



# City of Sharon

## Right-of-Way Occupancy and Excavation Permit

Permit No:  
(office use only)

Expires:

**Submission:** In Person/Mail: 155 W Connelly Blvd, Sharon PA 16146

Fax: (724) 983-1961

Email: [kpetereson@cityofsharon.net](mailto:kpetereson@cityofsharon.net)

Application should be submitted a minimum of two (2) weeks prior to the scheduled start date of work.

### Section A. Type of Permit Requested:

ROW Occupancy Only

ROW Occupancy + Excavation

Will the proposed work require lane restrictions?      Yes\*      No

\*If answered yes, non-emergency 911 must be notified at (724) 662-6110

### Section B. Applicant Information

|   |       |       |
|---|-------|-------|
| Name: Company (if applicable)/ Contact Person |       |       |
| Address                                       |       |       |
| City  | State | Zip   |
| Phone   |       | Email |

### Section C. Contractor Information

|                                     |   |       |
|-------------------------------------|---|-------|
| Name: Company/ Contact Person       |   |       |
| Address                             |   |       |
| City                                | State   | Zip   |
| Phone                               |   | Email |
| City of Sharon Contractor License # | *All contractors working in the City of Sharon are required to be licensed by the City. If needed, contractor registration packets can be obtained on our website: <a href="http://www.cityofsharon.net">www.cityofsharon.net</a> or by emailing <a href="mailto:kpetereson@cityofsharon.net">kpetereson@cityofsharon.net</a> . |       |

#### Section D. **Location Information**

Street (or intersection): \_\_\_\_\_ Side (N/S/E/W): \_\_\_\_\_

Between: \_\_\_\_\_ and \_\_\_\_\_ (crossroads)

Nearest Property Address (if applicable): \_\_\_\_\_

#### Section E. **Scope of Work**

Purpose of ROW Occupancy and/or Excavation: (please describe the proposed work)

Estimated Start Date: \_\_\_\_\_ Estimated Completion Date\*: \_\_\_\_\_

Dimension of Excavation (if applicable): \_\_\_\_\_

\*Note that all ROW Occupancy/Excavation Permits expire 30 days after they are issued. No permit shall be issued unless the scope of the project is such as to allow final pavement restoration under Section 1020.14 before the expiration of the permit. Extensions may be requested and must be approved by the City Manager.

#### Section F. **Additional Requirements**

1. Performance Guarantee (excavations only)
  - a. \$1,000 bond shall be provided upon the first application for a street excavation permit in a calendar year
  - b. \$10,000 bond shall be provided upon the second application for a street excavation permit for that calendar year. This bond shall cover all additional street excavation activities during that calendar year.
  - c. The above bond requirements shall be waived if a contractor licensed by the City of Sharon will be performing the work.
2. Certificate of Liability Insurance with the City of Sharon listed as an additional insured
  - a. This requirement is waived if a contractor licensed by the City of Sharon will be performing the work.
3. Site Plan which clearly shows where the right-of-way work/excavation will occur
4. Additional documentation as the City may require

## Section G. Fees\*

|   |
|---|
| Permit Fee: \$100   |
| Inspection Fee: Calculated per Chapter 1020 Appendix A, Table 1 (minimum \$55)  |
| Degradation Fee: Calculated per Chapter 1020 Appendix A, Table 2 for streets constructed, reconstructed or resurfaced within the past five (5) years prior to issue date of permit. |

\*Applicable fees will be calculated by City Administration upon receipt and approval of application; an invoice will be issued. The permit shall not be issued, and work shall not begin until the invoice has been paid.

## Section H. Additional Terms

1. Applicant shall contact the Pennsylvania One Call (PA1Call) System to locate all existing utilities in the right-of-way and other work areas at least two (2) working days prior to work commencing.
2. The City of Sharon Public Works Department shall be notified at least 24 hours before work is commenced: (724) 983-3238 or [msettle@cityofsharon.net](mailto:msettle@cityofsharon.net).
3. Two-way traffic shall be maintained and all traffic control within the work area shall be maintained in accordance with the Pennsylvania Department of Transportation (PennDOT) Publication 213 Temporary Traffic Control Guidelines.
4. Appropriate measures must be taken to provide access for emergency vehicles and to all properties affected by the work.
5. No street opening shall extend across more than one-half of the cartway at one time. Not more than 250 lineal feet of any street shall be opened at any time.
6. All paved surfaces shall be restored per Sections 1020.13, 1020.14 and 1020.15 of the City of Sharon Codified Ordinances.
7. All other disturbed areas and physical property shall be restored to their original condition.
8. The City of Sharon Public Works Department shall be notified when the restoration is complete and ready for final inspection: (724) 983-3238 or [msettle@cityofsharon.net](mailto:msettle@cityofsharon.net).

## Section I. Signature

By signing and submitting this application, I acknowledge that I have read and agree to comply with both the above terms and Chapter 1020 of the City of Sharon Codified Ordinances in its entirety: [Chapter 1020](#)  
I also acknowledge that the work is subject to inspection at all times.

Applicant Name/Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only

|                           |                       |                       |
|---------------------------|-----------------------|-----------------------|
| Date Application Received | Fee Due               | Date Payment Received |
| Approved                  | Not Approved (Reason) |                       |
| Name                      | Signature             | Date                  |