

# COUNTY OF ALLEGHENY



PITTSBURGH, PENNSYLVANIA

DEPARTMENT OF PUBLIC WORKS

PERMIT MANUAL

Policy and Procedures for  
Work within County Road  
Rights of Way

Revised: November 2017

# Table of Contents

<b>Permit Manual Policy Statement.....</b>	<b>i</b>
<b>Contacting the Permit Section .....</b>	<b>ii</b>
<b>Conformance Standards.....</b>	<b>ii</b>
<b>Definitions .....</b>	<b>iii</b>
<b>Permit Application Procedure .....</b>	<b>1</b>
<b>Highway Occupancy Permit Fee Schedule .....</b>	<b>3</b>
<b>Emergency Work .....</b>	<b>5</b>
<b>General Provisions and Specifications for Road Operations Under Permits ....</b>	<b>6</b>
<b>Permit Inspection .....</b>	<b>10</b>
<b>Restoration of Facilities .....</b>	<b>11</b>
<b>Standard Drawings .....</b>	<b>13</b>
<b>Bonds .....</b>	<b>20</b>
<b>Forms.....</b>	<b>23</b>

# Permit Manual Policy Statement

This Permit Manual was prepared by the County of Allegheny Department of Public Works to provide applicants with specific instructions when applying for a highway occupancy permit. It was developed to inform the applicants of the permit process and their legal requirements and obligations.

It is in the public interest to regulate the location and construction of utility facilities, commercial developments, residential driveways and other structures within the County right-of-way for the purpose of ensuring the structural integrity of the roadway, economy of maintenance, preservation of proper drainage and safe and convenient passage of traffic. The permit process describes the procedures, standards and methods contractors and individuals will be granted permission to enter the county road right-of-way for performing their work. The performance of the work is regulated by the Pennsylvania Department of Transportation Publication 408 standards along with the modifications to the specifications provided by this manual.

/s/ Stephen G. Shanley  
Stephen G. Shanley, P.E.  
Public Works Director

11/15/17  
Date

## Contacting the Permit Section

Questions regarding the permit process or application submittals should be directed to the Permit Supervisor:

Address: Permits Manager  
County of Allegheny  
Department of Public Works  
Permit Section  
501 County Office Building  
542 Forbes Avenue  
Pittsburgh, PA 15219

Phone: (412) 350-5874

E-mail: [ronald.florian@alleghenycounty.us](mailto:ronald.florian@alleghenycounty.us)

County Roads Map: [www.alleghenycounty.us/public-works/index.aspx](http://www.alleghenycounty.us/public-works/index.aspx)

## Conformance Standards

The provisions of this manual conform to the following:

67 Pa. Code, Chapter 441	Access to and Occupancy of Highways by Driveways and Local Roads
67 Pa. Code, Chapter 459	Occupancy of Highways by Utilities
PennDOT Publication 12M	Roadway Construction Standards
PennDOT Publication 213	Temporary Traffic Control Guidelines
PennDOT Publication 408	Highway Construction Specifications
PennDOT website:	<a href="http://www.penndot.gov">www.penndot.gov</a>

# Definitions

The following words and terms, when used in this Manual, have the following means unless the context clearly indicates otherwise:

**County** – The County of Allegheny, Commonwealth of Pennsylvania

**Department** – The County of Allegheny Department of Public Works

**Director** – The Director of the County of Allegheny Department of Public Works

**Inspector** – The Department’s authorized representative assigned to inspect permit operations.

**Manual** – The County of Allegheny Department of Public Works Permit Manual containing the policies and procedures for performing work within the County right-of-way.

**PennDOT** – Pennsylvania Department of Transportation

**Permit** – An authorization to occupy the County right-of-way to perform work within, under or over said right-of-way.

**Permit Section** – The section which administers the provisions of this manual, located at the County of Allegheny Department of Public Works, Permit Section, 501 County Office Building, 542 Forbes Avenue, Pittsburgh, PA 15219

**Permittee** – Any private person, public utility company, municipality, public authority, corporation or organization that intends to perform any work within, under or over the County right-of-way.

# Permit Application Procedure

**When Required.** A permit is required before any private person, public utility company, municipality, public authority, corporation or organization performs any work within, under or over the County right-of-way except in the case of emergency repairs in which case a permit is required within 72 hours after completion of work.

The highway occupancy permit is obtained through the Permit Section of the Department of Public Works. The permit application procedure is based on the provisions of Title 67 of the Pennsylvania Code (67 Pa. Code) and the Pennsylvania Department of Transportation (PennDOT) publications and standards. Modifications to these provisions are expressly identified in the Permit Manual, and the provisions and specifications of this Manual have been adopted as the legal framework governing the permit process.

Application review, fee assessment, and permit issuance process will not begin until HOP application, project drawings, and all other required and requested documents have been submitted to the Permits Section. Permit fees are to be assessed by the Permit Section only upon review of document submittals. All applications must have an emergency contact person listed.

**Who May Execute Applications.** If a corporation, authority, political subdivision or other person in the business of providing utility service owns, operates or intends to operate a facility in the County right-of-way, the application will be submitted in the name of, and executed by the facility owner. An application may not be submitted in the name of contractors of the facility owner or operator, nor in the name of persons or entities being serviced by the facility. In the case of a facility owner who is not in the business of providing utility service, such as a developer whose land is located outside a utility's service jurisdiction, the application will be submitted in the name of, and executed by, the owner of the facility at the time of construction. The applicant will indemnify and hold harmless the County from claims by anyone claiming residual property interests in the permitted area.

**Review and Approval.** The permit will be reviewed for any or all of the following: driveway location, sight distances, storm water drainage, traffic impacts, impacts of constructed improvements, conformance to specifications and restoration. Construction, utility or sketch drawings showing the proposed work and required pavement restoration must be submitted with the application for review. A restoration / performance bond and certificate of insurance may be required for permit approval. Once an application has been reviewed and approved, a permit will be issued upon receipt of appropriate fees and bonds. The permit issued is valid for a period of 90 days. It will be the responsibility of the Permittee to request an extension if required. Permit extensions are subject to approval from the Permits Section. County standards applicable to the work being performed will be provided at the time of issuance.

**Road Closure Requests.** All work zone areas must conform to the PennDOT Publication 213, Temporary Traffic Control Guidelines. For single lane closures that still allow traffic to move through the work zone areas, the proper PATA that is to be used MUST be submitted with the application for review. For full road closures that intend to use detour routes, the following

documents MUST be submitted for review and approval by Allegheny County Department of Public Works:

1. MPT plan showing all proper signage and directional flow of traffic through the proposed detour.
2. Full narrative explaining the step by step detour route(s) including the length of time in which the detour is to be requested.
3. Signed approvals from ALL local entities in which the detour is to be used.

**Storm Sewer Connections.** All developments that affect the runoff on County roadways of flow in the County storm system will require a storm water report describing the effects on the County road. Developments that do not affect runoff on County roadways of flow in the County storm system will not require a storm water report. The storm water report may either show that there is no increase in storm water on the County road or that the County storm system has sufficient capacity for any storm water increase. Storm detention and storm sewer calculation shall be done in accordance with PennDOT Design Manual, Part 2 and PennDOT publication 584.

#### Storm Water Report Contents

The storm water report must include the following items:

1. Pre development and post development plans including:
  - a. Two foot contours
  - b. Structure top and inverts
  - c. Pipe types, sizes and slopes.
  - d. Pre and post development drainage areas affecting the County roadway.
  - e. Sufficient proposed contours to delineate the post development drainage areas.
2. Pre and post development calculations showing the change in runoff.
  - a. Detention calculations are required if the developer proposes to show no increase in runoff through detention. In accordance with PennDOT publication 584 section 7.8.i, the rational method is not permitted for detention calculations and may be used peak flow calculations only.
  - b. Hydraulic grade line drawings must be provided for all County storm pipes if increased flow is proposed in the County storm system.
3. If the development requires an NPDES permit or if a storm water connection to the County storm system is proposed, the developer must provide copies of permits from the Allegheny County Conservation District and the Department of Environmental Protection prior to receiving the County HOP permit.

# Highway Occupancy Permit Fee Schedule

(effective January 1, 2014)

The Fee Schedule for Highway Occupancy Permits is outlined as follows:

<u>Service</u>	<u>Fee</u>
<b>A. Permit Fees</b>	
1. Permit Issuance Charge	\$ 80.00 per Permit
2. Three Month Time Extension	\$ 40.00 per Permit
3. Change to Existing Permit	\$ 40.00 per Each Submitted Change to a Permit
4. Annual Emergency Permit Card	\$ 50.00 per Card
5. Late Fee (Work Done Prior To Permit Approval)	\$ 80.00
<b>B. Drive or Street Connections</b>	
1. Residential Driveway Each Driveway (0' to 13')	\$ 20.00
2. Residential Driveway Each Driveway (Over 13' to 20')	\$ 30.00
3. Commercial Driveway Each Driveway (0' to 20')	\$ 80.00
4. Commercial Driveway Each Driveway (20' to 35')	\$ 140.00
5. Commercial Driveway Each Driveway (Over 35')	\$ 200.00
6. Street Connection (Each Connection)	\$ 400.00
<b>C. Subsurface and Surface Facility Installations</b>	
1. Underground Line (Conductor or Pipe) (Each line of 50' or Less)	\$ 80.00
2. Underground Line (Conductor or Pipe) Additional Connected Line (Each 100' or Fraction Thereof)	\$ 20.00
3. Road Crossing by Trenching	\$ 140.00
4. Road Crossing by Boring or Jacking	\$ 80.00
5. Facility Installation Facility Placed in Right of Way (Inlets, Manholes, Baskets, etc.)	\$ 40.00

<b><u>Service</u></b>	<b><u>Fee</u></b>
6. Cabling/Conduiting Each new line of 50' or less	\$ 80.00
7. Cabling/Conduiting Each Additional Connected Line (Each 100' or Fraction Thereof)	\$ 20.00
8. Service Connections to Line (1-20 Connections)	\$ 200.00
9. Additional Connections to Line (Each 25 or Fraction Thereof)	\$ 100.00
<b>D. Storm Sewer Connections</b>	
1. Tap In Fee (Each Private Connection to County Storm Sewer System)	\$1,200.00
<b>E. Openings</b>	
1. Improved Openings (Asphalt/Concrete/Road/Sidewalk) (Each Opening)	\$ 80.00
2. Unimproved Openings (Dirt/Grass) (Each Opening)	\$ 20.00
3. Borings/Cores (Each Boring or Core)	\$ 24.00
<b>F. Overhead Facility Installations</b>	
1. New or Original (Poles, Guys and/or Anchors) Minimum Fee (1-5 Facilities)	\$ 80.00
2. New or Original (Poles, Guys and/or Anchors) (Each Additional Facility over 5)	\$ 12.00
3. Replacement or Renewal Minimum fee (1-5 facilities)	\$ 60.00
4. Replacement or Renewal (Each Additional Facility over 5)	\$ 8.00
<b>G. Crossings</b>	
1. Overhead or Subsurface	\$ 320.00
<b>H. Inspection Fee</b>	
1. Inspection Fee	\$ 80.00 per hour

# Emergency Work

In the event of an emergency repair, the entity making the repair **MUST** notify the Permit Manager immediately. A regular permit and fee **MUST** be filed with the Permit Manager within 72 hours of work completion. Once filed, the regular procedure for processing permits will be followed. A utility owner or operator may obtain an emergency permit card by submitting an application to the Permit Manager. Emergency Permit Cards are valid from January 1 through December 31 of each year.

A sample of a typical emergency permit card follows:

FRONT of CARD

ALLEGHENY COUNTY DEPARTMENT OF PUBLIC WORKS SPECIAL PERMIT CARD FOR EMERGENCY REPAIRS Valid during the year 2017	
<b>E 0 7 1 0 0</b>	This certifies that an authorized representative of the
	Name: _____
	Address: _____
	is granted a Permit for the right to make Emergency Repairs to structures located within, under or over the right-of-way of an Allegheny County Road. A regular Permit must be applied for within three (3) days to confirm and set forth in detail the work performed.
	_____ Director, Department of Public Works  (OVER)

BACK of CARD

CONDITIONS UNDER WHICH THIS CARD IS ISSUED
<p>This Special Permit Card is issued by the Department of Public Works for the express purpose of making emergency repairs in advance of the issuance of a permit by the Director of the Department of Public Works, and the authority hereby conferred may be revoked by the Department of Public Works upon noncompliance with the requirement hereof and with all provisions, restrictions and specifications as described in the County of Allegheny Department of Public Works Permit Manual.</p> <p>Emergency repairs are considered as those of pressing necessity, caused by unforeseen occurrences over which individuals, firms and corporations have no control.</p> <p>Call the Permit Supervisor at (412) 350-5874 before any emergency work is started.</p>

## **General Provisions and Specifications for Road Operations Under Permits**

These General Provisions and Specifications have been adopted as the legal framework for highway occupancy permits issued for any and all activity occurring within, under or over the County road right-of-way. In addition, any provisions and specifications included in the Permit Manual will be considered binding. The work authorized by the Permit will be consistent with the safety of the public and will conform to all requirements and standards of the County as specified. If at any time it is found by the Director of the Department of Public Works (hereinafter called “the Director”) that the work is not being or has not been constructed properly, the Permittee, upon being notified by the Director in writing, will immediately take the necessary steps, at his/her own expense, to place the work in condition to conform to said requirements or standards.

**Scope of Permit.** The Permit is binding upon the Permittee, its agents, contractors, successors and assigns. The Permittee includes but is not limited to the following: a private person, public utility company, public authority, municipality, corporation or organizations.

**Compliance.** The Permittee is responsible for compliance with the terms and conditions of the Permit by its employees, agents and contractors.

**Permit at Work Site.** The Permit will be located at the work site and be available for inspection by a police officer or representative of the Department.

**Transfer of Permit.** After a Permit is granted, it will not be assigned or transferred without the written consent of the Director.

**Applicable Laws, Rules and Regulations.** The Permit is issued subject to any rights which the municipality or other local authority in which the work is to be done may have in such matters. This is to include available working hours and working days.

**Annulment.** In the event of willful failure or neglect by said Permittee or his employees to perform and comply with the prescribed conditions, restrictions and regulations, the Director may revoke and annul the Permit and order said Permittee to remove any and all structures or property belonging to said Permittee, and covered by the Permit, from the legal limits of the highway or other County property.

**Pennsylvania One-Call.** The Permit does not waive any requirement under the Underground Utility Line Protection Law (One-Call System).

**Execution.** The Permittee will use due diligence in the execution of the work authorized under the Permit in order not to endanger or unnecessarily obstruct travel along the said highway. Operations will be so conducted at all times as to permit safe and reasonable free travel over the roads within the limits of the work herein prescribed. All safety measures for the free movement of traffic will be provided by the Permittee at his own cost. The work zone must conform to the PennDOT Publication 213, Temporary Traffic Control Guidelines.

**Changes in Highway.** If at any time in the future the highway is widened or the alignment or grades changed, or otherwise in any manner improved, the Permittee further agrees to the extent now or hereafter required by the County, to change or relocate or entirely remove at his own expense, any part or all of the structures or facilities covered by the Permit which interfere with the improvement of the highway, to such locations within the limits of the legal right-of-way of the highway as may be ordered by the Director, or to remove same entirely from the right-of-way.

**Removal.** If at any time the permitted structure or facility should fail from any cause whatsoever, the Permittee will have the same removed or repaired with 48 hours after receipt of written notice to do so, unless by reason of some extraordinary happening the Director may extend such time limit.

**Repairs.** The conditions, restrictions and regulations herein written also will govern all excavations, openings and trenches for the purpose of making repairs to any poles, conduits, water, steam, oil or gas pipes, sewers or other structures and facilities and appurtenances thereto belonging.

**Location of Trenches.** Trenches for conduits, water, steam, oil and gas pipes, sewers and other structures will be constructed in an approved location by the Permit Section. The location of such facilities is subject to the review of the Permit Section.

**Explosives.** If dynamite or other explosives are requested to be used on the project, all possible precautions will be observed to prevent injury to persons or property. All Federal and State laws and Local ordinances and regulations regarding the use of explosives will be obeyed. No predrilling or blasting will be performed unless authorized by Permit and the Permittee provides evidence of insurance for property damage and public liability. No blasting will be permitted with fifty (50) feet of the nearest part of a bridge, box or culvert. The blaster's license number will be furnished with the permit application.

**Cutting Trees.** The permission herein granted does not confer upon the Permittee the right to cut, remove, or destroy trees or shrubbery within the legal limits of the highway or relieve Permittee from obtaining any consent otherwise required from the owner of the property adjacent thereto.

**Storing Materials.** Excavated or other material will be placed or stored on the side of the operation farthest from the road or pavement, unless otherwise authorized by the Director, and in such manner that there will be no interference with the flow of water in any gutter, drain, pipe, culvert, ditch or other waterway.

**Open Trench.** Trenches for construction along the highway will not be opened for a distance of more than three hundred (300) feet at any one time, unless especially authorized by the Director.

**Facilities Encountered.** Where a pipe drain, pipe culvert or other structure or facility is encountered, it will be replaced, restored, strengthened or protected by the Permittee in accordance with the prevailing standards of the Permit Section and as instructed by the Director.

**Pipes under Pavement.** In a case where it is necessary to cross under any improved road or highway, the opening for a pipeline will be drilled, bored, or driven so that the top of the pipe will not be less than three (3) feet below the surface of the road or highway. Trenching may be authorized by the Director. Where permission is given to cross the improved road or highway by tunneling, the crossing will be made, except in solid rock formation, under one-half of the improved road width, and the pipe or structure then placed and the hole carefully refilled. The second half of the tunneling will then be completed in the same manner, so that at least one lane used for traffic in two directions will be maintained over one-half of the improved road or highway while the second half is being tunneled. In solid rock formation, the crossing may be made by trenching, when approved by the Director, but not more than one-half of the width of the pavement will be opened, the structure then placed and the trench refilled with approved suitable material, and tamped with an approved mechanical tamper before disturbing the remaining one-half of the road.

**One-Way Traffic.** Every attempt will be made to maintain traffic through the work zone. When only one-way traffic is possible, the work zone will conform to the guidelines set forth in PennDOT Publication 213, Temporary Traffic Control Guidelines. The Permit Section must approve the one-way traffic operation plan prior to implementation.

**Tree Roots.** In a case where it is necessary to cross the root areas of trees, extending within the right-of-way or other property lines of the County, the opening for a pipe will be drilled, bored or driven not less than three (3) feet below the surface of the ground to the top of the pipe, or the structure may be placed by tunneling. Where a tree root area is crossed by tunneling, the hole will be carefully refilled with suitable material and thoroughly tamped.

**Poles.** All poles will be placed on the outside of the ditch or gutter lines, and in all cases a clear space greater than the width of the berm or shoulder will be preserved between the near face of the poles and the edge of the improved or traveled road or highway, unless the Director authorizes otherwise. Poles will be placed outside barriers unless otherwise permitted. No poles or other overhead structures will be placed where they will obstruct the view of drivers on the highway, nor within five (5) feet of any warning or directional sign, unless specifically permitted, nor where they will obscure any highway sign of warning, direction or destination.

**Wires.** All wires, appurtenances or supports which cross the highway, attached to poles or otherwise suspended, will be placed or erected so as to provide a minimum vertical clearance above the surface of road pavement of eighteen (18) feet, over the full width of the right-of-way. If voltage is over 230 and not over 601, the minimum clearance will be twenty (20) feet. For voltages from 601 to 6600, clearance will be not less than twenty-two (22) feet. For voltages over 6600, no permit will be granted.

**Guy Wires.** All guys will be placed so as to avoid interference with traffic of any kind on the highway, and must present a neat appearance when installed. For electric light or power lines, they will be adequately insulated at a point not less than ten (10) feet vertically above the ground. For telephone lines, when in proximity to electric light or power lines, they will be adequately insulated at appoint not less than eight (8) feet vertically above the ground.

**Exceptions.** If guys are permanently grounded in conformity with accepted grounding practice, insulators may be omitted, provided, however, that Permittee will state in the permit application the method whereby such guys, when installed will be properly grounded, and will thereafter maintain the same, through periodic inspection of all ground connections.

Installation of all wires, guys and other facilities will conform to all laws, rules and regulations of state, municipal and local authorities.

**Poles to be Numbered.** All poles that may be erected will be numbered, and said number, together with the initials of the Permittee, will be plainly designated thereon, all at the Permittee's expense.

**Curb Openings.** Where openings are permitted in roadway curb lines for private driveways, the roadway will be preserved by the construction of an approved concrete apron between the curb line and sidewalk. Where no sidewalk is in place an approved apron will be constructed having a width of three (3) feet, the edge farthest from the roadway to be one inch higher than the tip of the roadway curb. When a concrete driveway is constructed adjacent to an asphalt roadway, the concrete driveway will terminate at the outer edge of the berm or shoulder and not restrict drainage flow.

**Private Driveways.** Where private driveway entrances are permitted on highways at locations where there is no curb or sidewalk, the road gutter will be preserved by depressing the driveway at the gutter line or by the installation of pipe of approved sufficient strength and capacity to provide adequate drainage.

**Bridges.** Before starting work in the proximity of or on a bridge, the Permittee requires approval from the Department for all work.

**Sidewalks.** Sidewalk placement proposals must be in accordance with all design standards, installed, owned and maintained at the Permittee's expense upon review and approval.

## Permit Inspection

The Department requires that any permitted work in the County right-of-way will be subject to inspection by a Department Inspector to ensure that work in the County right-of-way is completed in a safe manner and in accordance with current County standards and PennDOT's Specifications. The Department's policy follows:

1. The primary responsibility of the Inspector is to verify, through random and scheduled inspections, that the Permittee complies with the following:

67 Pa. Code, Chapter 441	Access to and Occupancy of Highways by Driveways and Local Roads
67 Pa. Code, Chapter 459	Occupancy of Highways by Utilities
PennDOT Publication 408	Highway Construction Specifications
PennDOT Publication 34	Approved Aggregate Producers (Bulletin 14)
PennDOT Publication 35	Approved Construction Materials (Bulletin 15)
PennDOT Publication 41	Producers of Bituminous Mixtures (Bulletin 41)
PennDOT Publication 42	Producers of Ready-Mix Concrete (Bulletin 42)
PennDOT Publication 72M	Roadway Construction Standards
PennDOT Publication 213	Temporary Traffic Control Guidelines

2. The Inspector will monitor, through random and scheduled inspections, the restoration of the County right-of-way and enforce construction standards and restoration procedures.
3. The Inspector MUST be contacted by the Permittee to monitor the restoration of the County right-of-way. Failure to properly notify may result in possible removal and replacement of restoration to ensure work is completed up to specifications at Permittee's expense.
  - Prior to beginning the work
  - Prior to beginning restoration
4. The Inspector will ensure that all restorations result in a condition at least equal to that which existed before starting work, except such restoration of pavement as is the obligation of the County under the conditions of the Permit.
5. The Inspector will document inspections and submit reports to the Permit Manager.

## Restoration of Facilities

### **NOTE: ALL RESTORATION MUST BE COMPLETED PRIOR TO PERMIT EXPIRATION.**

Failure to do so will result in extension fees being charged to the Permittee until restoration is accepted as complete.

**Restoration.** All surplus excavated material will be removed and disposed of outside the legal limits of the highway as the work progresses, unless the approval of the Director is obtained for disposal of the material within the legal limits of the highway. All parts of the highway and various structures disturbed will be restored to a condition equal to or greater than what existed before starting work. Guide rails will be replaced to the present alignment, and to PennDOT Publication 72M, Roadway Construction Standards.

**Base Repair.** Base Repair of the roadway is required on all excavations. 1 foot over cut of excavation areas unless excavation is a longitudinal cut through a concrete base. When a concrete base is longitudinally cut, the full slab is to be removed and replaced in kind. When a concrete base is laterally cut, the contractor is to follow the PennDOT RC-26 standards.

When the edge of the pavement is two feet or less from the limits of the base repair area, the base repair **MUST** extend to the end of the pavement to avoid future roadway failure in that area.

**Pavement Patches.** The **MINIMUM** pavement patch length parallel to the roadway centerline is 10 feet long.

Anytime the driving lane surface is affected or damaged, the patch must extend from the pavement joint at the centerline to the outside edge of pavement.

Anytime the shoulder/berm area is affected or damaged, the patch must extend from the white shoulder line to the edge of pavement.

When a trench opening is created across the width of the roadway, the roadway must be milled and paved for 30 feet on each side of the trench.

When a new patch is within the limits of an existing patch, the limits of the new patch must extend beyond the limits of the existing patch in order to avoid multiple transverse joints in the roadway of that area.

When multiple openings are created along the roadway within 30 feet of each other, the County representative may require continuous full lane/shoulder paving along the entire length of the affected area.

When minimum pavement patch limits are to fall within an intersecting road or driveway, the patch limits **MUST** be extended beyond the apron radius to the tangent point of the curb.

For permitted projects coordinated with Allegheny County Department of Public Works paving projects, the permittee will be responsible for the base repair of all excavations within the project limits. Any excavations done outside of these limits MUST follow the pavement restoration requirements under the Permit. Any excavation areas that fail due to substandard backfilling practices and base repair will be required to replace the affected areas. The pavement restoration limits are to be decided upon by the Permits Manager after a review of the affected areas.

ALL pavement patches MUST be sealed and pavement markings MUST be restored at the time of restoration in order to be accepted as completed work by the Permits Section.

For winter restoration, the County representative may require a temporary 6-inch concrete patch based on field conditions. Steel Road Plates will NOT be allowed on roadway during winter operations.

The limits of pavement patches may be adjusted by the County representative based on field conditions at the time of restoration after an on-site assessment at the Permittee's request.

**Substandard Restoration.** All restoration will be completed prior to expiration of the permit. If the Permittee, after making an opening in the surface to place or repair a facility or for another purpose, fails to restore a portion of the right-of-way to conform with this section and 67 Pa. Code §459.8 relating to special conditions - subsurface operations, and §459.9 relating to special conditions - aboveground facilities prior to expiration of the permit, the Department will provide notice to the Permittee. The Permittee will have 30 day to complete the restoration from the date of notice. If the restoration remains incomplete after 30 days, the Department reserves the right to do the work, if practicable, and the Permittee will reimburse the Department for the costs within 30 days after receipt of the Department's invoice.

**Refilling Trenches.** The refilling of the trench will be done with approved material, each lift mechanically tamped, will follow as rapidly as possible the placing of subsurface structure and will be completed in such a manner to conform to the shoulder or subgrade. The trench will be tamped as refilled, and no lift prior to tamping will be greater than four (4) inches in thickness. Approved mechanical tampers will be used exclusively for compacting, unless other methods are approved in the Permit.

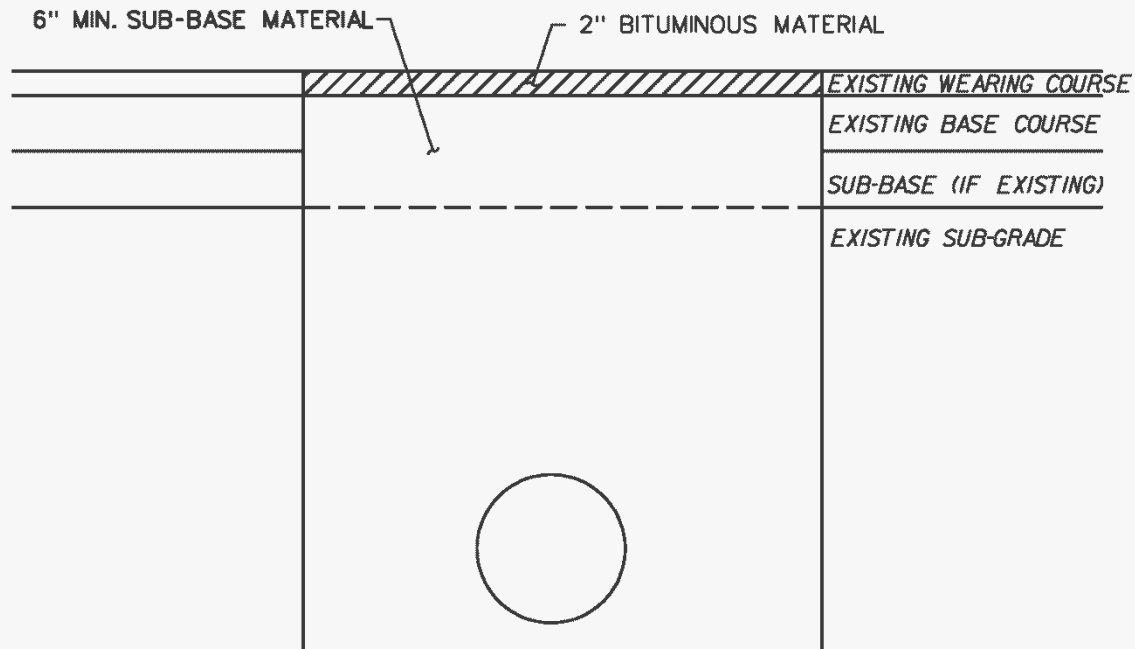
**Inlets, Manholes, Valve Boxes and Existing Utilities.** The Permittee will restore the roadway surface to match the existing utilities and facilities within the County right-of-way. Should adjustments be required to raise or lower the facilities during the restoration process, it will be the responsibility of the Permittee to arrange for the grade adjustments.

**Surface Disturbed.** The Permittee will restore the ground surface within the limits of the work covered by the Permit to a condition equal to that existing prior to the opening of the trench, unless otherwise provided in the Permit, and will maintain it in such condition for a period of twelve (12) months after completion of the work and will be released only on approval by the Director, except where work of a similar character will have been done during said twelve-month period within or adjacent to the limits of the work covered by the Permit or affecting the same, by another Permittee, pursuant to a Permit duly issued by the Director.

## **Standard Drawings**

The following standard drawings represent the accepted restoration details for reconstruction of the cartway and shoulder areas of County roads. Variations from these details require approval by the Director.

## TEMPORARY PAVEMENT RESTORATION



**NOTE:**  
**TEMPORARY PAVEMENT RESTORATION**  
 FROM NOVEMBER 1st TO MARCH 31st,  
 PLACE 3" MIN OF 19mm BINDER OR  
 HES CONCRETE UNTIL PERMANENT  
 RESTORATION IS COMPLETED THE  
 FOLLOWING SPRING.

i) WHEN AN OPENING IS PROPOSED IN  
 AN EXISTING ROADWAY PATCH, THE  
 PROPOSED REPAIR MUST EXTEND  
 BEYOND THE LIMITS OF THE EXISTING  
 PATCH.

ii) WHEN THE FACILITY OWNER CREATES  
 MULTIPLE OPENINGS ALONG A ROADWAY,  
 THE COUNTY REPRESENTATIVE MAY  
 REQUIRE CONTINUOUS FULL LANE  
 PAVING ALONG THE ENTIRE LENGTH OF  
 THE AFFECTED AREA.

**NO SLAG IS PERMITTED**



**County of Allegheny**  
 Pittsburgh, Pennsylvania  
 Department of Public Works

### TEMPORARY PAVEMENT RESTORATION FOR HIGHWAY OCCUPANCY PERMITS

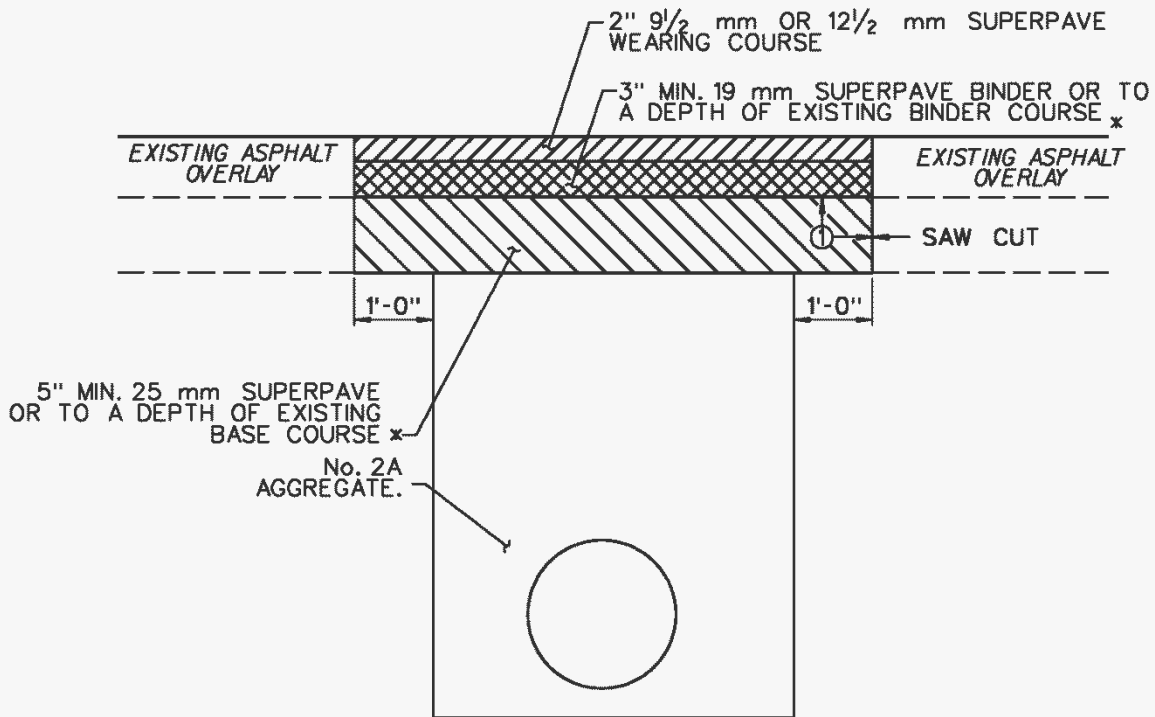
DR. BY: RJS  
 CH. BY: RGF

DES. BY: SDS  
 SCALE: N.T.S.

DATE: 2-9-16  
 SHEET: 1 OF 1

**FIG 1**

## FLEXIBLE PAVEMENT RESTORATION



\*WHICHEVER IS GREATER

1. EXPOSED VERTICAL AND HORIZONTAL SURFACES SHALL BE PREPARED AS PER PENN DOT PUB. 408, SECT. 401.3(f).
2. FINAL RESTORATION JOINTS SHALL NOT FALL WITHIN THE WHEEL PATH OF THE CARTWAY.

i) WHEN AN OPENING IS PROPOSED IN AN EXISTING ROADWAY PATCH, THE PROPOSED REPAIR MUST EXTEND BEYOND THE LIMITS OF THE EXISTING PATCH.

ii) WHEN THE FACILITY OWNER CREATES MULTIPLE OPENINGS ALONG A ROADWAY, THE COUNTY REPRESENTATIVE MAY REQUIRE CONTINUOUS FULL LANE PAVING ALONG THE ENTIRE LENGTH OF THE AFFECTED AREA.

**NO SLAG IS PERMITTED**



**County of Allegheny**

Pittsburgh, Pennsylvania

Department of Public Works

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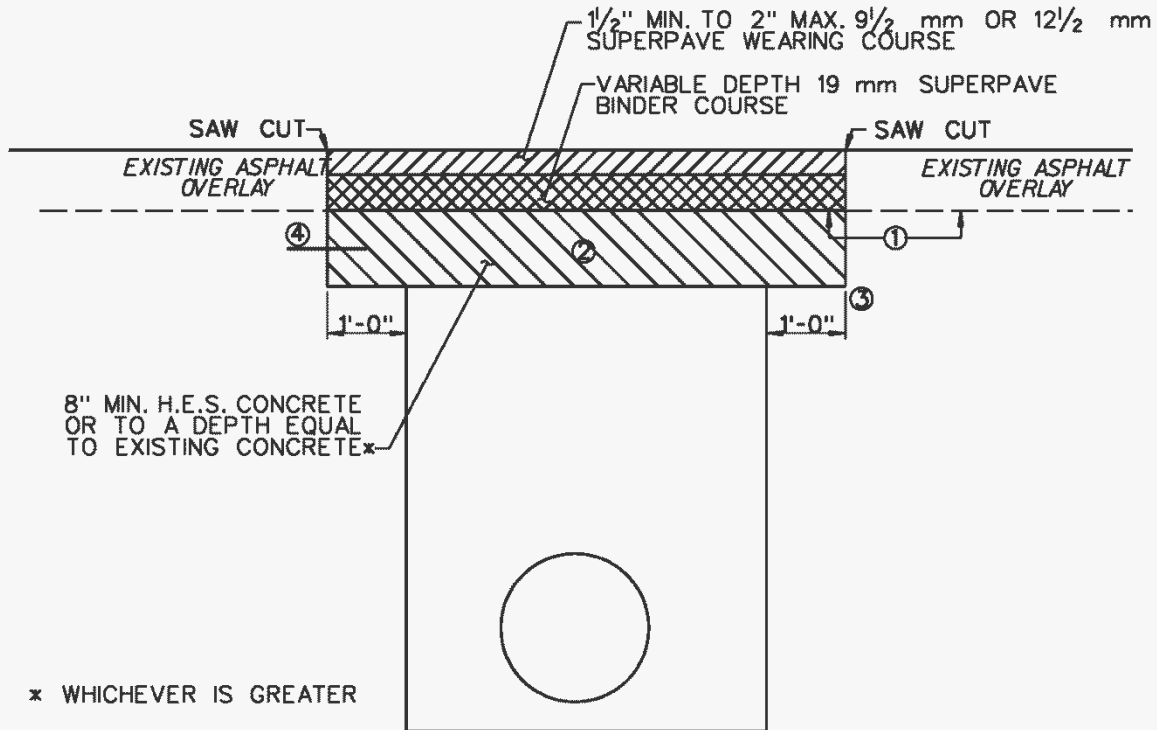
SHEET: 1 OF 1

**FIG 2**

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I:\COROADS\Roads Projects\HOP Typical Sections\Fig-1-4\_pavt\_restoration.dgn

## ASPHALT OVERLAY ON RIGID PAVEMENT RESTORATION



\* WHICHEVER IS GREATER

1. SURFACE OF REPLACEMENT CONCRETE TO BE AT SAME ELEVATION AS EXISTING SLAB
2. FOR LIMITS OF CONCRETE REPLACEMENTS. SEE PENN DOT RC-26
3. CUT BACK IS NOT REQUIRED BEYOND A TRANSVERSE OR LONGITUDINAL JOINT OR CURB.
4. ON REINFORCED CONCRETE PAVEMENT, PLACE REINFORCING STEEL TIE BOLTS AND LOAD TRANSFER DEVICES AS PER PENN DOT RC-26.

i) WHEN AN OPENING IS PROPOSED IN AN EXISTING ROADWAY PATCH, THE PROPOSED REPAIR MUST EXTEND BEYOND THE LIMITS OF THE EXISTING PATCH.

ii) WHEN THE FACILITY OWNER CREATES MULTIPLE OPENINGS ALONG A ROADWAY, THE COUNTY REPRESENTATIVE MAY REQUIRE CONTINUOUS FULL LANE PAVING ALONG THE ENTIRE LENGTH OF THE AFFECTED AREA.

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### ASPHALT OVERLAY ON RIGID PAVEMENT RESTORATION FOR HIGHWAY OCCUPANCY PERMITS

DR. BY: RJS

DES. BY: SDS

DATE: 2-9-16

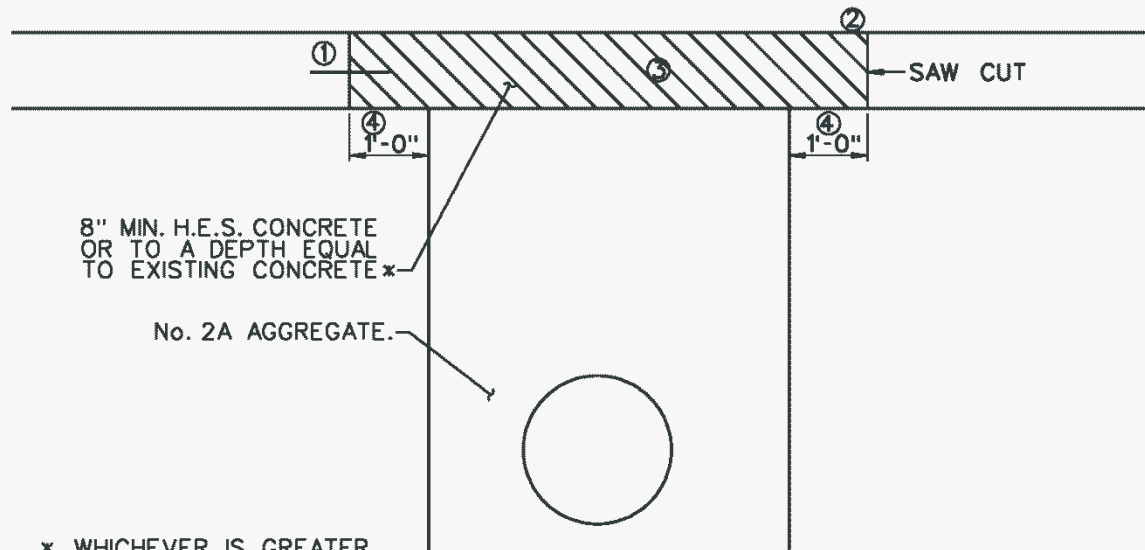
CH. BY: RGF

SCALE: N.T.S.

SHEET: 1 OF 1

**FIG 3**

## RIGID PAVEMENT RESTORATION



1. ON REINFORCED CONCRETE PAVEMENT, PLACE REINFORCING STEEL TIE BOLTS AND LOAD TRANSFER DEVICES AS PER PENN DOT RC-26.
2. SURFACE TEXTURE AS PER PENN DOT PUB. 408, SECT 501.3(K).
3. FOR LIMITS OF CONCRETE REPLACEMENTS. SEE PENN DOT RC-26
4. CUT BACK IS NOT REQUIRED BEYOND A TRANSVERSE OR LONGITUDINAL JOINT OR CURB.

i) WHEN AN OPENING IS PROPOSED IN AN EXISTING ROADWAY PATCH, THE PROPOSED REPAIR MUST EXTEND BEYOND THE LIMITS OF THE EXISTING PATCH.

ii) WHEN THE FACILITY OWNER CREATES MULTIPLE OPENINGS ALONG A ROADWAY, THE COUNTY REPRESENTATIVE MAY REQUIRE CONTINUOUS FULL LANE PAVING ALONG THE ENTIRE LENGTH OF THE AFFECTED AREA.

**NO SLAG IS PERMITTED**



**County of Allegheny**  
Pittsburgh, Pennsylvania  
Department of Public Works

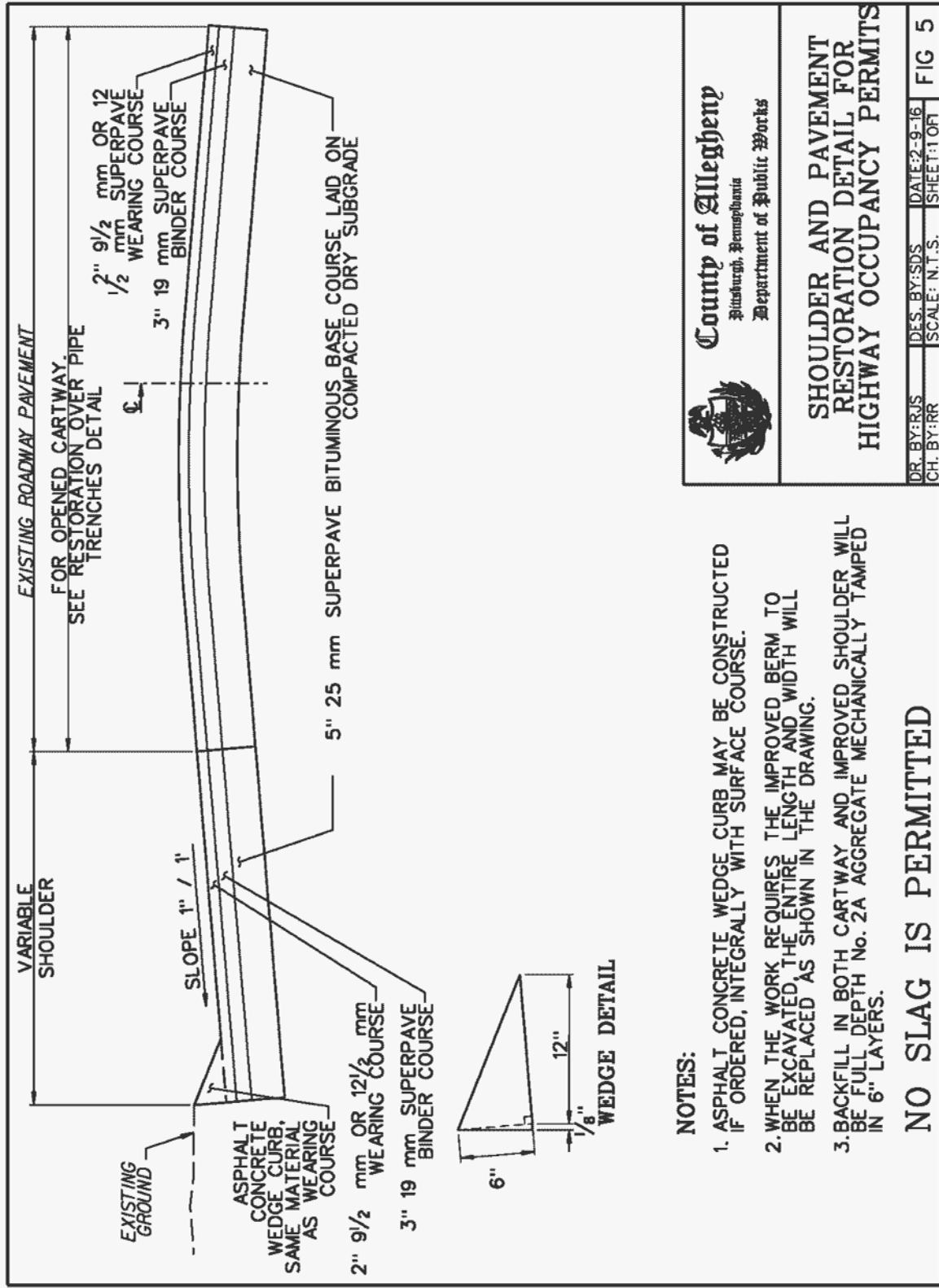
### RIGID PAVEMENT RESTORATION FOR HIGHWAY OCCUPANCY PERMITS

DR. BY: RJS  
CH. BY: RGF

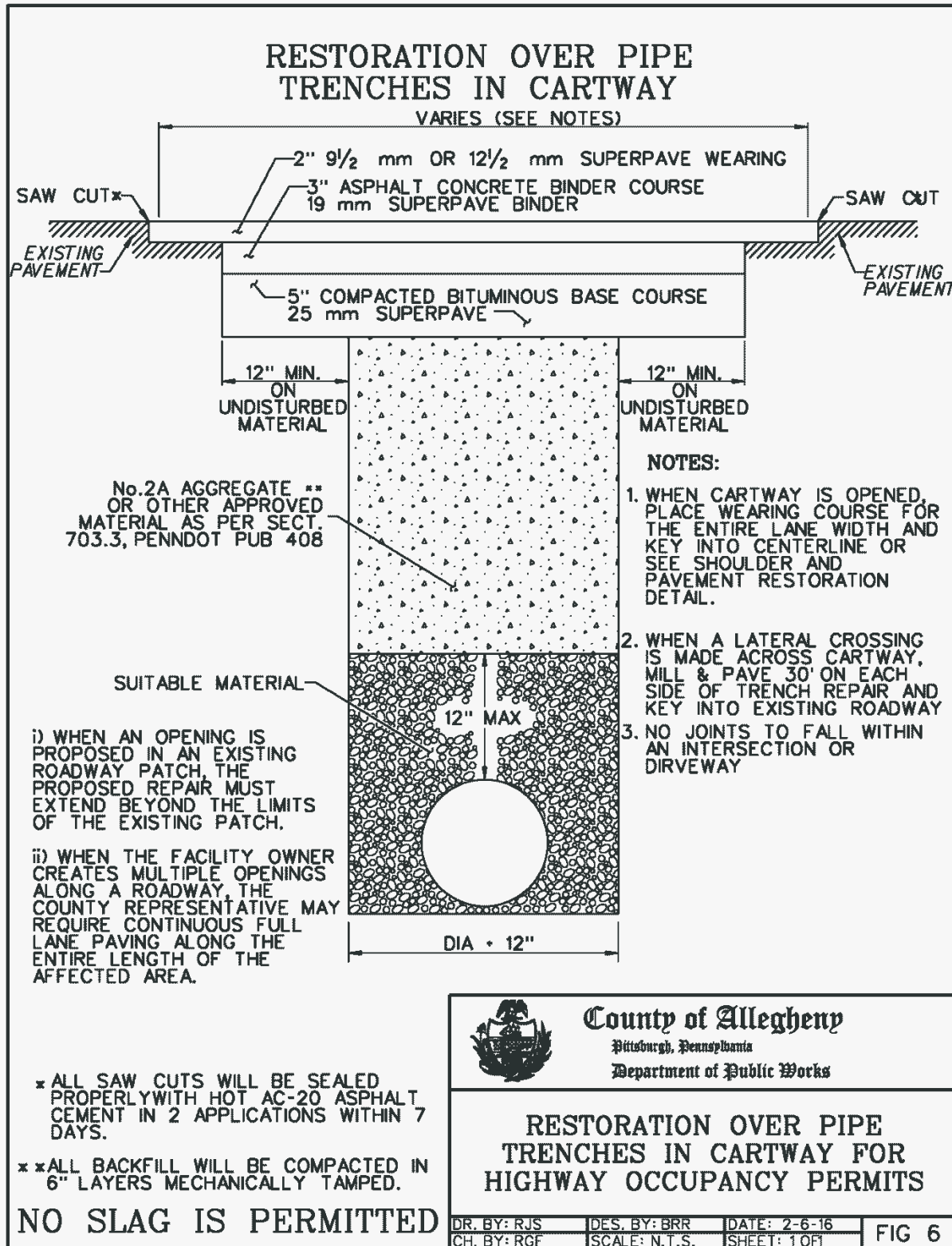
DES. BY: SDS  
SCALE: N.T.S.

DATE: 2-9-16  
SHEET: 1 OF 1

FIG 4



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I:\COROADS\Roads Projects\HOP Typical Sections\Fig\_6\_res\_trench.dgn

## **Bonds**

A permit will not be issued until the Permittee has supplied an acceptable Bond in an approved form indemnifying the County against loss or damage by reason of the operation or operations to be performed or by reason of the presence in the right-of-way of structures or facilities installed under the Permit. The Permittee covenants and agrees fully to indemnify and hold harmless the County of Allegheny, by executing an approved Bond, as herein provided, of and from all liability for damage or injury occurring to any person or persons or property at or on said roads through or in consequence of any act or omission of any contractor agent, servant, employee or person engaged or employed in, about or upon the said work, by, at the instance of or with the approval or consent of the Permittee, or from the failure of the Permittee, shall and will defend said action if called upon to do so by the County of Allegheny, whether brought against either the County or the Permittee, singly or jointly, and pay any judgments and costs recovered therein, without any cost or expense to said County.

All bonds **MUST** be in the name of the Permittee, not its contractors or sub-contractors.

The original signed and executed bond must be submitted on the Allegheny County Bond Form found on the following pages, along with the original signed power of attorney.

Bonds will be held on file for a time period of 3 years after job completion, and will be released upon request from the Permittee representative and a final inspection of the permitted work.

# Bond

KNOW ALL MEN BY THESE PRESENTS, That we, .....  
(Principal-Permittee)  
....., of .....  
(Address)  
Pennsylvania, as Principals and .....  
(Name of Surety)  
a Corporation of the State of ..... with branch  
office at ..... Pittsburgh, Pa., as  
Surety are held firmly bound unto the County of Allegheny, in the Commonwealth of Pennsylvania, in the sum of  
..... Thousand (\$.....) Dollars for the payment of which the said .....  
(Owner or Owners)  
and bind themselves, their heirs, their executors, their administrators, their successor and assigns, firmly by these  
presents.

IN WITNESS WHEREOF, the said .....  
(Principal-Permittee)  
and ..... have caused their  
(Name of Surety)  
common and corporate seals to affixed hereto, duly attested by their proper officers this .....  
day of ....., 20.....

The condition of this bond is such that,

WHEREAS, the said .....  
(Principal-Permittee)  
have applied to the said County of Allegheny for a permit or permits for the crossing, entering into or occupying of  
Highways, Streets, and other public thoroughfares under jurisdiction of said County, and covering the installation  
and operation of .....  
(Kinds of Facilities)  
therein and thereunder.

NOW, THEREFORE, if the said bounden .....  
(Principal-Permittee)  
will indemnify the said County of Allegheny against loss or damage by reason of the operation or operations to be  
performed, or by reason of the presence in the right-of-way of structures or facilities installed under a permit granted

by the County of Allegheny, and further will indemnify and save harmless the County of Allegheny of and from all liability for damage or injury occurring to any persons or property at or on said roads through or in consequence of any act or omission of any contractor, agent, servant, employee or person engaged or employed, in, about, or upon the said work, by, at the instance of, or with the approval or consent of the said.....

....., or from the failure of the  
 (Principal-Permittee)

said..... to comply with  
 (Principal-Permittee)

the provisions for maintenance, as set forth in the Permit; and, further, that said.....

.....shall and will  
 (Principal-Permittee)

defend said action if called upon to do so by the County of Allegheny, whether brought against either the County of Allegheny or the said.....

....., singly or jointly, and  
 (Principal-Permittee)

pay any judgments and costs recovered therein, without any cost or expense to the said County of Allegheny; and, does well and truly observe all the terms and conditions of said Permit and Permits, and the General Provisions and Specifications for Road Operations Under Permits, as revised January, 2015; then this Bond

will be null and void; otherwise, to be and remain in full force and effect.

.....(SEAL)

.....(SEAL)

WITNESS:

.....

.....

.....  
 (Surety Name)

by .....  
 Attorney-in-fact\*

\*(Attach Power of Attorney)


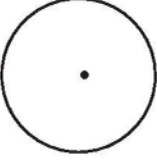
# Forms

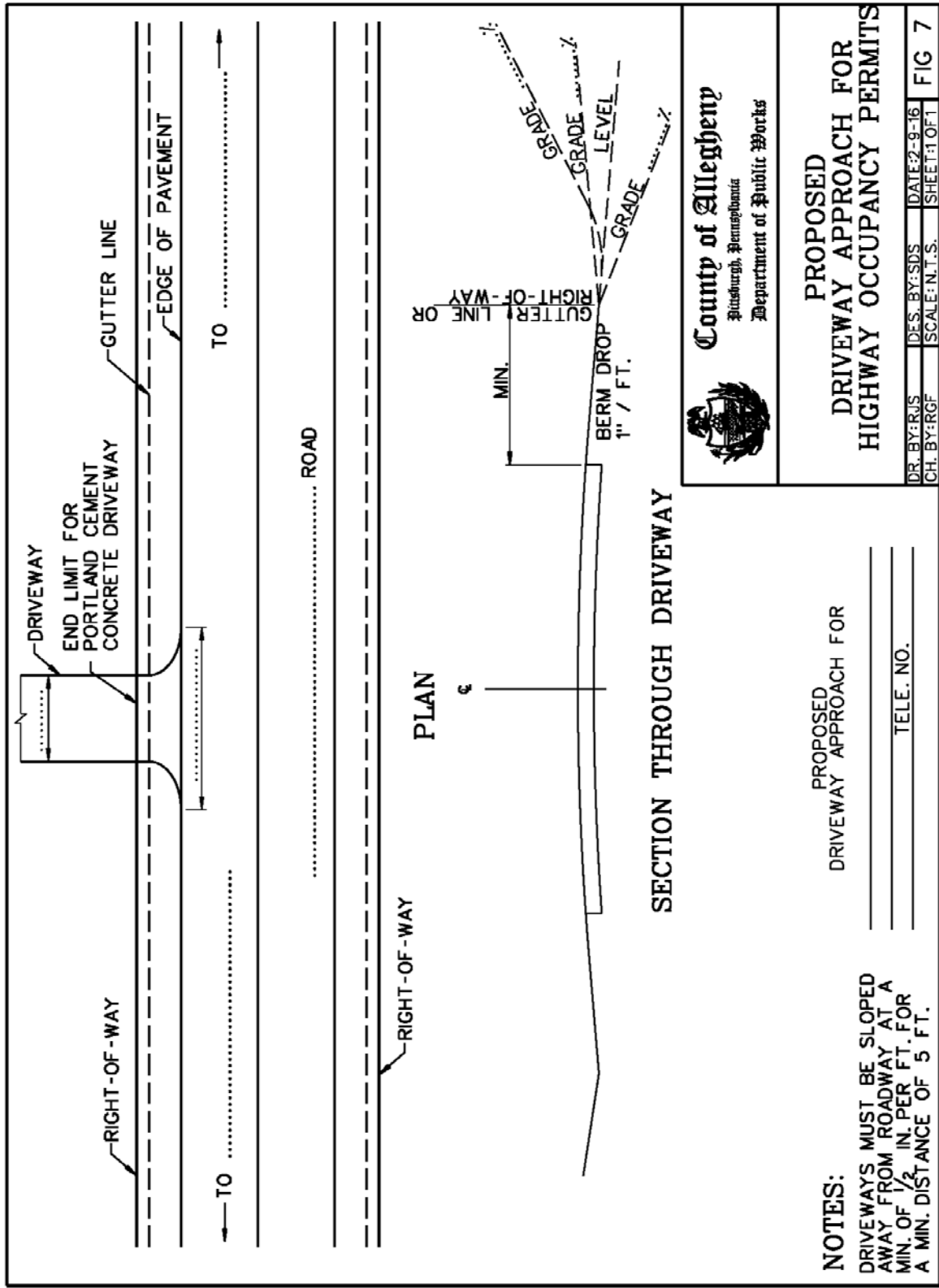
The following forms are provided and represent those that are required submittals in the approval of the highway occupancy process.

- County of Allegheny Application for Highway Occupancy Permit
- County of Allegheny Utility Drawing Form
- Standard Drawing for Proposed Driveway Approach for Highway Occupancy Permits
- PennDOT Form M-950S Formula Sight Distance Measurements
- PennDOT Form M-950S Formula Sight Distance Table

# APPLICATION FOR HIGHWAY OCCUPANCY PERMIT

<b>COUNTY of ALLEGHENY</b>	501 County Office Building 542 Forbes Avenue Pittsburgh PA 15219	<b>HIGHWAY OCCUPANCY PERMIT FEES</b> *** TO BE ASSESSED BY ACDPW												
Township: _____  Borough: _____  Name of Road _____ Location of Operation _____	<table style="width: 100%;"> <tr> <td style="width: 60%;">Issuing Permit</td> <td style="width: 40%;">\$ _____</td> </tr> <tr> <td></td> <td>\$ _____</td> </tr> <tr> <td></td> <td>\$ _____</td> </tr> <tr> <td></td> <td>\$ _____</td> </tr> <tr> <td></td> <td>\$ _____</td> </tr> <tr> <td><b>Total</b></td> <td>\$ _____</td> </tr> </table> CHECK#/DATE _____		Issuing Permit	\$ _____		\$ _____		\$ _____		\$ _____		\$ _____	<b>Total</b>	\$ _____
Issuing Permit	\$ _____													
	\$ _____													
	\$ _____													
	\$ _____													
	\$ _____													
<b>Total</b>	\$ _____													
County of Allegheny Department of Public Works		Date _____												
Application is hereby made by _____ / _____ <div style="text-align: center; font-size: small;"> <span>(Name of Applicant)</span> <span style="margin-left: 150px;">(Phone)</span> </div> of _____ for permission to <div style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> <span>Address</span> <span>City</span> <span>ZIP</span> </div> Description and Purpose of Work: _____ _____ _____ PA 1 Call # _____ 24 Hr. Emergency Contact – Name _____ Phone: _____ Email: _____ Media Relations Contact: Name _____ Phone _____ Email: _____														
in accordance with the accompanying sketch, and under the subject to all the conditions, restrictions and regulations prescribe in the General Provisions and Specifications, with the same force and effect as if written or printed herein, and under the subject to such special conditions, restrictions and regulations as may be imposed by the Director.														
The applicant is (an individual)    (a corporation)    (a partnership)    incorporated under the laws of _____														
(CORPORATE SEAL)  Attest: _____  <div style="text-align: right; font-size: small;">Secretary</div>	_____ <div style="text-align: center; font-size: small;">Name of Applicant</div> By: _____ <div style="text-align: center; font-size: small;">(Executive Officer or Authorized Representative)</div>													
<b>DATA APPLICABLE TO THIS APPLICATION</b>														
<b>GENERAL</b> The road surface (improved)    (unimproved). Improved width _____ feet. Approximate date when work will be started _____ Approximate date when work will be completed _____. Working days required to complete the work _____ days. Distance from center line of roadway to gutter or ditch _____ feet. Distance to property line _____ feet.														
<b>POLES.</b> Number of poles to be erected _____ Average spacing of the poles _____ feet. Nearest distance from center of road to structure _____ feet. Distance of proposed work along the road _____ feet.														
<b>PIPE LINES &amp; CONDUITS.</b> The improve surface of the road will (will not) be opened. Approximate area of opening will be: _____ feet X _____ feet. The length of trench along the road is _____ feet. Depth of trench below surface _____ inches.														

 Allegheny County	WORK LOCATION: ADDRESS / ROAD NAME: _____ MUNICIPALITY: _____	<b>UTILITY SKETCH</b> <b>HOP PERMIT</b>	DEPT. USE ONLY:
APPLICANT _____ APPLICANT ADDRESS _____ APPLICANT PH # _____			
WORKSITE CONTACT PERSON _____ Phone: _____ Email: _____			
MEDIA RELATIONS CONTACT - Name _____ Phone: _____ Email: _____			
PURPOSE OF WORK OPERATIONS _____			
NUMBER OF OPENINGS _____ SIZE OF OPENING(S) _____ (NEATLY SKETCH BELOW)			
INDICATE DISTANCE AND DIRECTION TO NEAREST INTERSECTION _____ FT. <input type="checkbox"/> NORTH <input type="checkbox"/> SOUTH <input type="checkbox"/> EAST <input type="checkbox"/> WEST			
TYPE OF PAVEMENT: <input type="checkbox"/> BITUMINOUS <input type="checkbox"/> STABILIZED <input type="checkbox"/> CONCRETE		TYPE OF SHOULDER: <input type="checkbox"/> BITUMINOUS <input type="checkbox"/> STABILIZED <input type="checkbox"/> OTHER _____	
<input type="checkbox"/> CONCRETE WITH BITUMINOUS SURFACE		SHOW NORTH 	
R/W _____ Edge of Pavement	CENTERLINE	ROAD NAME	R/W _____ Edge of Pavement
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 15%; border-left: 1px solid black; border-right: 1px solid black; height: 100%;"></div> <div style="width: 30%; border-left: 1px solid black; border-right: 1px solid black; height: 100%;"></div> <div style="width: 30%; border-left: 1px solid black; border-right: 1px solid black; height: 100%;"></div> <div style="width: 15%; border-left: 1px solid black; border-right: 1px solid black; height: 100%;"></div> </div>			



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## DRIVEWAY SIGHT DISTANCE MEASUREMENTS (FOR LOCAL ROADS, USE PENNDOT PUB 70)

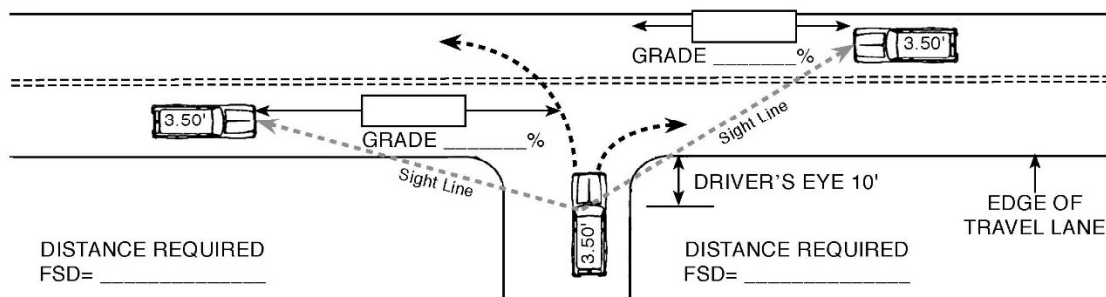
APPLICANT \_\_\_\_\_ APPLICATION NO. \_\_\_\_\_

S.R. \_\_\_\_\_ SEG. \_\_\_\_\_ OFFSET \_\_\_\_\_ LEGAL SPEED LIMIT \_\_\_\_\_

MEASURED BY \_\_\_\_\_ DATE \_\_\_\_\_

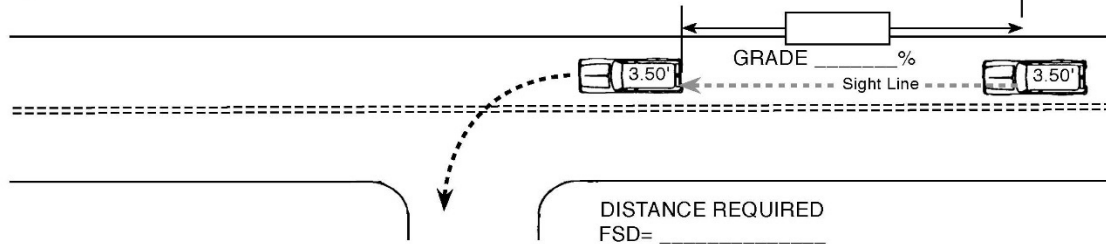
FOR DEPARTMENT USE ONLY: Safe-Running Speed \_\_\_\_\_ 85th Percentile Speed \_\_\_\_\_

**A**



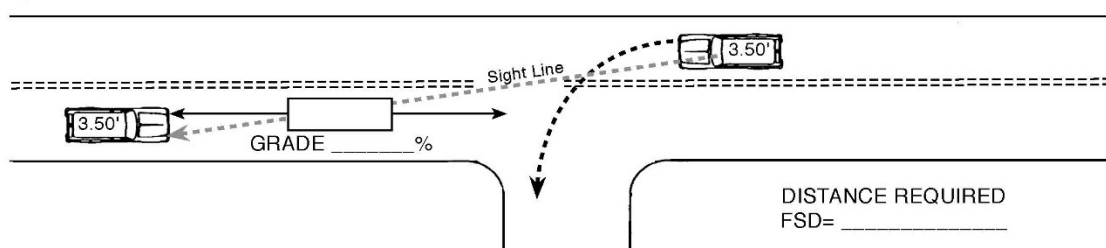
THE MAXIMUM LENGTH OF ROADWAY ALONG WHICH A DRIVER AT A DRIVEWAY LOCATION CAN CONTINUOUSLY SEE ANOTHER VEHICLE APPROACHING ON THE ROADWAY.

**B**



THE MAXIMUM LENGTH OF ROADWAY ALONG WHICH A DRIVER ON THE ROADWAY CAN CONTINUOUSLY SEE THE REAR OF A VEHICLE WHICH IS LOCATED IN THE DRIVER'S TRAVEL LANE AND WHICH IS POSITIONED TO MAKE A LEFT TURN INTO A DRIVEWAY.

**C**



THE MAXIMUM LENGTH OF ROADWAY ALONG WHICH A DRIVER OF A VEHICLE INTENDING TO MAKE A LEFT TURN INTO A DRIVEWAY CAN CONTINUOUSLY SEE A VEHICLE APPROACHING FROM THE OPPOSITE DIRECTION.

## FORMULA SIGHT DISTANCE TABLE

Speed (V) (Miles Per Hour)	Average Grade (G) (Percent)											
	Use plus grades when approaching vehicle is travelling upgrade.											
	0.0	+1.0	+2.0	+3.0	+4.0	+5.0	+6.0	+7.0	+8.0	+9.0	+10.0	
25	147	145	144	143	142	140	139	138	137	136	135	
30	196	194	191	189	187	185	183	182	180	178	177	
35	249	245	242	239	236	233	231	228	226	224	221	
40	314	309	304	299	295	291	287	284	280	277	274	
45	383	376	370	364	358	353	348	343	339	334	330	
50	462	453	444	436	429	422	415	409	403	397	392	
55	538	527	517	508	499	490	482	475	468	461	454	
	Use negative grades when approaching vehicle is travelling downgrade.											
	0.0	-1.0	-2.0	-3.0	-4.0	-5.0	-6.0	-7.0	-8.0	-9.0	-10.0	
25	147	148	150	151	153	155	157	159	161	164	166	
30	196	199	201	204	207	210	214	217	221	226	230	
35	249	252	256	260	265	269	275	280	286	292	299	
40	314	319	325	331	338	345	352	360	369	379	389	
45	383	390	398	406	415	425	435	447	459	472	487	
50	462	471	481	492	504	517	531	546	563	581	600	
55	538	550	562	576	590	606	622	641	661	682	706	