BOROUGH OF CARLISLE

PUBLIC RIGHT-OF-WAY EXCAVATION AND OCCUPANCY PERMIT APPLICATION

Sustainable Community & Economic Planning
53 W South Street · Carlisle, PA 17013
717-240-6930

APPLICATION AND PROJECT LOCATION

WHEN THIS APPLICATION IS REQUIRED: Use this form for the placement of structures, equipment, materials, utility facilities, or other obstructions within a Borough right-of-way, and for opening or disturbing any Borough street, alley, sidewalk, curb, shoulder, or other improved area. Submit the application and required attachments before beginning work, except where emergency work is expressly authorized by Borough Code.

1. APPLICATION TYPE

- ☐ Street, alley, or pavement excavation
- ☐ Utility installation, repair, replacement, or abandonment
- ☐ Street, alley, or travel-lane closure
- ☐ Scaffolding or temporary covered walkway
- ☐ Dumpster or temporary container
- ☐ Driveway or access work
- ☐ Sidewalk or curb excavation
- ☐ Sidewalk closure or obstruction
- ☐ Parking-lane or parking-space occupancy
- ☐ Lift, crane, or construction equipment
- ☐ Construction materials or staging
- ☐ Emergency work

Other Application Type

2. PROJECT LOCATION

Project / Site Address	**Street or Alley Affected**
Nearest Intersecting Street - One End	**Nearest Intersecting Street - Other End**
Length of Right-of-Way Affected	**Width of Right-of-Way Affected**
Number of Parking Spaces Affected	**Parking Meter Numbers, If Any**

- ☐ Borough-maintained street
- ☐ PennDOT-maintained street
- ☐ Ownership / jurisdiction uncertain

STATE HIGHWAY NOTICE: Work within a state highway right-of-way requires separate authorization from PennDOT. A Borough permit does not constitute PennDOT approval.

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APPLICANT, PROPERTY OWNER AND CONTRACTOR

3. APPLICANT

Applicant Name / Company	**Contact Person**
Applicant Mailing Address	**Applicant City, State, ZIP**
Daytime Telephone	**24-Hour / Emergency Telephone**
Applicant Email Address	**Relationship to Project**

4. PROPERTY OWNER AND CONTRACTOR

Property Owner Name	**Owner Telephone**
Owner Mailing Address	**Owner Email**
Contractor / Company	**Contractor Contact Person**
Contractor Mailing Address	**Contractor City, State, ZIP**
Contractor Telephone	**Contractor Email**
On-Site Supervisor	**Supervisor Mobile Telephone**

- ☐ Workers' compensation documentation attached
- ☐ Workers' compensation exemption attached
- ☐ Certificate of insurance attached, if required
- ☐ Property-owner authorization attached, if required

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SCOPE AND SCHEDULE

5. SCOPE AND SCHEDULE

Detailed Description of Proposed Work (Attach Additional Sheets If Necessary)

Purpose of the Excavation or Occupancy

Equipment, Structures or Materials to Be Placed in the Right-of-Way

Requested Start Date	**Requested Completion Date**
Daily Work Hours	**Requested Permit Duration**

- ☐ Right-of-way will remain occupied outside working hours
- ☐ Access to adjoining properties / businesses will be affected
- ☐ Emergency-service access will be affected
- ☐ Refuse collection, transit or deliveries will be affected

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EXCAVATION AND RESTORATION

6. EXCAVATION INFORMATION

Complete this section only when a surface will be opened, cut, bored, drilled, or otherwise disturbed.

Pavement

Pavement Length	Pavement Width	Pavement Depth

Sidewalk

Sidewalk Length	Sidewalk Width	Sidewalk Depth

Curb / Shoulder

Curb / Shoulder Length	Curb / Shoulder Width	Curb / Shoulder Depth

Unimproved Right-of-Way

Unimproved Right-of-Way Length	Unimproved Right-of-Way Width	Unimproved Right-of-Way Depth

- ☐ Open cut
- ☐ Bore
- ☐ Drill
- ☐ Auger
- ☐ Vacuum excavation

Other Excavation Method

Utility Type / Purpose	Pipe, Conduit or Facility Size / Material
PA One Call Serial Number	**Date Markings Requested**
Proposed Backfill Material	**Compaction Method**
Temporary Restoration	**Permanent Restoration**
Estimated Restoration Cost	**Proposed Security Amount**

- ☐ Blasting proposed
- ☐ Dewatering required
- ☐ Existing drainage affected
- ☐ Test pits or exploratory openings
- ☐ Trench parallel to street
- ☐ Winter temporary restoration anticipated

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PEDESTRIAN ACCESS, TRAFFIC AND PARKING

7. PEDESTRIAN ACCESS AND SIDEWALK CLOSURES

Existing Sidewalk Clear Width	**Proposed Clear Width Remaining**
Closure Start Point	**Closure End Point**

- ☐ Sidewalk remains fully open
- ☐ Pedestrians detoured to opposite sidewalk
- ☐ Accessible route / detour shown on plan
- ☐ Pedestrians routed into roadway
- ☐ Protected pedestrian path provided
- ☐ Complete sidewalk closure requested
- ☐ Barricades and closure signs shown on plan
- ☐ Temporary curb ramps required

Describe Accessible Pedestrian Route, Detour, Barricades, Signs and Temporary Curb Ramps

PEDESTRIAN SAFETY: The application must show where pedestrians, including persons using wheelchairs, will travel and how they will safely reach the alternate route. Pedestrians may not be routed into a travel lane without an approved temporary traffic-control plan.

8. TRAFFIC, PARKING AND STREET CLOSURE

- ☐ No effect on vehicular traffic
- ☐ Travel lane restricted
- ☐ Street closed
- ☐ Temporary no-parking signs required
- ☐ Fire / EMS notification required
- ☐ Parking lane occupied
- ☐ Alley closed
- ☐ Flaggers required
- ☐ Police assistance requested
- ☐ Transit route or stop affected

Street / Segment to Be Restricted	**Restriction: Full, Partial or Lane**
Closure / Restriction Start Date and Time	**Closure / Restriction End Date and Time**
PennDOT Publication 213 Figure	**Number and Location of Flaggers**
No-Parking Posting Date / Time	**Number of Signs / Meters Affected**

Proposed Vehicular Detour Route, If Applicable

Access for Residents, Businesses, Emergency Services, Transit, Deliveries and Refuse Collection

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ATTACHMENTS AND CERTIFICATION

TEMPORARY TRAFFIC CONTROL: Temporary traffic control shall comply with the approved plan and applicable requirements of the current PennDOT Publication 213, the Manual on Uniform Traffic Control Devices, Borough Code, and any conditions imposed by the Borough.

9. REQUIRED ATTACHMENTS

- ☐ Site plan or dimensioned sketch
- ☐ Temporary traffic-control plan
- ☐ PA One Call documentation, if applicable
- ☐ Workers' compensation documentation
- ☐ PennDOT authorization, if applicable
- ☐ Property-owner authorization, if applicable
- ☐ Excavation and restoration details, if applicable
- ☐ Accessible pedestrian-routing plan
- ☐ Certificate of insurance, if required
- ☐ Photographs of existing conditions
- ☐ Restoration-cost estimate / security documentation

Other Permits or Approvals

10. APPLICANT CERTIFICATION

I certify that the information submitted with this application is complete and accurate. I agree to perform the work in accordance with the approved application, Borough Code, Borough specifications, the approved traffic-control plan, and all applicable laws. I understand that issuance of this permit does not authorize work outside the approved scope or replace any zoning, UCC, utility, PennDOT, or other required approval. I accept responsibility for restoring all affected portions of the right-of-way and correcting any resulting damage. I understand that the Borough may suspend or revoke the permit or order work stopped when the work is unsafe, exceeds the approved scope, or violates an applicable requirement.

Applicant Signature	**Applicant Signature Date**
Printed Name	**Title / Authority**
Property Owner Signature, If Required	**Property Owner Signature Date**

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BOROUGH USE ONLY

11. ADMINISTRATIVE REVIEW

Application / Permit Number	**Date Received**
Related Zoning / UCC Permit Number	**Application Deemed Complete**
Application Fee	**Inspection / Engineering Deposit**
Restoration Security	**Payment Receipt / Reference**

- ☐ Borough-maintained right-of-way confirmed
- ☐ PennDOT authorization required
- ☐ Borough Engineer review required
- ☐ Public Works review required
- ☐ Police notification / approval required
- ☐ Fire / EMS notification required
- ☐ Parking Office coordination required
- ☐ Transit coordination required
- ☐ Preconstruction meeting required
- ☐ Preconstruction photographs required

12. DECISION AND CONDITIONS

- ☐ Approved
- ☐ Approved with conditions
- ☐ Denied
- ☐ Additional information required

Approved Work Start Date	**Permit Expiration / Completion Date**
Temporary Restoration Due	**Permanent Restoration Due**
Borough Inspections Required	**Inspection Contact / Telephone**
Special Conditions of Approval	
Authorized Borough Official	**Authorization Date**
Final Inspection Approval	**Final Inspection Date**
Security Release Authorized By	**Security Release Date**

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STANDARD PERMIT CONDITIONS

13. STANDARD PERMIT CONDITIONS

1. Keep the approved permit and plans available at the work site.

2. Perform only the work and occupancy specifically authorized by the permit.

3. Maintain safe and accessible passage for pedestrians and safe movement of traffic at all times.

4. Install and maintain all signs, barricades, channelizing devices, lighting, flagging, and detours required by the approved traffic-control plan.

5. Maintain access for emergency services and notify affected agencies when required by the permit.

6. Protect pavement, sidewalks, curbs, utilities, street trees, drainage facilities, and other public improvements from damage.

7. Restore all disturbed areas in accordance with Borough specifications and correct settlement or failure within the applicable guarantee period.

8. Promptly remove equipment, materials, debris, and temporary traffic-control devices when the authorized work or occupancy ends.

9. Contact the Borough for all required inspections before covering work and before final restoration.

10. Comply with all applicable local, state, and federal laws. Borough approval does not relieve the permittee of responsibility for obtaining other required approvals.

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ROADWAY WORK LOCATION SKETCH

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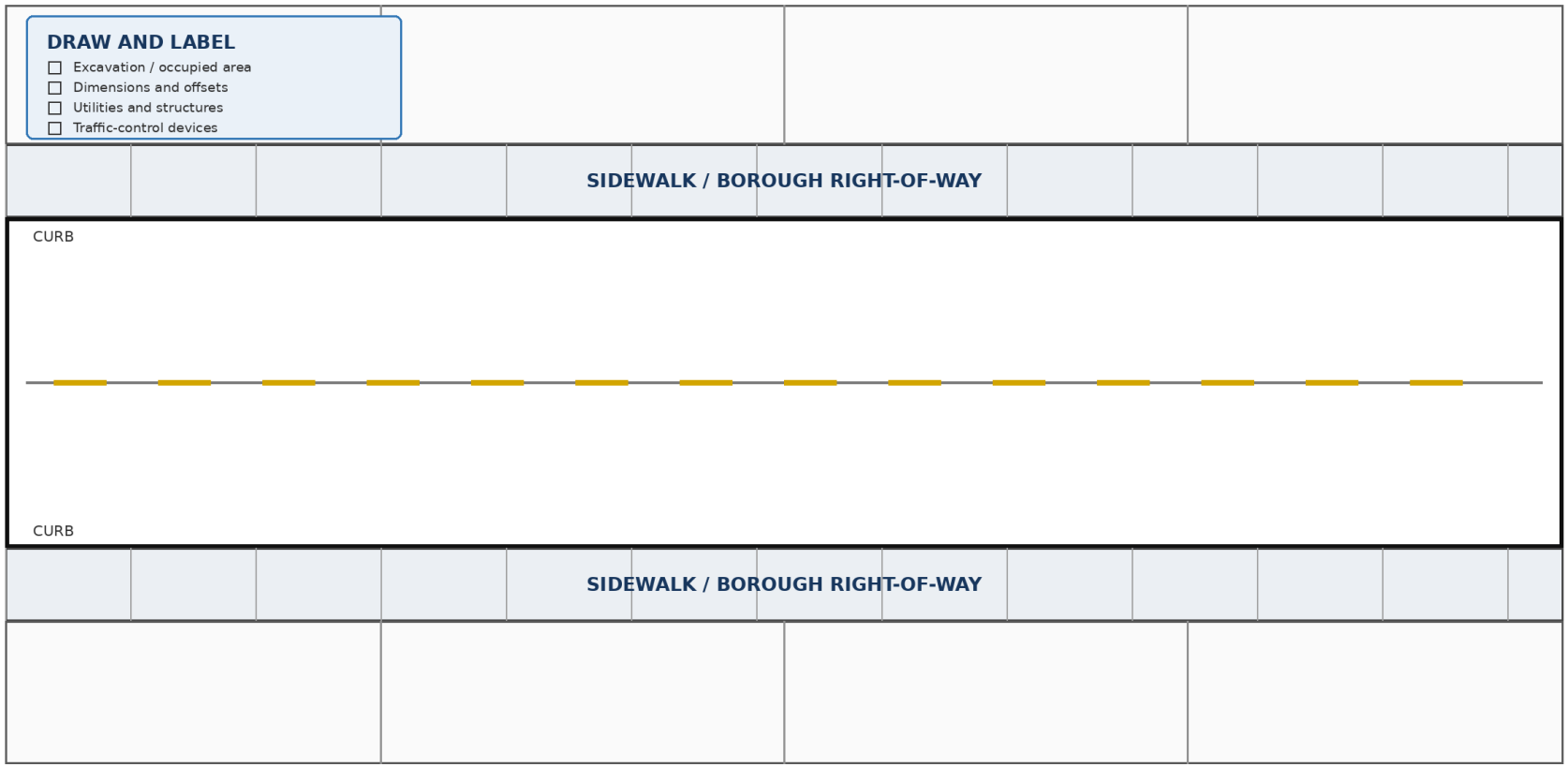
Project address / location:

Street name(s):

Applicant / contractor:

Permit or application no.:

Instructions: Show the limits of all excavation and right-of-way occupancy. Label dimensions, offsets from curb/property lines, utility features, access impacts, and traffic-control devices. Attach a separate traffic-control plan when required.



Scale:

Legend / notes:

Date:

Revision:

Prepared by:

Sheet:

This sketch supplements the permit application and does not replace required engineered plans or traffic-control plans.

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STREET CROSS-SECTION AND FACILITY PROFILE

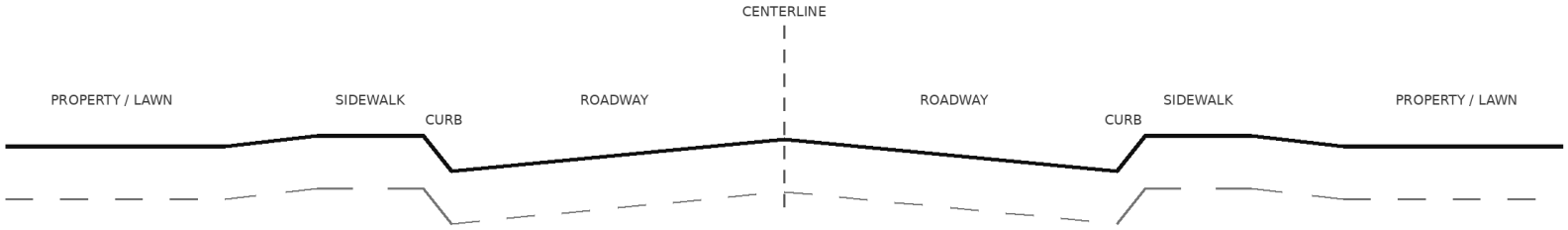
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Project address / location:

Applicant / contractor:

TYPICAL STREET CROSS-SECTION - APPLICANT SKETCH

Show the location, size and depth of the proposed facility and all surface openings.



DRAW FACILITY / TRENCH / BORE PROFILE BELOW

Facility type and size: _____

Depth below finished grade: _____

Opening / trench width: _____

Casing / carrier pipe, if applicable: _____

Add dimensions, materials, bedding/backfill zones, pavement restoration limits and other relevant details.

DIRECTIONS

1. Draw the proposed facility in profile and label its type, size, depth and horizontal location.

2. Show the dimensions of every surface opening, trench, bore pit and proposed restoration area.

3. Show curbs, sidewalks, pavement edges, shoulders, property/right-of-way lines and intersections when applicable.

4. Identify nearby poles, inlets, manholes, valves, mains, laterals, pipes and other utilities or structures.

5. For boring work, show bore-pit locations and the sizes of casing and carrier pipes.

6. Show saw-cut limits and any proposed pavement, curb, sidewalk, lawn or shoulder restoration.

7. Provide a separate traffic-control plan when required and maintain safe pedestrian and vehicle access.

8. Backfill, compaction and restoration must comply with Borough specifications, the approved permit and directions of the Borough Engineer. Arrange required inspections before work is concealed.

Note: This page is an applicant sketch aid, not a standard construction detail. Project-specific restoration requirements may be added or modified during review.

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