

Williams Township Zoning Office
655 Cider Press Road
Easton, PA 18042
Phone: (610) 258-0522
Fax: (610) 258-6080

Application Date: _____
Permit Number: _____

**Application for Driveway, Right-of-Way Occupancy/Road Opening Permit
Amended November 15, 2012 – Ordinance # 2012-06, and revised September ----, 2020**

Name of Property Owner: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Address of Property and Driveway Location: _____

Tax Parcel ID Number: _____

Contractor Name: _____ Phone: _____

Contractor Address: _____

Contractor Email: _____

Check all that apply:

- New Driveway with Grading Permit
- Existing Driveway Reconstruction or New Pavement
- Right-of-Way Occupancy
- Street Opening Permit
- Road Closing Required (Attach Detour Plan)

Quantity of Pavement to be Replaced (provide length, width, and depth): _____

Length and Width of Public Road Cut within Right-of-Way: _____

Anticipated Work Start Date: _____

Anticipated Duration of Work: _____

Description of Work (sketch plan or drawing) is attached.

New Driveway sight distance measurement per PennDOT Pub70 Form H-950 S (3804) is attached (or included on sketch plan or drawing).

Note: A \$ 500.00 escrow fee will be held.

Note: **The Applicant must schedule a preconstruction meeting with the Director of Public Works and their contractor.** The contractor is to call Director of Public Works to schedule an inspection upon completion of the construction. The Director of Public Works may be reached at (610) 258-6788.

Note: **Permittee subject to Ordinance No. 2012-06, Schedule "A" Insurance, Fee, Escrow and deposit requirements and Schedule "B" "Minimum Use Driveway Construction Standards".** Permittee responsible for contacting "PA One-Call System". **Performance of regulated activities within the Township right-of-way without a permit is illegal. Violators shall be subject to a fine.**

Note: All work to be done in accordance and subject to Title 67 PACode, Chapter 203 (Work Zone Traffic Control).

Note: Permit expires one (1) year after authorization date.

I/We agree to protect, defend, indemnify and save harmless the Township, Officers or Agents thereof, from all claims, suits, actions and proceedings of every nature and description whatsoever which may be brought against the Township Officers or Agents thereof, for or on account of any injuries or damages to persons and/or public or private property, due to any materials or applications and in the work or by or on account of improper materials of workmanship, or for on account of any accident or any other act, negligence or omissions of said applicant or his agents, servants or employees and the Township shall not, in any way, be liable therefore.

Owner:
Print: _____ Sign: _____ Date: _____

Contractor:
Print: _____ Sign: _____ Date: _____

Emergency contacts during off-business hours:

Owner Cell Phone: _____ Contractor Cell Phone: _____

TOWNSHIP USE ONLY

Road Opening Fee: \$ 50.00
Refundable Inspection/Review Escrow: \$ 500.00 (Refund Less Review & Inspection Fees)
Refundable Security Deposit (To Be Calculated by Director of Public Works):
\$ _____

Insurance Certificate Received: Yes No

Fee/Deposit Received by: _____ Date: _____

Public Works Director Reviewed: _____ Date: _____

Permit Authorized by: _____ Date: _____

SCHEDULE "A"

**INSTRUCTIONS FOR APPLICATION FOR DRIVEWAYS RIGHT-OF-WAY
OCCUPANCY/ ROAD
OPENING PERMIT**

1. The purpose of this permit program is to regulate the placement of certain structures within Township road rights-of-way and activities conducted within the right-of-way.
2. A Right-of-Way Occupancy Permit is required for installing new structures above or below ground within the road right-of-way such as, but not limited to, driveways, utility poles, guy wires, guide rails, gas, electric, sewer, water, telephone, cable TV, storm and culvert swales, and any other conduit or cable installations including their associated appurtenances. The installation of mailboxes are not regulated by this Ordinance.
3. A Road Opening Permit is required for any activity in the right-of-way that obstructs the travelways or the right-of-way drainage. Activities requiring a permit include, but are not limited to, scheduled repair, modifications, or removal of aboveground or underground utilities or structures, conduit or cable, or associated appurtenances and surface drainways within the right-of-way. Any activities that require the obstruction of the travelway or drainageway require a permit. Cutting of trees and vegetation, coating/repair of private driveways, and emergency repairs of utility service within the limits of right-of-way are not regulated by this Ordinance.
4. A Right-of-Way Occupancy Permit for a driveway must be obtained prior to the issuance of a Building Permit. A Building Occupancy Permit will not be issued until the requirements of the Right-of-Way Occupancy Permit are met.
5. For proposed minimum use driveways, a sketch shall be attached to the application for Right-of-Way Occupancy Permit. All other applications for Right-of-Way Occupancy or Road Opening Permits shall be accompanied by a scaled drawing locating and describing the occupancy and proposed construction in relation to the Township road right-of-way line. Easement descriptions are required for private utility placements.
6. Temporary road closing requests should be accompanied by information as to the duration of the closing and timing, as well as, a Route and Signing Plan (MUTCD-2009, PennDOT Publications 203-Work Zone Traffic Control, Pub 213-Work Zone Traffic Control Guidelines and Pub 23 4-Flagging Handbook) subject to approval by the Township. Proper notification of emergency services, the Township Supervisors, and others identified by the review of this application will be the responsibility of the permittee.
7. During construction, a tire-cleaning mat must be installed at the driveway entrance in accordance with the Northampton County Conservation District Soil and Erosion Control Standards. No other entrance/exit to the property may be utilized.
8. The applicant shall make provisions to maintain uninterrupted parallel drainage along an existing roadway at the location of the proposed driveway, or with any modification to an existing driveway. To ensure compliance, a pre-construction meeting with the



Township's Public Works Director or his designee is required.

9. Insurance requirements, escrows, and required security deposits shall be in accordance with the Schedule "B" adopted by the Board of Supervisors for this Ordinance, or as may be revised annually in the Williams Township fee schedule.
10. The Fees, Engineering Review Escrow, and Security Deposit will be collected at the time the application is submitted to the Township. The Security Deposit will be per Schedule "B". The Township shall issue a permit within fifteen (15) days of submission unless the application and supporting documentation is incomplete. The Security Deposit will be refunded when the work is accepted by the Township as evidenced with a final inspection by the Public Works Director or his designee. The refund will be no later than thirty (30) days upon notification that the work is completed. If unsatisfactory restoration is made or the permittee is not able to satisfy the Township or is unresponsive, action will be taken by the Township in accordance with the Ordinance.
11. All restoration work must be executed in accordance with this Ordinance or the approved plans for a subdivision/land development.
12. An initial minimum Engineering Review Escrow (per Schedule "B") shall be posted by the applicant if it is determined that review and/or inspection by the Township will be required. Additional deposits may be required depending on the complexity of the project.
13. For a road opening permit involving an access drive, local road or private road, safe sight distances shall meet the minimum requirements set forth by the Township's zoning ordinance. Required sight distances will be checked by the Public Works Director or his designee and shall be found in compliance before the access drive, local road or private road is opened.

SCHEDULE "B"

INSURANCE, ESCROW, AND DEPOSIT REQUIREMENTS DRIVEWAYS RIGHT-OF-WAY OCCUPANCY/STREET OPENING PERMIT APPLICATIONS

1. The following application fees shall apply*:

Minimum Use Driveway	\$50.00
Access Drive (non-residential)	\$75.00
Right of Way Occupancy	\$50.00
Street Opening (Utility)	\$100.00

*Fees may be revised annually in the Williams Township Fee Schedule.

2. The following Review Escrow requirements apply:

If a review by the Township or inspection of the work is deemed to be necessary by the Township, the fees for such work will be charged against a review and inspection escrow account in accordance with the Township's Schedule of Rates for Professional Engineering Services. If an escrow deposit is required, a minimum of \$500.00, shall be provided by the applicant to offset anticipated review or inspection fees. Unused escrow balance will be refunded to the applicant following satisfactory completion of the work.

3. Computation of security deposit:

The amount of security to be deposited for street opening applications shall be based on the area of pavement that will be required for restoration of the roadway surface. The deposit amount shall be \$50.00 per square yard times the quantity of roadway pavement anticipated for replacement. The minimum deposit shall be \$500.00.

Inspection by the Township or its authorized agent shall occur upon notice by the permittee that the work has been satisfactorily completed. If inspection indicates that the work is acceptable, the security deposit will be released in accordance with the provisions of the ordinance.

4. Contractors shall provide evidence of general liability coverage in an amount not less than \$1,000,000.00.
5. If the proposed occupancy or street opening is covered by an Improvements Agreement through the Subdivision and Land Development approval process, the escrow and security deposit are waived.

