

Borough of Doylestown

Department of Building and Zoning
Permit Application for Road Occupancy

Background:

The Borough of Doylestown requires that prior to breaking or opening any street or road or performing any work on a Borough Right-of-Way, a person or corporation shall acquire a Road Occupancy Permit from the Department of Building and Zoning, located at 10 Doyle Street. There is a fee of \$100 plus \$5 per each sq.ft. All construction/repair work shall be done according to the Borough of Doylestown Ordinance specifications.

When A Road Occupancy Permit is Required:

- Any time there is to be a breaking or opening any street or road or performance of any work on a Borough Right-of-Way

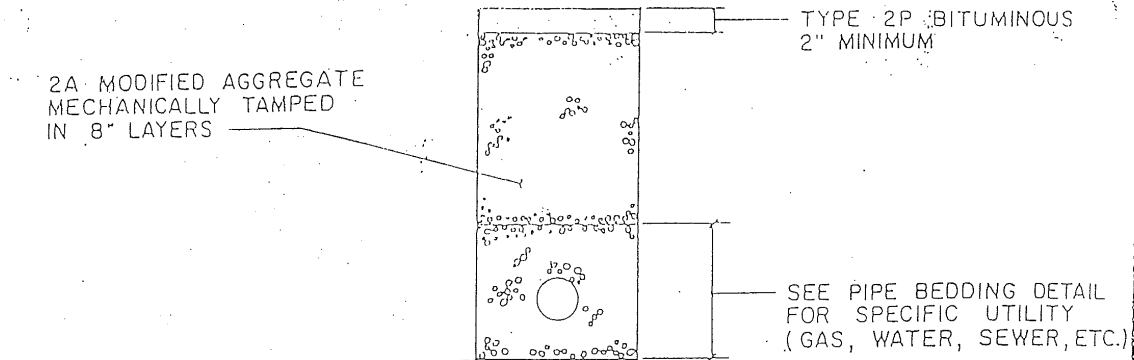
Process:

- Complete the Permit Application and bring or mail it to the Borough Zoning and Planning Office at 10 Doyle Street with a check, cash or credit card for payment. Check should be payable to "Borough of Doylestown"
- A separate check in the amount of \$ 500.00 escrow. This will be refunded when the job is finalized with all paving and seal work completed.**
- The staff will accept your completed permit application. You must attach 2 copies of the site plan. See the list below for what must be shown on the site plan. **Note staff will not accept incomplete applications.**
- You will be contacted when a decision has been made on your application. Permit review normally takes 7 – 10 days but may be as long as 20 days.
- Do not begin work until your application has been approved and you have an issued permit in your hand.
- Once work is complete you must schedule a final inspection to close the permit.

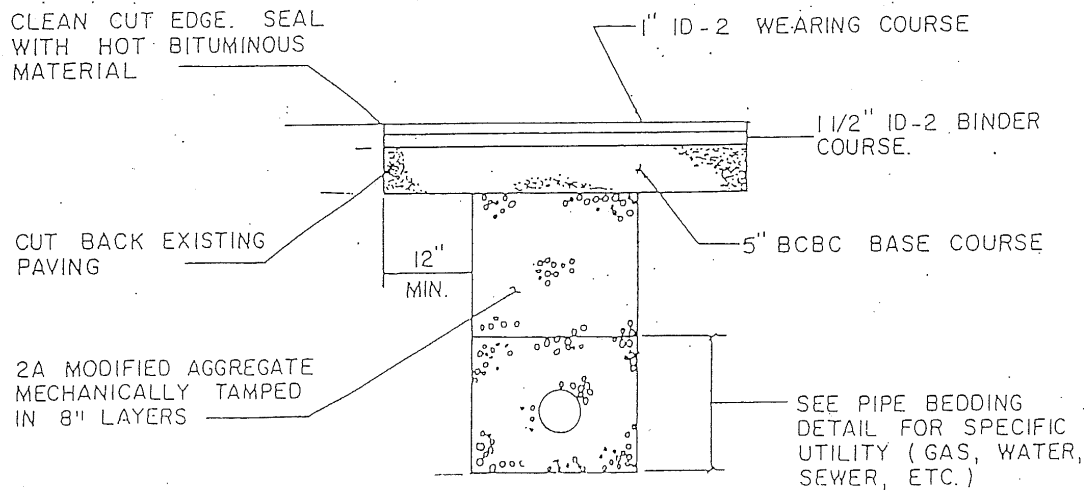
Check List for Submission - Applicant must fill out checklist marked "A" below. Borough staff will complete checklist marked "S".

A	S	
<input type="checkbox"/>	<input type="checkbox"/>	Completed application form.
<input type="checkbox"/>	<input type="checkbox"/>	Payment is included. Including escrow.
<input type="checkbox"/>	<input type="checkbox"/>	2 copies of a drawing showing: <ul style="list-style-type: none">Location and details of work proposed.Any vegetation or sidewalk disturbed.Description of restorations to be made.Traffic control plan, including whether the roadway and or sidewalks will be closed and time frames for said closures including whether the roadway will be passable for emergency vehicles.Detours of vehicles and pedestrians.Time table for all work.

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TEMPORARY PAVEMENT / TRENCH RESTORATION



PERMANENT PAVEMENT / TRENCH RESTORATION

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Hours of Operation
Monday - Friday
8:30 a.m. – 4:30 p.m.

APPLICANT OR UTILITY INFORMATION:

Applicant or Utility Name:	
Applicant Address:	
Applicant Daytime Phone Number:	Applicant Emergency Phone Number:

CONTRACTOR'S INFORMATION:

Company Name:	Phone:
Company Address:	
Contact Name :	Contact Phone:
Emergency Contact Name and Phone Number:	

LOCATION INFORMATION:

Street:	Cross Streets:	and
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WORK TO BE DONE:

Start Date:	End Date:	
Description/Purpose:		
Improved road surface will/ will not be disturbed. Circle one		
Length: ft.	Width: ft.	Total : Sq.Ft
Fee: \$100 + (_____ per sq.ft. x \$5 _____) = Total Fee \$ _____		

VERIFICATION: In accordance with Ordinance 1959-12, we hereby make application for a Road Occupancy Permit and submit 3 copies of a drawing showing location and details of work proposed within the Doylestown Borough Road Right-of-Way. The applicant agrees to completely restore unimproved surfaces to their pre-construction condition and restore improved surfaces in accordance to the details on reverse side of this form.

APPLICANT SIGNATURE:

Signature:	Date:
Print Name and Company Name:	

APPLICATION PROCESSING RECORD (Borough Office Use Only)

Date Received:	Amount Paid:	Check Number:
Payor:	Received by:	
Public Works Review:	Date:	
Boro Mgr Review:		
Building Review:	Date:	
Permit is:	Granted Denied Other:	
Permit Number Issued:	On Date:	