

RULES AND REGULATIONS GOVERNING STREET
OPENINGS IN HANOVER TOWNSHIP

SECTION I – GENERAL PROVISIONS

- A. The work authorized by a permit shall be done at such time and in such a manner as shall be consistent with the safety of the public and shall conform to all requirements and standards of Hanover Township. If at any time it shall be found by the Township Manager, Director of Public Works, Road Superintendent or Township Engineer that the work is not being done or has not been properly performed, the permit holder, upon being notified by the Township Manager, Director of Public Works, Road Superintendent or Township Engineer, shall immediately take the necessary steps at its own expense toward placing the work in condition to conform to said requirements and standards.
- B. In the event of willful failure or neglect by the permit holder to perform and comply with the conditions, restrictions and provisions of these regulations, the Township Manager, Director of Public Works, Road Superintendent or Township Engineer may revoke and annul the street opening permit so issued and direct the permit holder and/or its contractor to remove any or all structures or property belonging to said permit holder from the legal limits of the highway right-of-way.
- C. The issuing of a street opening permit does not relieve the permit holder from obtaining any consent otherwise required from the owner or owners of the abutting property and does not confer upon the permit holder the right to cut, remove or destroy trees or shrubbery within the legal limits of the highway except under such conditions, restrictions and regulations as Hanover Township prescribe. It shall also be the responsibility of the permit holder to contact local utility companies in regards to the location of utility lines within the proposed excavation area.
- D. The permit holder shall at all times be responsible for any and all sub-contractors and employees working on a project and shall see that such contractors abide by all regulations contained herein.
- E. The street opening permit shall be on the job site at all times.
- F. Any work done under street opening permit shall be subject to the conditions, restrictions and provisions of these regulations which shall govern all excavations, openings and trenches for the purpose of making repairs to or placing any poles, conduits, water, steam, gas pipes, sewers or other structures or cables erected in or on a highway right-of-way in Hanover Township.

SECTION II – TRAFFIC CONTROL & WARNING DEVICES

- A. Traffic control for work authorized under a street opening permit must be carried out in accordance with the requirements of Hanover Township. In this connection, the permit holder shall use due diligence in the execution of the work authorized in order not to obstruct unnecessarily or endanger travel along said highways. All safety provisions for the free movement of traffic shall be provided by the permit holder.

- B. Warning signs and reflectorized barricades with flashing lights shall be placed so as to alert pedestrians and motor vehicles of any open trench or hole in the highway right-of-way and shall be maintained by the permit holder during the course of the permit work. All warning devices and the placement of such devices shall conform to Federal, State and Township standards.

REFER TO PENNDOT PUBLICATION 203, WORK ZONE TRAFFIC CONTROL, FOR PROPER PROCEDURES.

- C. The permit holder shall make every effort to provide a throughway on the street where he is working and not impede the flow of traffic. If a street must be blocked off entirely during permit work, such work shall be completed that same day or else plates or bridging will be required to cover the opening until work is resumed the next working day. The plate or bridging shall be extended a minimum eighteen inches (18”) on each side of the opening and secured to the adjacent roadway. Any restrictions which might impede the passage of fire or other emergency vehicles shall be reported to the Northampton County 911 Center, Colonial Regional Police Department and Hanover Township Volunteer Fire Company #1 before such restriction is in effect and again when it is removed.
- D. The contractor is required to leave with Colonial Regional Police Department and Hanover Township Public Works Department a list of names of persons to be contacted in case of an emergency. This is to be done before the work commences.

SECTION III – COMPLETION TIME

- A. Upon issuance of a street opening permit, work must be started within twenty-four (24) hours of the date so stated on the permit and restoration must be completed within twenty-four (24) hours at the time stated on the permit, unless prior notice is given to the Township Manager, Director of Public Works, Road Superintendent or Township Engineer of good and valid reason for delay.
- B. If work is stopped on a project for any reason other than by order of the Township Manager, Director of Public Works, Road Superintendent or Township Engineer, and in the Township Manager’s, Director of Public Works’, Road Superintendent’s or Township Engineer’s opinion the trench remains open for an unreasonable length of time, he may direct the permit holder to refill the trench and cease work until such time as he is prepared to proceed with the work until completion. If the permit holder fails to comply with such a request, the Township Manager, Director of Public Works, Road Superintendent or Township Engineer may perform the necessary work subject to reimbursement from the permit holder and loss of permit.
- C. The permit shall be good for 180 days after date of issue, unless granted an extension by the Township Manager, Director of Public Works, Road Superintendent or Township Engineer. If the permit expires without having an extension being granted, a new one must be obtained.

SECTION IV – EXCAVATION & RESTORATION

- A. All excavations in the street shall be cut square and no larger than necessary to complete the proposed work.
- B. To protect the highway surface or pavement, the permit holder shall not use any equipment not approved of by the Township Manager, Director of Public Works, Road Superintendent or Township Engineer. Such equipment shall have rubber runners or wheels. In the event that other than rubber equipped machinery is used, the pavement shall be protected by the use of heavy rubber or similar matting which shall be a minimum of four inches (4”) wider on each side than the tracks or wheels of the equipment used.
- C. After each and every excavation in any highway right-of-way incident to the erection, repair, resetting of any manholes, conduits, water, steam, oil, gas lines, sewers or any other construction the permit holder shall, under the supervision and direction of the Township Manager, Director of Public Works, Road Superintendent or Township Engineer restore the highway to a condition conforming to specifications of Hanover Township.
- D. The permit holder is responsible for all costs and expenses of making and maintaining immediately temporary or permanent restoration of disturbed areas. Temporary restoration shall consist of backfilling and of topping with a minimum of 4 inches (4”) thickness of a suitable cold patching material or BCBC as specified for permanent restoration or of covering with steel plates attached to the roadway. Unsurfaced fill shall not be left unprotected. The permit holder shall make permanent restoration as required by the Township Manager, Director of Public Works, Road Superintendent or Township Engineer of such areas and be responsible for any subsequent failure of the surface during a period of two (2) years following completion of the permanent restoration work.
- E. Local material excavated from the trench may be used for backfill, if the material complies with Pennsylvania Department of Transportation Specifications for Embankment Material, and is mechanically compacted in four inch (4”) layers to within twenty-seven inches (27”) of final grade. The next eighteen inches (18”) shall be of PADOT #2A Course aggregate mechanically compacted in four inch (4”) layers. An eight inch (8”) layer shall then be placed consisting of BCBC bituminous concrete. This shall be topped with a one and one-half inch (1½”) minimum layer of ID2. All joints shall be sealed with bituminous material conforming to PADOT specifications and immediately covered with dry sand.
- F. All streets and roads shall be constructed and built in accordance with Hanover Township Code §67-3 Streets and Roads (attached).
- G. All excess excavated material shall be removed and disposed of outside the legal limits of the highways as the work progresses, unless the approval of the Township Manager, Director of Public Works, Road Superintendent or Township Engineer is obtained for disposal of the material within the legal limits of the highway. All parts of the highway right-of-way disturbed shall be restored to a condition equal to or better than that which existed before starting the work.

- H. Where a drain or other structure or facility is encountered, it shall be restored or replaced by the permit holder in accordance with the prevailing standards of Hanover Township.
- I. If the permittee and/or its contractor after making an opening in the highway or alley to place or repair pipe or for any other purpose fails to restore any portion of the highway right-of-way to conform with specifications of Hanover Township, the Township Manager, Director of Public Works, Road Superintendent or Township Engineer reserves the right to do work and bill the permittee for the cost of the restoration.
- J. If at any time the ditch or trench shall become a hazard from any cause whatsoever, the permit holder shall have the same repaired within 24 hours after notification by the Township Manager, Director of Public Works, Road Superintendent or Township Engineer.
- K. The permit holder covenants and agrees to fully indemnify and save harmless Hanover Township of and from all liability for damages and/or injury occurring to any person or persons or property at or on highway right-of-ways through or in consequence of any act or omission of any contractor or person engaged or employed in, about or upon said work by, at the instance, or with the approval or consent of the permit holder, or from the failure of the permit holder and/or its contractor to comply with the provisions for maintenance set forth in these regulations.

SECTION V – INSPECTION

All work authorized under an issued permit and all street restoration work is subject to inspection and approval by the Township Manager, Director of Public Works, Road Superintendent or Township Engineer.

**SCHEDULE OF FEES FOR
HIGHWAY OCCUPANCY PERMITS**

PERMIT ISSUANCE FEES

These fees are applied to the administrative costs incurred in reviewing the application and plan(s) and issuing and processing the permit, including the preliminary review of the site location identified in the application, whether or not a permit is issued and processed.

Schedule Item No.		Unit Fee
1.)	Application Fee	
	a) Utility	\$50.00
	b) Driveways	
	(i) minimum use (e.g., single-family dwellings, apartments with five or fewer units)	5.00
	(ii) low volume (e.g., office buildings, car washed)	30.00
	(iii) medium volume (e.g., motels, fast food restaurants, service stations, small shopping plazas)	40.00
	(iv) high volume (e.g., large shopping centers, multi-building apartment or office complexes)	50.00
	c) Other (e.g., bank removal, sidewalk and curb)	20.00
2.)	Supplement Fee (each six month time extension) (each submitted change)	10.00
3.)	Emergency Permit Card (each card)	5.00
4.)	Exemption (see below for list of exemptions)	

GENERAL PERMIT INSPECTION FEES

These fees are applied to the costs incurred in the preliminary review of the location covered by the permit, and/or spot inspection of the permitted work, and/or subsequent inspection after the permitted work has been completed to ensure compliance with PennDOT specifications and permit provisions.

5.)	Driveways	
	a) Each minimum use driveway	10.00
	b) Each low-volume driveway	20.00
	c) Each medium-volume driveway	35.00
	d) Each high-volume driveway	50.00
6.)	Surface Openings (These fees are calculated on the total linear feet of the opening being permitted with different areas of the right-of-way.)	
	a) Total linear feet of opening each (100 foot increment or fraction thereof):	
	(i) Opening in pavement	40.00
	(ii) Opening in shoulder	20.00
	(iii) Opening outside pavement and shoulder	10.00
	b) If a longitudinal opening simultaneously occupies two or more highway areas identified in subparagraph (a), only the higher fee will be charged. Linear distances shall be measured to the nearest foot.	
7.)	Surface Openings of Less Than 36 Square Feet (e.g., service connections performed independently of underground facility installation, pipe line repairs) (each opening)	
	(i) Opening in pavement	30.00
	(ii) Opening in shoulder	15.00
	(iii) Opening outside pavement and shoulder	10.00
	If an opening simultaneously occupies two or more highway areas identified in subparagraphs (i)-(iii), only the higher fee will be charged.	
8.)	Above-Ground Facilities (e.g., poles, guys and/or anchors if installed independently of poles)	
	a) Up to 10 physically connected above-ground facilities (each continuous group)	20.00
	b) Additional above-ground physically connected facilities (each pole with appurtenances)	2.00
9.)	Crossings (e.g., "overhead" tipples, conveyors or pedestrian walkways and "undergrade" subways or mines)	80.00
10.)	Seismograph – Vibroseis Method (e.g., prospecting for oil, gas)	
	a) First Mile	50.00
	b) Each additional mile or fraction thereof	5.00
11.)	Non-Emergency Test Holes in Pavement or Shoulder (each hole)	5.00
12.)	Other (e.g., bank removal, sidewalk and curb)	20.00

EXEMPTIONS

Permit issuance fees and general permit inspection fees are not payable by any of the following:

- 1.) The commonwealth.
- 2.) Political subdivisions of the commonwealth, except when placing a facility longitudinally within more than 100 total linear feet of pavement. In that case, the application and inspection fees for pavement openings will be charged.
- 3.) Governmental authorities organized under the laws of the commonwealth.
- 4.) The federal government.
- 5.) Charitable organizations that are in compliance with Act No. 337, approved August 9, 1963, P.L. 628, as amended (churches, hospitals, schools, charitable institutions, veterans' organizations, non-profit organizations)
- 6.) Utility facility owners for:
 - a) The installation of street lights as the request of PennDOT or the political subdivision.
 - b) The replacement or renewal of their facilities prior of a township resurfacing project after notice from the township.
 - c) Facilities moved at the request of PennDOT or the political subdivision.
 - d) The reconstruction or maintenance of their facilities that occupy the right-of-way under private status.

ADDITIONAL INSPECTION FEES

If the township determines that the permitted work is of sufficient magnitude or importance to warrant assignment of one or more persons to inspect the permitted work on a more than spot inspection basis, the permit will so indicate and the permittee shall be charged for additional salary, overhead and expenses incurred by each assigned inspector and the township.