Applicant Checklist for Utility Highway Occupancy Permit

The following checklist has been prepared to aid in the preparation and submission of plans for a Highway Occupancy Permit Application. These guidelines are not all encompassing nor are they applicable to every application. (References: 67 Pa. Code, Chapter 459; PennDOT Publication 282; and as noted below).

Application
☐ Application Submitted/Signed & Dated by the Facility Owner/Operator (Ch. 459.3(d)(2))
☐ Application Submitted in the Name of Property Owner/Operator (Ch. 459.3(b))
☐ Correct Fee is Attached (Ch. 459.3(d)(4) and 459.4)
☐ Application complete and all work proposed within ROW indicated on appl. (Ch. 459.3(a))
☐ Business Partner ID completed on application

Plan Presentation
☐ North Arrow
☐ Show highway Right-of-Way Lines (Ch. 459.3(d)(3))
☐ Color coded or grey-scale plans are not acceptable (Ch. 459.3(d)(3))
☐ Freehand drawings are not acceptable (Ch. 459.3(d)(3))
☐ Scale Bar, scale of 1” = to no more than 50’(Ch. 459.3(e)(1))
☐ Dimensions from edge of pavement to facility (Ch. 459.3(d)(3); (Ch. 459.3(e)(1)))
☐ Existing utility facilities that may be affected shown (Ch. 459.3(d)(3))
☐ Existing structures that may be affected shown (Ch. 459.3(d)(3))
☐ Cross Sections (Ch. 459.3(e)(2))
☐ Located outside of pavement or shoulder (Ch. 459.3(e)(3))
☐ Traffic Control provided (Ch. 459.3(f))
☐ Location Map provided (Ch. 459.3(d)(3))
☐ Plans of acceptable quality (Ch. 459.3(d)(3))
☐ Details showing location and size of opening both horizontal and vertical (Ch. 459.3(d)(3))
☐ Proposed facility size and type labeled (Ch. 459.3(d)(3))
☐ Highway appurtenances shown (Ch. 459.3(d)(3))
☐ Highway segment and offset provided (Ch. 459.3(d)(3))
☐ Topography shown (Ch. 459.3(d)(3))
☐ Centerline provided (Ch. 459.3(d)(3))
☐ Pavement and shoulders shown (Ch. 459.3(d)(3))
☐ Curb shown (Ch. 459.3(d)(3))
☐ Guiderail and type shown (Ch. 459.3(d)(3))
☐ Drainage facilities shown (Ch. 459.3(d)(3))

Restoration and Location
☐ 3’ below surface (Ch. 459.8(a)(1); Ch. 459.8(b)(1); Ch. 459.8(c)(2) Ch. 459.8(e)(5))
☐ Grout used to fill void for > 30” pipes (Ch. 459.8(a)(1)(i))
☐ Proper boring methods (Ch. 459.8(a))
☐ 3’ away from shoulder if boring (Ch. 459.8(a))
☐ Only trenching because drilling, boring not feasible (Ch. 459.8(b)(2))
☐ No trenching in pavement < 10 yrs old and ADT >500 (Ch. 459.8(b)(2)(ii)(B))
☐ Placed outside shoulder (Ch. 459.8(c)(1))
☐ 12’ away from centerline (Ch. 459.8(c)(3))
☐ < 200’ openings at one time (Ch. 459.8(c)(4))
☐ Backfill details provided (Ch. 459.7(3)(ii); Ch. 459.8(g))
☐ Backfill compaction testing documentation required (Pub. 282, Subchapter 5.1)
☐ Inspector required during trench backfill in pavement, sidewalk, shoulder (Pub. 282, Subchapter 5.2)
☐ Bituminous trench restoration detail provided (Ch. 459.8(h))
Concrete trench restoration detail provided (Ch. 459.8(i))
High early strength concrete indicated (Ch. 459.8(i)(2))
Reinforcement provided for concrete restoration (Ch. 459.8(i)(3))
> 100’ opening in wearing course < 5 yrs old = overlay full lane (Ch. 459.8(n)(2); Ch. 459.8(n)(3)(i))
Two transverse opening < 100’ apart in wearing course < 5 yrs old = overlay full width for entire length (Ch. 459.8(n)(2)(ii))
4 or more openings within 100’ in wearing course < 5 yrs old = overlay full lane (Ch. 459.8(n)(2)(iii); Ch. 459.8(n)(3)(iii))
Milling required for lane overlays (Ch. 459.8(n)(2)(iv))
If travel lanes overlaid, overlay shoulder to match elevations (Ch. 459.8(n)(2)(v))
Pavement restoration shown to edge of lane/shoulder (Ch. 459.8)
Poles located outside clear zone as near right-of-way line as practicable (Ch. 459.9(b))
Acceptable vertical clearance, 18’ min. (Ch. 459.9(c))

ADA Compliance
Upgrade ADA if pedestrian path is changed (Pub. 14M, Ch. 6)
Proposed sidewalk > 100’ must meet current standards (Pub. 14M, Ch. 6)
Maintain 4’ sidewalk width (Pub. 14M, Ch. 6)
Upgrade curb ramp w/in 15’ of proposed sidewalk (Pub. 14M, Ch. 6)
Upgrade curb ramps w/in 5% of proposed sidewalk (>300’) (Pub. 14M, Ch. 6)