

Borough of Doylestown

Department of Building and Zoning
Permit Application for Street Excavation

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 Street Excavation Permit from the Department of Building and Zoning, located at 57 West Court Street. There is a base fee of \$100 for up to 16 sq.ft., plus \$5 per each sq.ft. above 16, up to a maximum of \$1,000. All construction/repair work shall be done according to the Borough of Doylestown Ordinance specifications.

When A Street Excavation Permit is Required:

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

Process:

1. Obtain a copy of the Street Excavation Regulations from the Borough.
2. Complete the Permit Application and bring or mail it to the Borough Building and Zoning Office at 57 West Court Street with a check, cash or credit card for payment. Check should be payable to "Borough of Doylestown"
3. The staff will accept your completed permit application. You must attach 3 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.**
4. 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.
5. Do not begin work until your application has been approved and you have an issued permit in your hand.
6. 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".

<u>A</u>	<u>S</u>	
•	•	Completed application form.
•	•	Payment is included.
•	•	3 copies of a site 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.



Borough of Doylestown Building and Zoning Department
57 West Court Street, Doylestown, PA 18901
215.345.4140

STREET EXCAVATION REGULATIONS

Requirements for Work

1. No opening or excavation in any street shall extend from the curblin into the highway a distance greater than one foot beyond the center line of the street before being refilled and the surface of the highway restored to a condition safe and convenient for travel.
2. No more than 250 feet longitudinally shall be opened in any street at any one time.
3. The work of excavation shall be so conducted as not to interfere with the water mains, sewers or their connections with the houses or any other subsurface line or constructions until permission from the proper authorities in connection with such subsurface lines or constructions shall have been obtained.
4. No tunneling shall be allowed without the express approval of the Borough and permission therefor endorsed upon the permit. **The backfilling of a tunnel excavation shall be made only in the presence of a Borough inspector and shall be done only in a method approved by him/her.**
5. During the making of any excavation in the street, every necessary and reasonable precaution shall be taken by the applicant and the parties making the same to keep the street in a safe and passable condition both day and night by guards, barriers, lanterns and other devices; and all excavating permits granted hereunder are granted under and subject to the express condition that the person to whom the same is issued shall indemnify, save and keep harmless the Borough from any loss in damages, or otherwise whatsoever, which may or shall be occasioned at any time by the said excavation or by any leak, explosion or other injury from any pipe, apparatus, conduit or any other matter placed in the said excavation.
6. **The applicant shall notify the Borough when the opening or excavation is ready for backfilling before any backfilling is done, when backfilling work is completed, when the temporary paving has been installed and when the street is to be permanently restored so that inspections may be made.**
7. A portion of the roadway may be used for staging of equipment and materials during the workday; however, all materials and equipment must be removed from the roadway at the end of each day. If any materials and equipment are stored within the right-of-way, the area must be returned to its original state prior to completion of job

8. The applicant/permittee shall backfill all trenches as promptly as is consistent with non-injury of the work performed therein, and shall temporarily pave the road to enable the resumption of normal traffic. All trenches shall be backfilled or covered at the end of each working day.
9. The edges of the existing pavement shall be neatly and cleanly cut to straight lines. The edges of the pavement shall be neat-cut back from the edges of the trench at a minimum distance of one foot on each side.
10. Where a trench associated with utility construction (i.e., water, sanitary sewer, electrical, gas, telecommunications, cable television, etc.) is cut in travel lane(s) of roadway, the full width of said travel lane shall receive a one-and-one-half-inch mill and overlay of wearing course. In the following instances, the full width of the roadway (all travel lanes) shall be milled and overlaid:
 - a. Trench restoration for any roadway which has been resurfaced within three years shall include a one-and-one-half-inch mill and overlay for the full width of the roadway.
 - b. Where the width of the roadway is less than 25 feet, the full width of the roadway shall receive a one-and-one-half-inch mill and overlay.
 - c. In locations where there is more than one lateral or service trench within 100 feet of the roadway, the roadway shall receive a full-width one-and-one-half-inch mill and overlay of wearing course.
 - d. Mill and overlay of travel lane or roadway shall extend a minimum of 10 feet beyond the trench excavation at both ends of the excavation. Further, the mill and overlay requirements specified by this section do not apply to excavations associated with curb and/or driveway apron construction/replacement.
11. All openings and excavations shall be backfilled with 2A modified stone aggregate thoroughly compacted in layers, each of which layer shall not exceed eight inches in depth. Stone backfill shall be placed to a depth to allow paving restoration.
12. The joints formed between the existing pavement and the new pavement shall be sealed with hot bituminous material, or PG64-22 asphalt.

Temporary Paving

The pipe or structure shall be placed on a bed of screenings (minimum depth of six inches) and a covering layer of six inches of screenings or as specified by the manufacturer. The remaining trench shall be backfilled with 2A aggregate and mechanically tamped in eight-inch layers to 100% dry weight density per ASTM 698 up to the level of the base paving. Temporary paving shall consist of a "bituminous cold mix" to a minimum depth of two inches, installed flush with the surface of the adjoining paving. Paving materials removed from the original surfacing, such as cinders, stone or stone screening, shall not be permitted to be used as trench backfill or temporary paving.

It shall be the contractor's responsibility to monitor the trench backfill and add additional material if settlement occurs before permanent paving is installed.

Temporary paving shall be maintained for a minimum period of 60 days, unless otherwise approved by the Borough.

Permanent Paving

At the expiration of the sixty-day period of temporary paving, or in a shorter period if so approved by the Borough, the permanent paving shall be installed. Permanent paving shall be completed within 90 days of the issuance of the permit. **The permanent paving shall be maintained for a period of 24 months after completion.**

The paving for the permanent restoration shall consist of, as a minimum, bituminous wearing course (1W compacted depth) on binder course (3.5 inches compacted depth) on bituminous concrete base course (BCBC) (5.5 inches compacted depth). All paving shall conform to the current specifications of the Pennsylvania Department of highways. Bituminous tack coat material shall be applied to each bituminous paving course prior to placement of the next paving course. Edges of the existing paving surface shall be sharp (clean cut) and straight. No feather edging will be permitted before applying the wearing surface course. All paving seams shall be sealed with hot bituminous material. Any work proposed within a state highway may differ from the requirements set forth herein and will be determined by the highway occupancy permit requirements.

Maintenance and protection of traffic shall be addressed for all construction, maintenance, and utility work on or adjacent to all roads within the Borough. Guidelines, as established by the Pennsylvania Department of Transportation (PennDOT) Publication 408, Section 900, Traffic Accommodation and Control, most updated version, and in PennDOT Publication 213, Temporary Control Guidelines, latest edition, shall be followed

In the event that any work performed by or for a permit holder shall, in the opinion of the Borough, be unsatisfactory, and the same shall not be corrected in accordance with his instructions within the time fixed by him, or in the event that the work for which the permit was granted is not completed within the time fixed by the Borough, the Borough may proceed to correct such unsatisfactory work or complete any such work not completed and charge the cost thereof, plus 20%, to the applicant.

No work, except in the event of emergencies, shall begin prior to 7:00 a.m. and all work shall end by sunset, Monday through Friday. Saturday work may commence at 8:00 a.m. and shall end by sunset. No work shall be performed on Sundays or holidays. The Borough may allow, in writing on the permit issued, longer working hours and work on Sundays, upon the applicant having demonstrated to the Borough that the inconvenience and disturbance to the traveling public and neighboring property owners shall be thereby lessened.

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Hours of Operation Monday - Friday 8:30 a.m. – 4:30 p.m.
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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:
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 base + (_____ sq.ft. x \$5 _____) = Total Fee \$ _____ or \$1000 which ever is less.		

Excavation Company Information (Party doing the actual digging)

Excavation Company Address:
 Excavation Company Phone:
 Job Site Foreman Cell phone:

Emergency Contact Information:

If there is an emergency during the excavation work (for example a gas leak, a water main break, etc.) the following representative of applicant is able to respond to the site within 1 hour to represent applicant:

Name _____ Title _____ Cell phone number: _____

One Call is Applicant's Responsibility. Borough may ask for a copy of KARL response.

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Attach 3 copies of the Site Plan – Show all dimensions of entire site (length x width and square feet of trench). Identify all streets affected by construction. Place all buildings, signals and signage, within construction area and indicate whether existing or proposed. The contractor is responsible for the accuracy of this site plan. All easements/deed restrictions must be indicated.

VERIFICATIONS

The undersigned accepts responsibility for:

1. Complying with all Borough, State and Federal laws, regulations and requirements.
2. Scheduling necessary inspections including, but not limited to:
 - Backfill
 - Temporary restoration
 - Permanent restoration
3. Completing permanent paving within 90 days of the date of permit issuance and maintain the integrity of such for 24 months.

APPLICANT SIGNATURE:

Signature: Print Name and Company Name:	Date:
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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:	