation Schedule of Fees for Highway Occupancy Permits (see attached) plus restoration charges as determined by the Public Works Director. All fees shall be paid by check or money order and payable to East Coventry Township prior to Permit issuance.

**PART 2 – APPLICANT INFORMATION (person or entity responsible for all costs)**

Applicant Name: \_\_\_\_\_

Applicant Street Address (if P.O. Box, include street address also): \_\_\_\_\_

City, State, and Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**PART 3 – 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: \_\_\_\_\_

**PART 4 – DESCRIPTION AND PURPOSE OF WORK (complete as applicable)**

General Description: \_\_\_\_\_

Purpose of Work: \_\_\_\_\_

**General:** The road surface is improved to a width of \_\_\_\_\_ feet. The distance from center of line to roadway to gutter or ditch is \_\_\_\_\_ feet. The distance from centerline of road to right-of-way line is \_\_\_\_\_ feet.

**Poles and Towers:** The number of poles to be erected is \_\_\_\_\_. Nearest distance from center of road to structure is \_\_\_\_\_ feet. Distance of proposed work along the road is \_\_\_\_\_ feet.

**Pipe Lines and Conduits:** The improved surface of the road (will or (will not) be opened. The approximate area of the opening(s) on improved part is \_\_\_\_\_ square yards. The approximate area of the opening(s) on the unimproved part is \_\_\_\_\_ square yards. The length of the trench along the road is \_\_\_\_\_ feet. The depth of the trench below the surface is \_\_\_\_\_ inches.

**PART 5 – PROPOSED SCHEDULE**

Approximate Start Date:	Approximate End Date:
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**PART 6 – PROPOSED ROAD CLOSURE**

Yes     No

If Yes, then provide details and map showing how traffic will be managed.

**PART 6 – FEE CALCULATION (applicant to complete using Highway Occupancy Permit Fees)**

Schedule Item Number	Unit Fee	Number of Units	TOTAL FEE	Township Use

**PART 7 – CERTIFICATION**

I am the Property Owner, or  
 am an officer or official of the Property Owner, or  
 am the Contractor.

I verify that the statements of facts made by me in this Application, together with the statements of facts in the documents provided herewith are true and correct and that they are made subject to the penalties of TITLE 18 PA C.S. Section 4904 relating to Unsworn Falsification to Authorities. I further verify that I have not omitted any facts or misstated any matters pertinent to this Application.

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

**PART 8 – TOWNSHIP ACTION (to be completed by Township)**

Permit Application Fee: \$	<input type="checkbox"/> Not Paid <input type="checkbox"/> Paid <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____
Application Status: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Public Works Director's Signature: _____
Date: _____	

**HIGHWAY OCCUPANCY PERMIT OPERATIONS MANUAL**  
**Chapter 2 – Application Submission**

A summary of fees is below:

**HIGHWAY OCCUPANCY PERMITS FEES**

**GENERAL ISSUANCE FEES**

459.4(a)(1) Utilities .....	\$50
441.4(a)(1) Driveways	
(i) Minimum Use .....	\$15
(ii) Low Volume .....	\$30
(iii) Medium Volume .....	\$40
(iv) High Volume .....	\$50
Other (Curb, Bank Removal, Sidewalk & Curb, etc.) .....	\$20
441.4(a)(2) & 459.4(a)(2) Supplement Fee (each 6-month time extension or HOP revision) .....	\$10
459.4(a)(3) Emergency Permit Card (each card) .....	\$5

**GENERAL INSPECTION FEES**

441.4(b) Driveways	
(1) Each Minimum Use .....	\$10
(2) Each Low Volume .....	\$20
(3) Each Medium Volume .....	\$35
(4) Each High Volume .....	\$50
459.4(b)(1) Underground Facilities (Total each 100 linear feet increment or fraction thereof)	
(i)(A) Opening in Pavement .....	\$40
(i)(B) Opening in Shoulder .....	\$20
(i)(C) Opening outside of Pavement & Shoulder .....	\$10
(ii) If Longitudinal Opening Simultaneously Occupies Two or More Areas Only Higher Fee Charged	
459.4(b)(2) Surface Openings (Less than 36 square feet)	
(i) Opening in Pavement .....	\$30
(ii) Opening in Shoulder .....	\$15
(iii) Opening outside Pavement & Shoulder .....	\$10
(iv) If Opening Occupies Two or More Areas Simultaneously Charge Only Higher Fee	
459.4(b)(3) Aboveground Facilities	
(a) Poles, Guys/or Anchors Installed Independently .....	\$20
Up To 10 Physically Connected Facilities	
(b) Additional Connected Facilities (each) .....	\$2
459.4(b)(4) Crossings (tipples, conveyors, walkways, etc.) .....	\$80
459.4(b)(5) Seismograph – Vibroseis method	
(i) First Mile .....	\$50
(ii) Each Additional Mile or Fraction Thereof .....	\$5
459.4(b)(6) Non-Emergency Test Holes in Pavement or Shoulder (each hole) .....	\$5
441.4(b) Other .....	\$20

**ADDITIONAL FEES (varies)**

- 459.4(d)(1) Additional application fees.
- 441.4(d) & 459.4(d)(2) Additional inspection fees.**