

# County of Allegheny



Pittsburgh, Pennsylvania

## DEPARTMENT OF PUBLIC WORKS PERMIT MANUAL

Policy and Procedures for  
Work within County Road  
Right-Of-Way

Published: January 19, 2011



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# Introduction

It is in 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 insuring 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 PennDot 408 standards along with the modifications to the specifications provided by this manual.

This 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.

**The provisions of this manual conform to the following:**

Department of Transportation	Publication 408/2007
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 Pub. 203	Workzone Traffic Control
PennDOT RC Standards	Roadway Construction Standards

**Any questions regarding the permit process or submissions of the permit application should be addressed to the Permit Supervisor at the following:**

Address: Permit Supervisor  
Allegheny County Department of Public Works  
Engineering & Construction Section  
501 County Office Building  
542 Forbes Avenue  
Pittsburgh, PA 15219

Phone: (412) 350-5874

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

# Permit Application Procedure

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

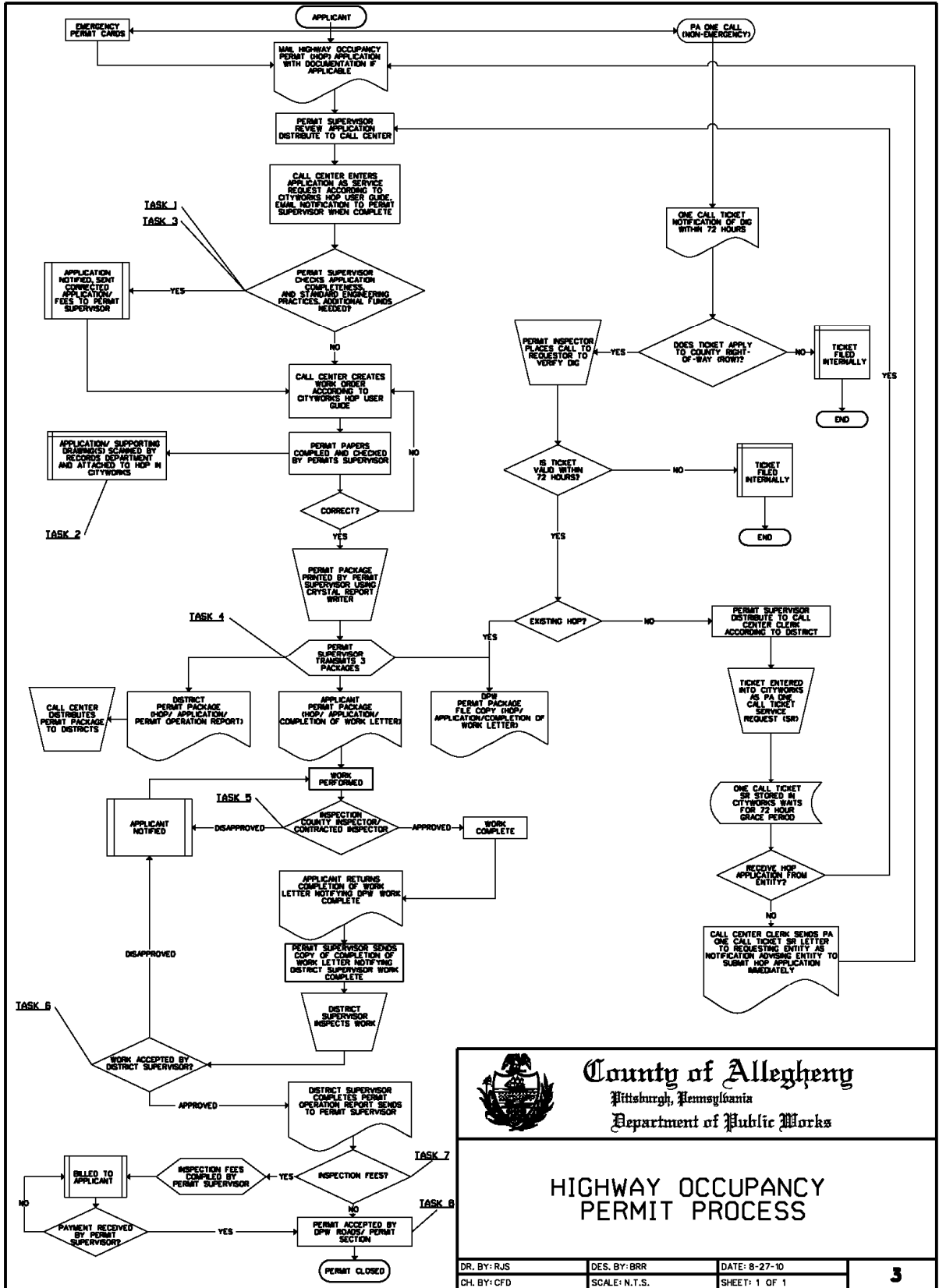
A permit application is not required for modifying parts of existing permitted facilities, such as aerial cable on highways, cross arms or transformers on poles, or manhole riser rings prior to roadway resurfacing, if no surface opening is required. Permit applications are not required for stringing overhead utility lines on aerial crossings of highways. Permit applications are not required for accessing an existing utility facility through a manhole.


The highway occupancy permit is obtained through the Allegheny County Department of Public Works Permit Division. The permit application procedure is based on Pennsylvania code title 67 provisions and PennDot publications and standards. Modification of 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 system.

**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 the facility, the application will be submitted in the name of, and executed by the party. An application may not be submitted in the name of contractors of the owner or operator, nor in the name of persons only 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, storm water drainage, traffic impacts, site distance, impacts of constructed improvements, conformance to specifications and restoration. 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 needed. County standards applicable to the work being performed will be provided at the time of issuance.

The following flow chart displays the permit application procedure along with the permit application formal final permit form.





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

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## HIGHWAY OCCUPANCY PERMIT PROCESS

DR. BY: RJS	DES. BY: BRR	DATE: 8-27-10	<b>3</b>
CH. BY: CFD	SCALE: N.T.S.	SHEET: 1 OF 1	

## Permit Fees

The Schedule of Fees for Highway Occupancy Permits are outlined in the following schedule.

**SCHEDULE OF FEES FOR HIGHWAY OCCUPANCY PERMITS**

EFFECTIVE JANUARY 1, 2006

**GENERAL REQUIREMENTS**

All permits issued shall be subject to the “General Provisions and Specifications”, and, in accepting the Permit, the Permittee agrees to observe and abide by the same. All permits issued shall also conform to the additional provisions in the Allegheny County Permit Manual.

The amount of Bond to be supplied by the Permittee shall be as stated in the Permit, and the Bond shall be supplied before the Permit is issued.

Unless the contrary is stated in the following Schedule of Charges, a Permit fee of \$40.00 shall be paid for every Permit, in addition to the charges made in the Permit.

All Permit charges shall be paid in advance of the issuance of the Permit.

All material belonging to the County, which is to be discarded, due to the operations under the Permit, shall remain the property of the County, and shall be delivered by the Permittee in good condition to a County Warehouse, as directed without cost to the County.

**ISSUANCE FEES**

<b><u>SCHEDULE ITEM NO.</u></b>	<b><u>UNIT FEE</u></b>
1. <b><u>ISSUANCE CHARGE</u></b>	\$40.00
2. <b><u>EXTENSION OF TIME FOR COMPLETION OF PERMIT WORK</u></b>	
-Each three (3) month time extension	50% of the issuance charge
-Each submitted change	50% of the issuance charge
3. <b><u>ANNUAL EMERGENCY PERMIT CARD</u></b> (each card)	\$25.00
4. <b><u>LATE FEE</u></b> (for work done prior to permit approval)	100% of permit fee
5. <b><u>DRIVE OR STREET CONNECTION</u></b>	
(NOTE: Dimensions listed are throat widths)	
A. <b>RESIDENTIAL DRIVEWAY (EACH DRIVEWAY)</b>	
1. 0’ to 13’	\$10.00
2. Over 13’ to 20’	\$15.00
B. <b>COMMERCIAL DRIVEWAY (EACH DRIVEWAY)</b>	
1. 0’ to 20’	\$40.00
2. Over 20’ to 35’	\$70.00
3. Over 35’	\$100.00
C. <b>STREET CONNECTION (EACH)</b>	\$200.00
6. <b><u>SUBSURFACE AND SURFACE FACILITY INSTALLATIONS</u></b>	
“Line” means an underground conductor used in providing electric or communications service, or an underground pipe used in providing gas, oil or oil product delivery, sewage, water or other service to one or more consumers of such service.	
A. This charge is calculated on the Linear Foot of line placed in right-of-way – ALSO SEE ITEM 8C	
1. Each line of 50 feet or less in length (Each new single non-continuous line)	\$40.00
2. Additional connected line (Each 100 ft. or fraction thereof)	\$10.00
B. Crossing of a line from one side of highway to the other side, or from under paved roadway to one side. (Performed independently or with other permit operations)	
1. Where crossing is made by trenching	\$70.00
2. Where crossing is made by boring, driving or drilling (1 boring pit in berm only)	\$12.00
3. Where crossing is made by boring, driving or drilling (1 boring pit in road only)	\$40.00
C. Facility placed in right-of-way independently or with other permit operations (hydrants, inlets, manholes, baskets, etc.), each	\$20.00

D. Cabling/Conduiting Structures	
1. Charges are calculated on the linear feet of (cable) line placed on structure.	
a. Each line of 50' or less in length	
Each new non-continuous section [of cable]	\$40.00
b. Each additional connected line (cable)	
Each 100 feet or fraction thereof	\$10.00
2. Connections made to structure, substructure or attachments connected to structure or substructure	
1 – 20 connections	\$100.00
Additional connections, each 25 or fraction thereof	\$50.00
7. <u>CONNECTION OF PRIVATE STORM SEWER PIPE TO COUNTY STORM SEWER SYSTEM</u>	
(INLETS, MANHOLE) TAP IN FEE	\$600.00
NOTE: Hydraulic analysis computed by a Registered Engineer must accompany all such connections	
8. <u>FACILITY OPENINGS</u> (e.g., Service connections, if performed independently, or with other Permit operations repairs), each opening (excluding 6B)	
A. Improved opening	\$40.00
B. Unimproved opening	\$10.00
C. An additional Fee of \$.80 (eighty cents) per linear foot per perimeter will be charged for the future maintenance of those openings in an improved cartway or shoulder payable upon application.	
D. Jacking/borings, each	\$12.00
9. <u>OVERHEAD FACILITY INSTALLATIONS</u> (e.g., poles, guys and/or anchors)	
A. New or original construction facilities	
1. One to five (1-5) minimum fee	\$40.00
2. Each additional pole more than 5	\$6.00
B. Replacement or renewal of existing facilities	
1. One to five (1-5) minimum fee	\$30.00
2. Each additional pole more than 5	\$4.00
C. Removal of Poles	ISSUANCE FEE ONLY
D. CROSSINGS	\$160.00
This would include "Overhead" tipples, conveyors, pedestrian walkways and "below grade" subways or mines.	
10. <u>INSPECTION FEE</u>	
When ordered by the Director	\$40.00/HOUR
Consultant Inspection	Market Rate
Inspector pavement cores	\$50.00/CORE

"Working Day" is to be defined as any day when work is done in a Allegheny County right-of-way. A deposit of \$50.00 per day times the estimated number of working days is to be paid prior to issuing a Permit. The balance, which is to be based on the actual number of working days times the current rate minus the deposit, will be due upon the completion of the Permit or any extension of time.

*PLEASE MAIL ALL APPLICATIONS FOR HIGHWAY OCCUPANCY PERMITS TO:*

**ALLEGHENY COUNTY**  
**DEPARTMENT OF PUBLIC WORKS**  
501 COUNTY OFFICE BUILDING, 542 FORBES AVENUE  
PITTSBURGH PA 15219-2904  
(Phone No. 412-350-5874)

**NOTICE: TWENTY-FOUR HOURS ADVANCE NOTICE MUST BE GIVEN TO THE PERMIT OFFICE (412-350-5874) BEFORE STARTING WORK, OR THE JOB WILL BE CLOSED DOWN INDEFINITELY. IF AN OPERATION CONTINUES WITHOUT PROPER NOTIFICATION TO THE PERMIT OFFICE, A PENALTY WILL BE ASSESSED.**

# Emergency Work

Utility owners or operators may obtain emergency permit cards by submitting an application to the Permit Supervisor at the beginning of a calendar year. The emergency permit card will be valid for one calendar year (January 1, thru December 31). In the event of an emergency, the entity making the emergency repair must notify the Permit Supervisor at first opportunity. A regular permit and fee must then be filed with the Permit Supervisor within 72 hours of the time the work is completed. Once filed, the regular procedure for processing of permits will be followed.

The following form P-200 is a sample of a typical emergency permit card issued by the Permit Division of Public Works:

FRONT of CARD

FORM P-200  
ALLEGHENY COUNTY DEPARTMENT OF PUBLIC WORKS  
SPECIAL PERMIT CARD FOR EMERGENCY REPAIRS

Valid during the year **2007**

<b>E</b>
<b>0</b>
<b>7</b>
<b>0</b>
<b>1</b>
<b>5</b>

This certifies that an authorized representative of the

Name: \_\_\_\_\_

Address: \_\_\_\_\_

is granted to the issuance of a Permit the right to make Emergency Repairs to structures located on/within the right-of-way of a County Road within Allegheny County. A Permit shall 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**

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 described in attachment (Form 6-CDW) of Highway Occupancy Permit.

Emergency repairs are considered as those of pressing necessity, caused by unforeseen occurrences over which individuals, firms and corporations have no control.

All emergency repairs will be called into the Permit Office before work is started. Monday through Friday from 8:30 a.m. to 4:00 p.m., call 412.350.6606. Weekends, holidays, and weekdays after 4:00 p.m., call district maintenance.

## **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 Allegheny County road right-of-way. In addition any provisions and specifications included in the Permit Manual shall also be considered binding. The work authorized by this Permit shall be consistent with the safety of the public and shall conform to all requirements and standards of the County of Allegheny as specified. If at any time it shall be found by the Director of the Department of Public Works (hereinafter called “the Director”) that the work is not being or has or has not been constructed properly, the Permittee, upon being notified by the Director in writing, shall immediately take the necessary steps, at his 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; public utility companies, public authorities, municipalities, corporations, organizations, and private persons.

**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 shall 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 shall 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.

**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 this 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 shall use due diligence in the execution of the work authorized under this Permit in order not to endanger or unnecessarily obstruct travel along the said highways. Operations shall 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 shall be provided by the permittee at his own cost. The work zone shall conform to the Penn DOT Publication 213, Work Zone 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 this 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 shall fail from any cause whatsoever, the permittee shall have the same removed or repaired with 48 hours after receipt of written notice to do so, unless by reason of some extra-ordinary happening the Director may extend such time limit.

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

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

**Explosives.** If dynamite or other explosives are requested to be used on the project, all possible precautions shall be observed to prevent injury to persons or property. All Federal and State laws and Local ordinances and regulations regarding the use of explosives shall 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 50' of the nearest part of a bridge, box or culvert. The blasters license number shall 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 shall 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 shall not be opened for a distance of more than 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 shall be replaced, restored, strengthened or protected by the permittee in accordance with the prevailing standards of the Permit Division and as instructed by the Director.

**Pipes Under Pavement.** In case it is necessary to cross under any improved road or highway, the opening for a pipe line shall be drilled, bored, or driven so that the top of the pipe shall 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 shall 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 then shall be completed in the same manner, so that at least one lane used for traffic in two directions will be maintained over one-half 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 shall 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 should be made to maintain traffic through the work zone. When only one-way traffic is possible, the work zone shall conform to the guidelines set forth in Penn DOT Publication 213, Work Traffic Control Guidelines. The Permit Division must approve the one-way traffic operation prior to implementation.

**Tree Roots.** In case 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 shall 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 shall be carefully refilled with suitable material thoroughly tamped.

**Poles.** All poles shall 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 shall be preserved between the near face of the poles and the edge of the improved or traveled road or highway, unless the Director shall authorize otherwise. Poles shall be placed outside barriers unless otherwise permitted. No poles or other overhead structures shall be placed where they will obstruct the view of drivers on the highway, nor within five (5) feet of any warning or direction sign, unless specifically permitted, nor where they will obscure any highway sign of warning, direction or destination.

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

**Guy Wires.** All guys shall be placed so as to avoid interference with traffic of all kinds on the highway, and must present a neat appearance when installed; if for electric light or power lines they shall 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 shall be adequately insulated at a point not less than eight (8) feet vertically above the ground.

**Exception.** If guys are permanently grounded in conformity with accepted grounding practice, insulators may be omitted,. Provided, however, that applicant shall state in the Application for Permit the method whereby such guys, when installed will be properly grounded, and shall thereafter maintain the same, through periodic inspection of all ground connections.

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

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

**Curb Openings.** Where openings are permitted in roadway curb lines for private driveways, the roadway shall 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 shall 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 are no curb or sidewalk, the road gutter shall 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 Bridge Division for all work.

# Permit Inspection

The Department of Public Works requires that any permitted work in the County's right-of-way shall be subject to the inspection of the Department of Public Works Roads Inspector, designated representative or consultant inspector to ensure that work in the County's right-of-way is completed in a safe manner and in accordance with current County standards and PennDOT's Specifications.<sup>1</sup> The Permit Handbook describes the Department's policy on inspections.<sup>2</sup>

## PROCEDURES:

1. The primary responsibilities of the Inspector shall be 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 Pub. 408/2007	Specifications
PennDOT Pubs. 34, 35, 41, 42	Highway Materials Manuals
PennDOT Pub. 72	Roadway Construction Standards
PennDOT Pub. 213	Workzone Traffic Control

2. The Inspector shall monitor, through random and scheduled inspections, the restoration of the County's right-of-way and enforce construction standards and restoration procedures.
3. Inspector shall be contacted by Permittee to monitor the restoration of the right-of-way.
  - Prior to backfilling
  - Prior to placement of concrete base
  - After placement of finished pavement
  - For final inspection
4. Inspector shall 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. Inspector shall document inspections and submit reports<sup>3</sup> to the Permit Supervisor. For billing purposes, the Inspector and the Permittee or its representative agree upon the number of hours spent on each inspection.

**Substandard Restoration.** 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 Pennsylvania Code, Title 67 § 459.8 and § 459.9 (relating to special conditions, aboveground facilities), the Department reserves the right to do the work upon notice to the permittee, if practicable, and the permittee shall reimburse the Department for the costs within 30 days after receipt of the Department's invoice.

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<sup>1</sup> PennDOT Pub. 408/2007

<sup>2</sup> Sample Inspection Report

## Restoration of Facilities

**Restoration.** All surplus excavated material shall 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 shall be restored to a condition equal or greater than what existed before starting work. Guide rails shall be replaced to the present alignment, and to the Penn DOT RC standard.

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

**Shoulders Damaged.** All parts of the shoulder disturbed or damaged in the performance of the work shall be reconstructed and restored in an approved condition equal to or greater than before the commencement of work by the permittee. The restoration shall be in accordance with the standards of the Permit Division.

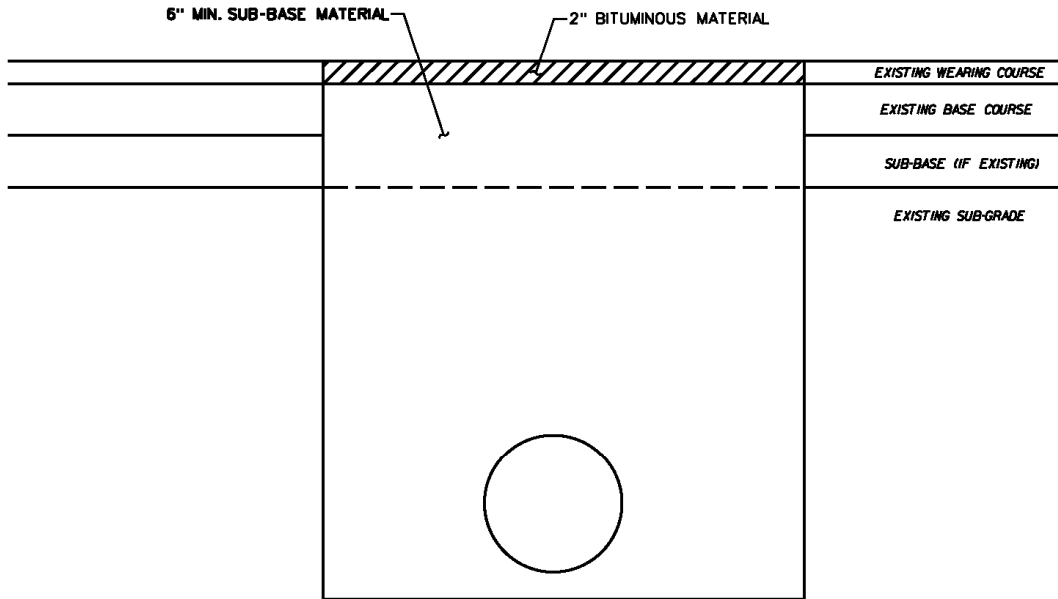
**Inlets, Manholes, Valve Boxes and Existing Utilities.** The permittee shall restore the roadway surface to match the existing utilities and facilities within the road right-of-way. Should adjustments be required to raise or lower the facilities during the restoration process, it will be the responsibility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

**Surface Disturbed.** The permittee shall restore the ground surface within the limits of the work covered by the permits to a condition equal to that existing prior to the opening of the trench, unless otherwise provided in the permit, and shall maintain it in such condition for a period of 12 months after completion of the work and shall be released only on approval of the Director; except where work of a similar character shall have been done during said 12-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 drawings represent the accepted restoration details for reconstruction of the cartway and shoulder areas of County roads. Variations from these details require approval of the Director.

# TEMPORARY PAVEMENT RESTORATION



NO SLAG IS PERMITTED



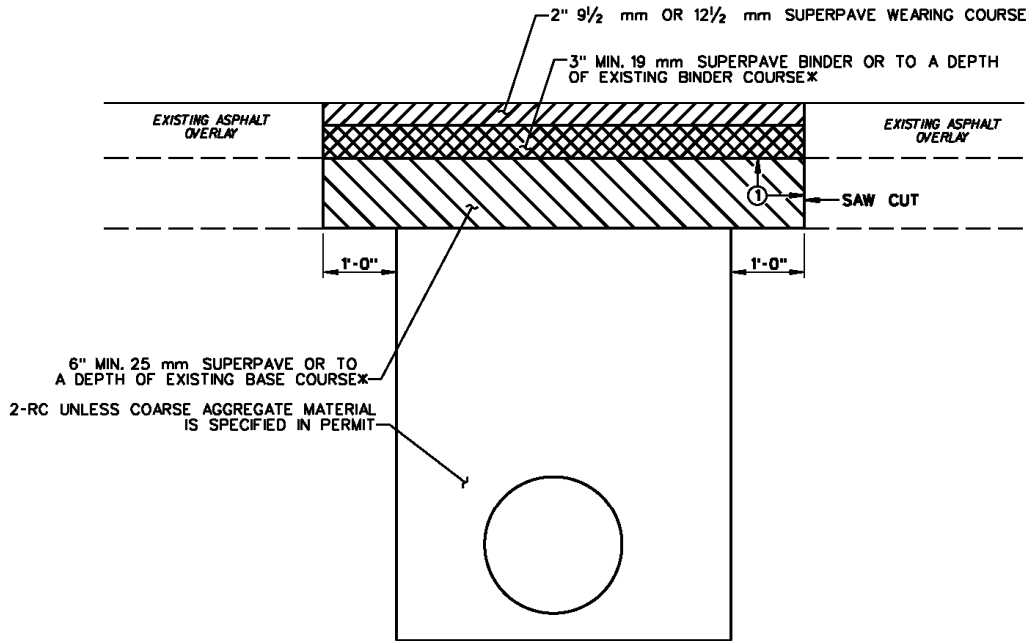
**County of Allegheny**  
 Pittsburgh, Pennsylvania  
 Department of Public Works

TEMPORARY PAVEMENT  
 RESTORATION FOR  
 HIGHWAY OCCUPANCY PERMITS

DR. BY: RJS	DES. BY: BRR	DATE: 8-27-10
CH. BY: CFD	SCALE: N.T.S.	SHEET: 1 OF 1

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# 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).

NO SLAG IS PERMITTED



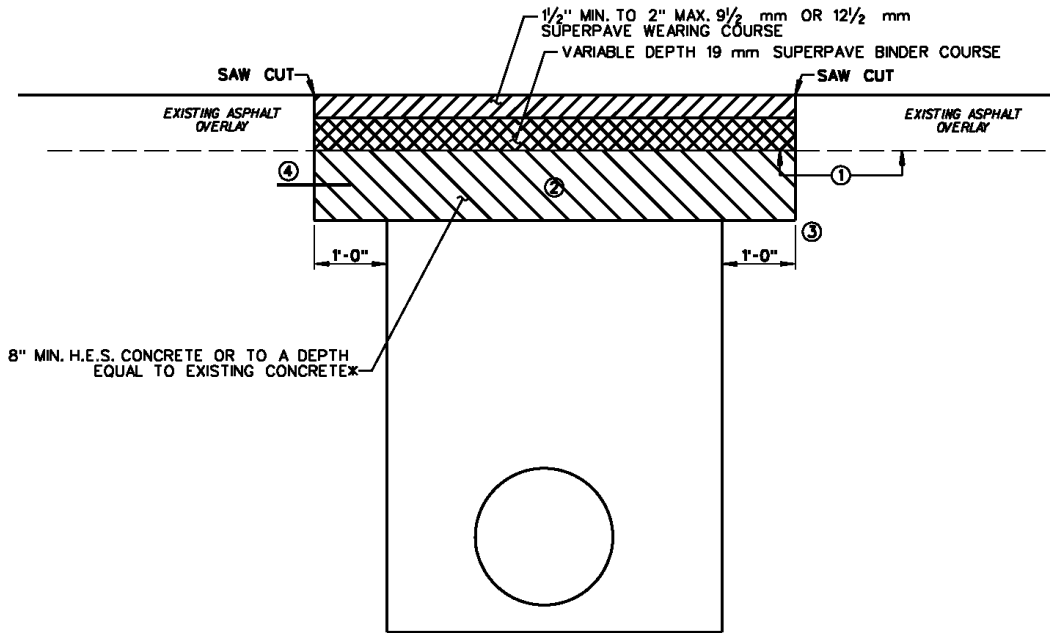
**County of Allegheny**  
Pittsburgh, Pennsylvania  
Department of Public Works

FLEXIBLE PAVEMENT  
RESTORATION FOR  
HIGHWAY OCCUPANCY PERMITS

DR. BY: RJS	DES. BY: BRR	DATE: 8-27-10
CH. BY: CFD	SCALE: N.T.S.	SHEET: 1 OF 1

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# ASPHALT OVERLAY ON RIGID PAVEMENT RESTORATION



x 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.

**NO SLAG IS PERMITTED**



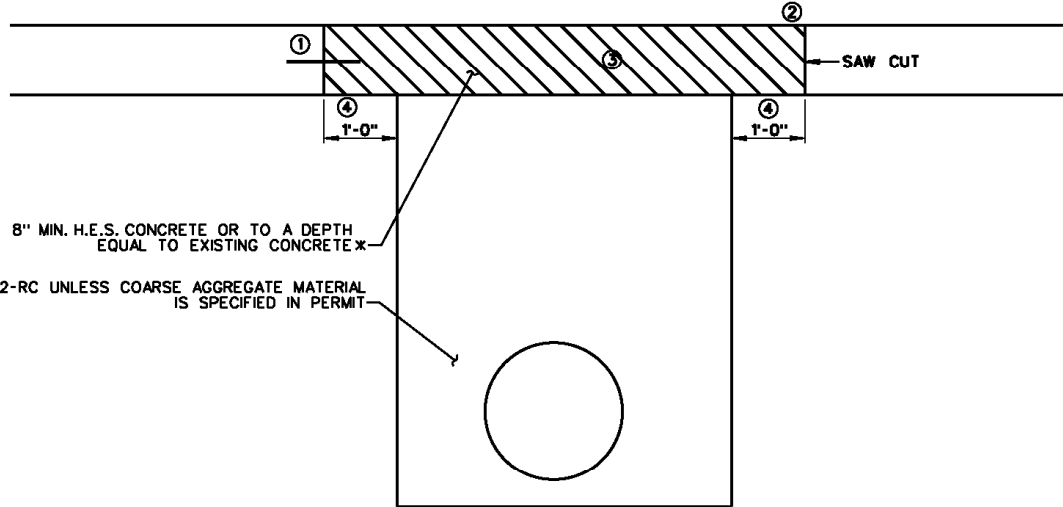
**County of Allegheny**  
Pittsburgh, Pennsylvania  
Department of Public Works

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

DR. BY: RJS	DES. BY: BRR	DATE: 8-27-10	
CH. BY: CFD	SCALE: N.T.S.	SHEET: 1 OF 1	<b>18</b>

8/27/2010 2:52:57 PM  
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# RIGID PAVEMENT RESTORATION



\* WHICHEVER IS GREATER

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.

NO SLAG IS PERMITTED

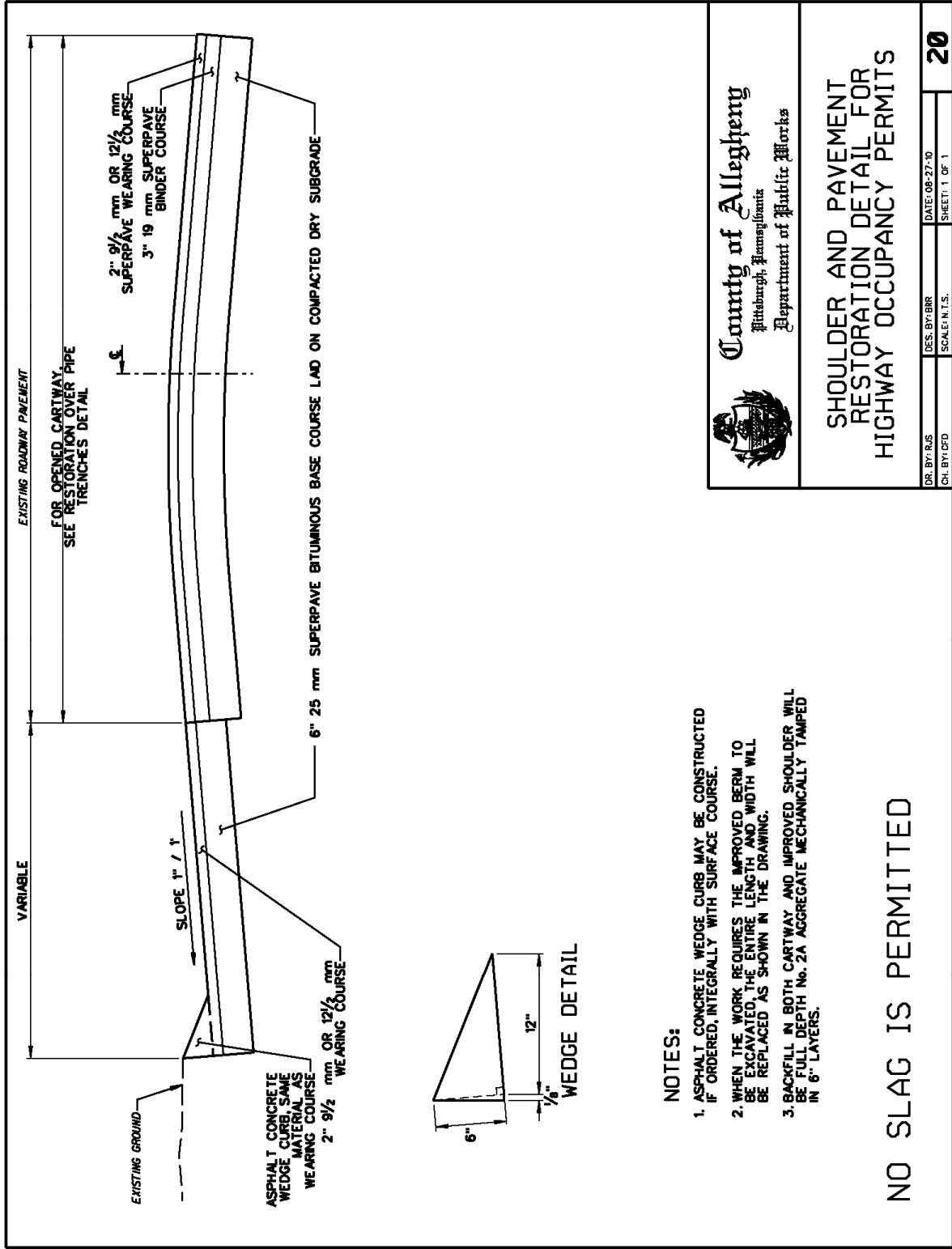


**County of Allegheny**  
Pittsburgh, Pennsylvania  
Department of Public Works

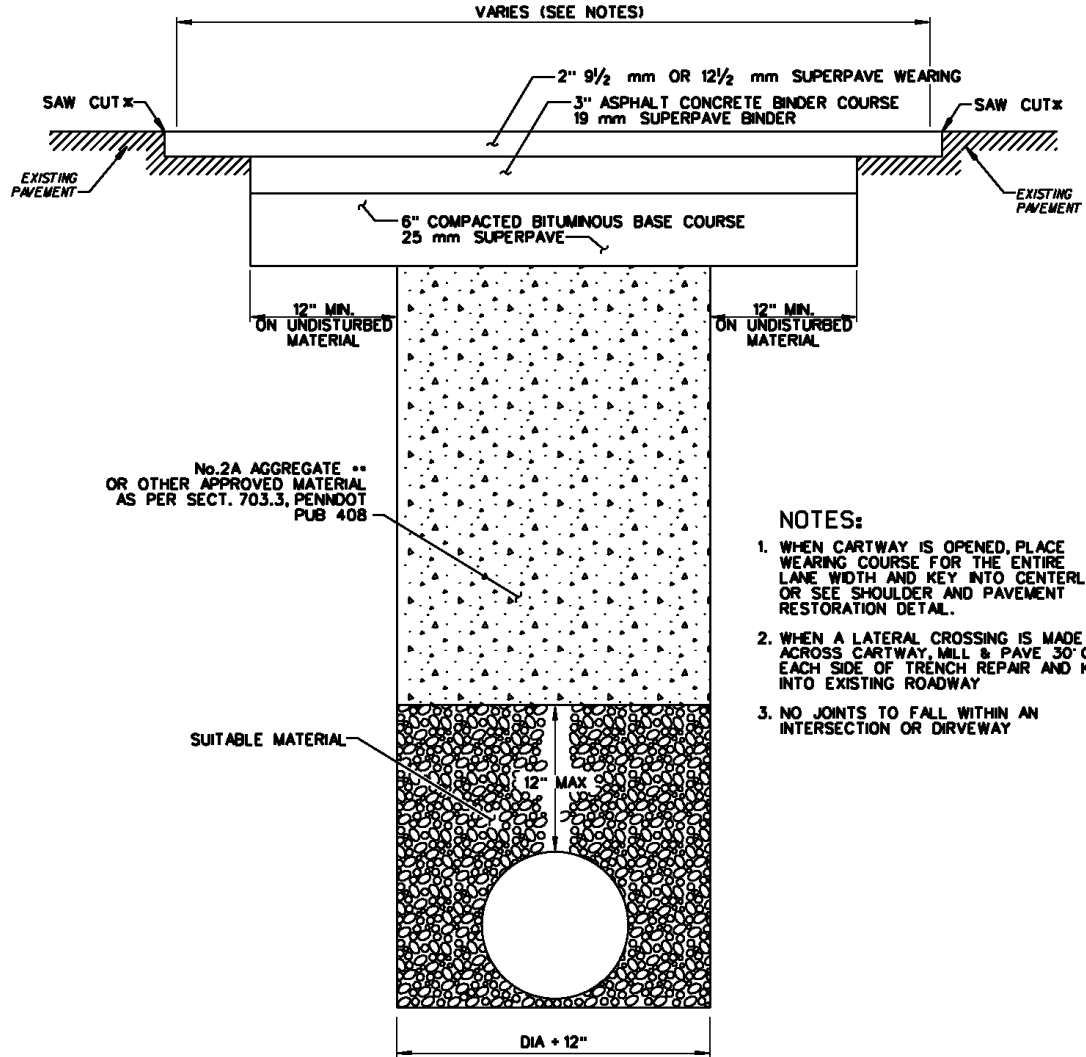
RIGID PAVEMENT  
RESTORATION FOR  
HIGHWAY OCCUPANCY PERMITS

DR. BY: RJS	DES. BY: BRR	DATE: 8-27-10
CH. BY: CFD	SCALE: N.T.S.	SHEET: 1 OF 1

19




# RESTORATION OVER PIPE TRENCHES IN CARTWAY



- NOTES:**
1. WHEN CARTWAY IS OPENED, PLACE WEARING COURSE FOR THE ENTIRE LANE WIDTH AND KEY INTO CENTERLINE OR SEE SHOULDER AND PAVEMENT RESTORATION DETAIL.
  2. WHEN A LATERAL CROSSING IS MADE ACROSS CARTWAY, MILL & PAVE 30' ON EACH SIDE OF TRENCH REPAIR AND KEY INTO EXISTING ROADWAY
  3. NO JOINTS TO FALL WITHIN AN INTERSECTION OR DRIVEWAY

\* ALL SAW CUTS WILL BE SEALED PROPERLY WITH HOT AC-20 ASPHALT CEMENT IN 2 APPLICATIONS.  
 \*\* ALL BACKFILL WILL BE COMPACTED IN 6" LAYERS MECHANICALLY TAMPED.

**NO SLAG IS PERMITTED**

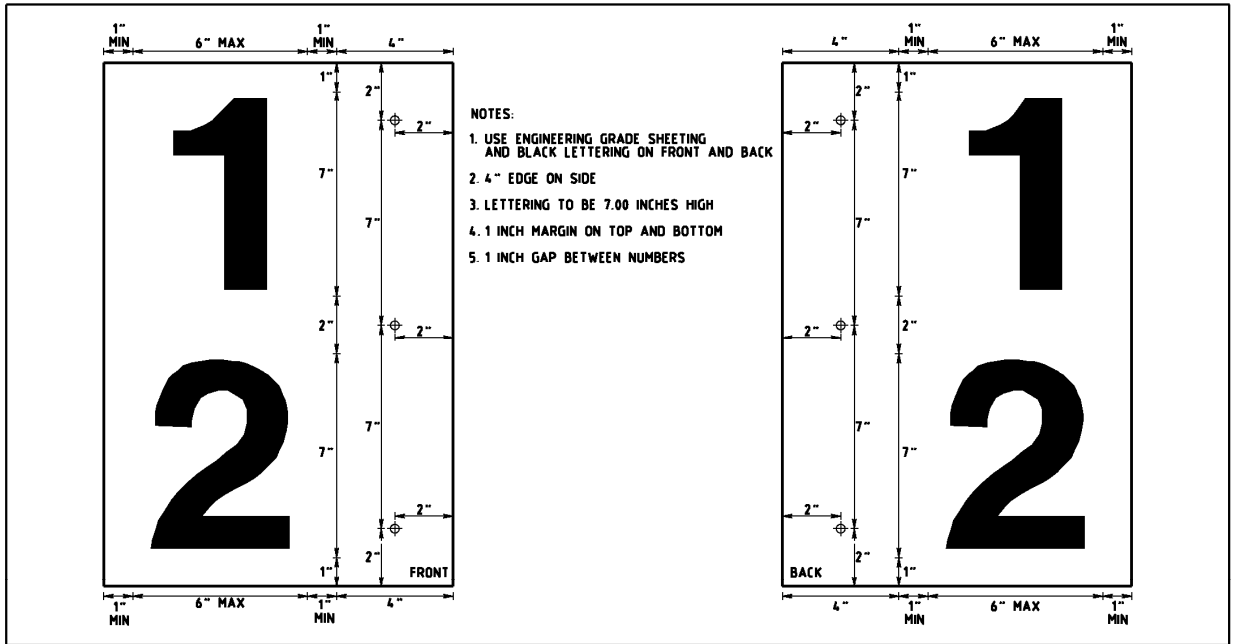


**County of Allegheny**  
 Pittsburgh, Pennsylvania  
 Department of Public Works

**RESTORATION OVER PIPE  
 TRENCHES IN CARTWAY FOR  
 HIGHWAY OCCUPANCY PERMITS**

DR. BY: RJS	DES. BY: BRR	DATE: 8-27-10	21
CH. BY: CFD	SCALE: N.T.S.	SHEET: 1 OF 1	

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## **Bonds**

A permit will not be issued until the Applicant 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.

The form on the following pages serves as the template required for properly filing a bond as referenced above.

# Bond

KNOW ALL MEN BY THESE PRESENTS, That we, .....  
(Owner or Owners of Property)

....., 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.....  
(Owner or Owners)  
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.....  
(Owner or Owners)

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, .....  
(Owner or Owners)

shall 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 shall 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  
(Owner or Owners)  
said..... to comply with  
(Owner or Owners)  
the provisions for maintenance, as set forth in the Permit; and, further, that said.....  
.....shall and will  
(Owner or Owners)  
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  
(Owner or Owners)  
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 of the County of Allegheny for Road Operations Under Permits, as revised July, 1942; then this Bond shall 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.

- Form P103 application for Highway Occupancy Permit
- Department of Public Works Highway Occupancy Permit
- Proposed Driveway Approach Standard Drawing
- Form M-950S Formula Sight Distance Measurements
- Form M-950S Formula Sight Distance Table
- Permit Operation Report
- Completion of Work Form

### APPLICATION FOR HIGHWAY OCCUPANCY PERMIT

COUNTY OF ALLEGHENY

HIGHWAY OCCUPANCY PERMIT FEES

(See Schedule)

Township \_\_\_\_\_

Issuing Permit-----\$ \_\_\_\_\_

Borough \_\_\_\_\_

Extension of Time-----\$ \_\_\_\_\_

Name of Road \_\_\_\_\_

Surface Restoration-----\$ \_\_\_\_\_

Location of

Other Charges-----\$ \_\_\_\_\_

Operation

Total-----\$ \_\_\_\_\_

Check or Money Order-----\$ \_\_\_\_\_

County of Allegheny  
Department of Works  
Pittsburgh, PA

Date \_\_\_\_\_

Application is hereby made by \_\_\_\_\_ / \_\_\_\_\_  
(Name of Applicant) (Phone No.)

of \_\_\_\_\_, Pennsylvania, for permission to  
(Post Office Address)

Description and Purpose of Work:- \_\_\_\_\_

PA One Call Serial No. \_\_\_\_\_

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)

\_\_\_\_\_  
Name of Applicant

Attest:

By: \_\_\_\_\_  
(Executive Officer or Authorized Representative)

\_\_\_\_\_  
Secretary

#### DATA APPLICABLE TO THIS APPLICATION

GENERAL. The road surface (improved) (unimproved). Improved width \_\_\_\_\_ feet. Approximate date when work will be started \_\_\_\_\_. Approximate date when work will be completed \_\_\_\_\_.

Working dates required to complete the work \_\_\_\_\_ days. Distance from center line of roadway to gutter or ditch \_\_\_\_\_ feet. Distance to property line \_\_\_\_\_ feet.

POLES. 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.

PIPE LINES & CONDUITS.

The improve surface of the road will (will not) be opened. Approximate area of opening in improved surface \_\_\_\_\_ sq. yds. The length of trench along the road is \_\_\_\_\_ feet.

Depth of trench below surface \_\_\_\_\_ inches.

24 HOURS advance  
NOTICE must be given to  
the Permit Office at  
412-350-5874 BEFORE  
starting work, or the  
JOB WILL BE CLOSED  
DOWN.

COUNTY OF ALLEGHENY NO.  
DEPARTMENT OF PUBLIC WORKS  
HIGHWAY OCCUPANCY PERMIT

Receipt is acknowledged of FEES PAID, as follows:

MUNICIPALITY \_\_\_\_\_

NAME OF ROAD/No. \_\_\_\_\_

LOCATION OF OPERATION \_\_\_\_\_

TOTAL

Check or Money Order No.

Permission is hereby granted to \_\_\_\_\_  
of \_\_\_\_\_ PA

in accordance with the accompanying sketch, and under and subject to all the conditions, restrictions and regulations prescribed in "General Provisions and Specifications," a true copy whereof is attached and made a part hereof, with the same force and effect as if written or printed herein and under subject to the special conditions, restrictions, and regulations hereinafter set forth. (Special requirements may be here written, or attached by rider, in which event, it should be stated in this space.) All work must abide by PennDOT Safety Rules Publication 203. Approved in accordance with the attached sketches, 7-3, 7-4, 7-5, 7-6 and 3-5.

An inspector will be placed on the job so that the work will comply with the General Provisions and Specifications of the County Road Maintenance Division.

Please call our District Warehouse No.: \_\_\_\_\_ Phone No. \_\_\_\_\_

DISTRICT SUPERVISOR: \_\_\_\_\_

and contact County Permit Office to give advance notice of 24 hours before starting work. NO WORK IS PERMITTED ON SATURDAYS, SUNDAYS, OR HOLIDAYS UNLESS "SPECIAL PERMISSION IS OBTAINED FROM THIS OFFICE."

ALL WORK UNDER THIS PERMIT IS TO BE COMPLETED ON OR BEFORE \* \_\_\_\_\_

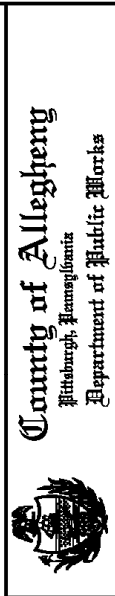
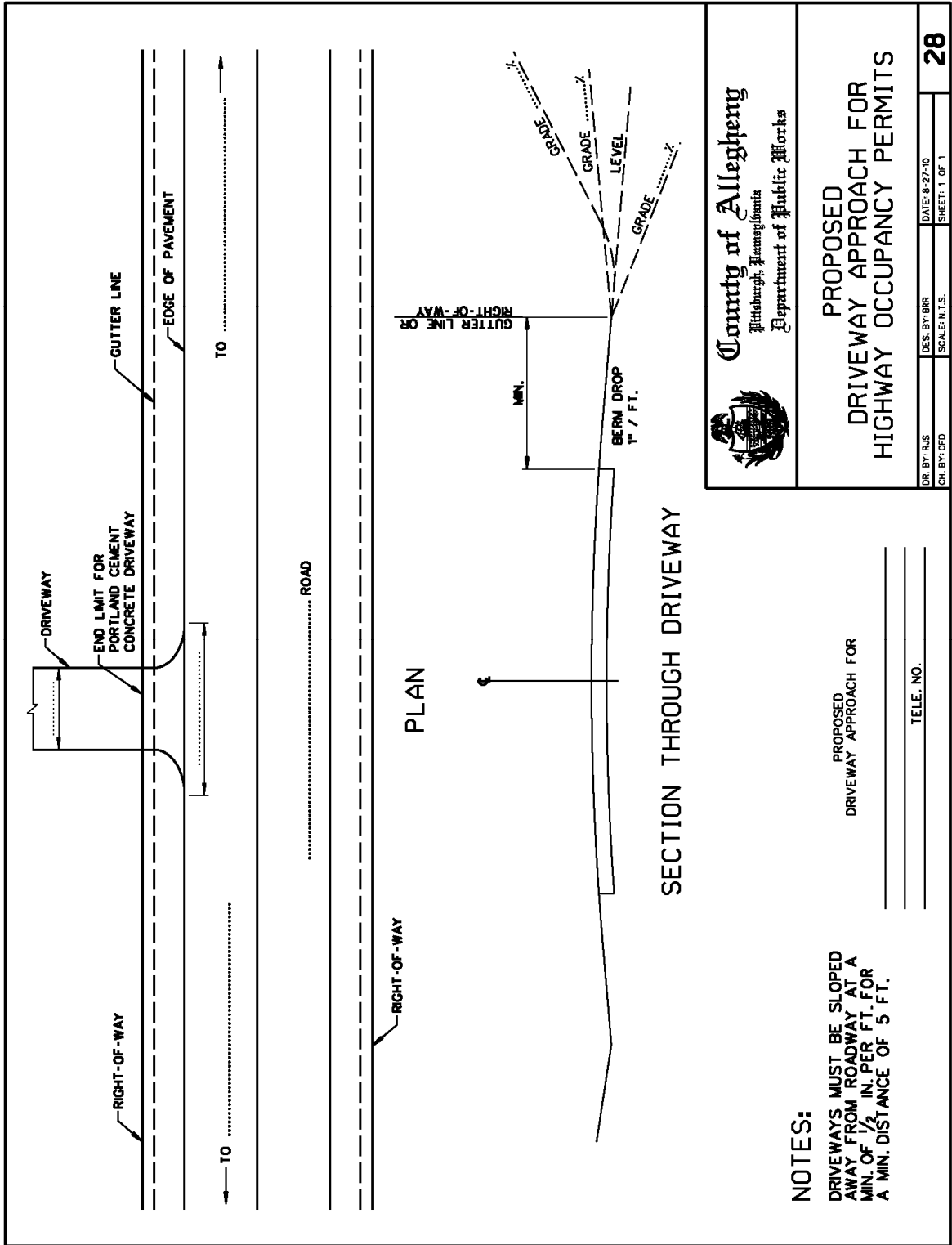
\* Permit VOID after this date

\*\*THE DIRECTOR, OR HIS DULY APPOINTED REPRESENTATIVE, MAY AT ANY TIME REVOKE AND ANNUL THIS PERMIT FOR NON-PERFORMANCE OF, OR NON-COMPLIANCE WITH, ANY OF THE CONDITIONS, RESTRICTIONS AND REGULATIONS. \*\*

COUNTY OF ALLEGHENY  
DEPARTMENT OF PUBLIC WORKS  
JOSEPH A. OLCZAK,  
DIRECTOR

DATE ISSUED: \_\_\_\_\_ By Renato Ruzzini  
Permit Supervisor

Immediately upon completion of the work, PERMITTEE is required to notify the PERMIT SUPERVISOR: 501  
County Office Building  
542 Forbes Avenue  
Pittsburgh, Pennsylvania 15219  
Telephone (412) 350-5874  
Cc: Permits Division  
Inspector  
District Warehouse



PROPOSED  
DRIVEWAY APPROACH FOR  
HIGHWAY OCCUPANCY PERMITS

**NOTES:**  
DRIVEWAYS MUST BE SLOPED  
AWAY FROM ROADWAY AT A  
MIN. OF 1/2 IN PER FT. FOR  
A MIN. DISTANCE OF 5 FT.

PROPOSED  
DRIVEWAY APPROACH FOR

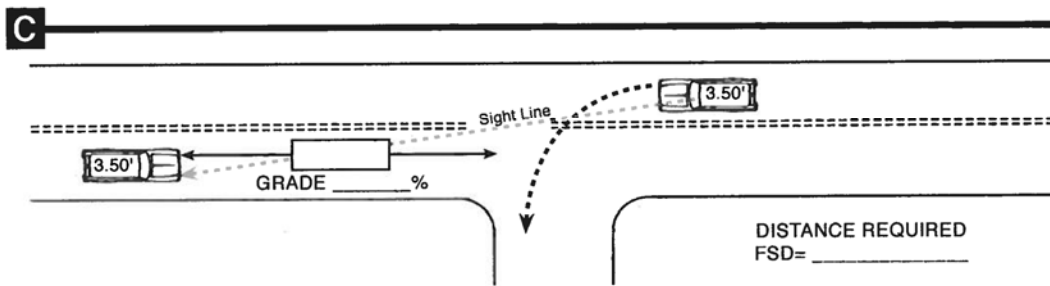
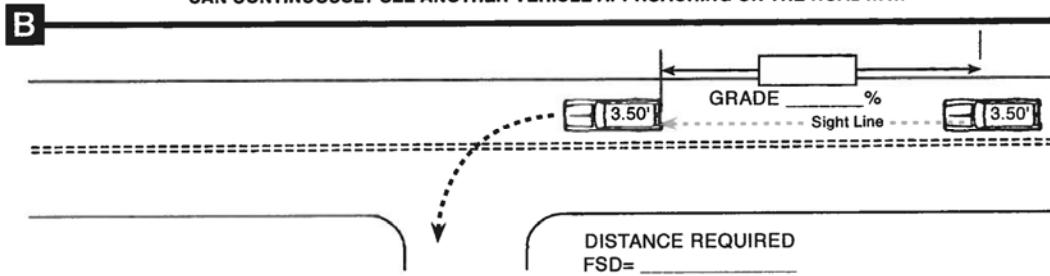
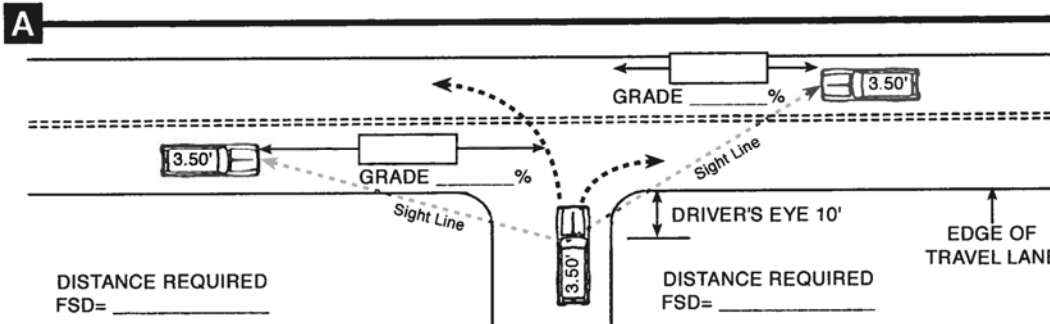
TELE. NO.

DR. BY: RUS	DES. BY: BRR	DATE: 8-27-10	28
CH. BY: CFD	SCALE: N.T.S.	SHEET: 1 OF 1	

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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 \_\_\_\_\_



## FORMULA SIGHT DISTANCE TABLE

Speed (V) (Miles Per Hour)	Average Grade (G) (Percent)										
	<b>Use plus grades when approaching vehicle is travelling upgrade.</b>										
	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
	<b>Use negative grades when approaching vehicle is travelling downgrade.</b>										
	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

ALLEGHENY COUNTY DEPARTMENT OF PUBLIC WORKS  
PERMIT OPERATION REPORT

DIST NO.	PERMIT NO.	DATE PERMIT ISSUED	PERMITTEE	ROAD	ROAD NO.

NATURE OF PERMITTEE'S OPERATION - DESCRIBE

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

WE CERTIFY THAT THE ABOVE DESCRIBED WORK WAS DONE IN CONFORMANCE WITH THE PERMIT, AND THE COUNTY'S REQUIREMENTS, AND THAT THE STATEMENT HEREIN IS CORRECT TO THE BEST OF OUR KNOWLEDGE

\_\_\_\_\_ DATE \_\_\_\_\_  
DISTRICT SUPERVISOR

\_\_\_\_\_ DATE \_\_\_\_\_  
INSPECTOR

DATE STARTED BY PERMITTEE \_\_\_\_\_

DATE COMPLETED BY PERMITTEE \_\_\_\_\_

PLEASE MAIL BACK AS SOON AS WORK IS COMPLETED

NOTICE TO ROADS PERMITS DIVISION  
COMPLETION OF WORK

Date: \_\_\_\_\_

County of Allegheny  
Department of Public Works  
Permit Office  
501 County Office Bldg.  
542 Forbes Ave.  
Pittsburgh, PA 15219

To Whom it May Concern

Please be advised that the work authorized under Permit No.  
issued to  
for work in  
on  
is now complete.

Date Started \_\_\_\_\_

Date Completed \_\_\_\_\_

By \_\_\_\_\_