

## 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))

**HIGHWAY OCCUPANCY PERMIT OPERATIONS MANUAL**  
**Appendix C1 – HOP Project Application Checklists**

- 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)(ii))
- 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)