



Swatara Township

DAUPHIN COUNTY, PENNSYLVANIA

STREET OPENING APPLICATION

Swatara Township

599 Eisenhower Boulevard

Harrisburg, PA 17111-2397

www.swataratwp.com

Application is hereby made for a Street Opening Permit in accordance with the requirements of Chapter 249, Article II, of the Township Code.

LOCATION OF WORK OR NEAREST PROPERTY ADDRESS: _____

Tax Parcel ID: 63-____-____. Note you can find your property's ID # here: [Dauphin County, PA Parcel Viewer](#)

A. OWNER INFORMATION

Name: _____ Phone: _____

Address: _____

E-Mail: _____

B. APPLICANT INFORMATION Same as owner

Name: _____ Phone: _____

Address: _____

Contact Person: _____ Phone: _____

E-Mail: _____

C. CONTRACTOR INFORMATION Same as owner Same as applicant

Name: _____ Phone: _____

Address: _____

Contact Person: _____ Phone: _____

E-Mail: _____ Township Business Privilege License # _____

D. CUT INFORMATION

| | | |
|--|-------|-----------------------------|
| Approximate size of opening on IMPROVED surface | _____ | Length |
| | _____ | Width |
| Name of Street: _____ | _____ | Depth |
| | _____ | Total Square Footage |

| | | |
|--|-------|------------------------------|
| Approximate size of opening on UNIMPROVED surface | _____ | Length |
| | _____ | Width |
| | _____ | Depth |
| | _____ | Total Square Footage |
| Number of Utility Poles | _____ | Total Number of Poles |

E. DESCRIPTION OF WORK

F. WORK DATES

Date of when work is to be started: _____

Date of when work is to be completed: _____

Signature of Authorized Representative of the Property Owner or Property Owner

Date



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All of the following must be submitted at the same time in order for an application to be complete and for the Township to begin the review process:

1. **APPLICATION** – **one copy** of the application completed in full with the applicant and owner signatures.
2. **SITE PLAN** – **two copies** showing such dimensions as the location of the proposed work, intended facility, size and location of the cut, depth of the cut, right-of-way widths within the project paving widths, distance to the nearest intersection, and sidewalk locations.
3. **FEE** – Permit fees must be submitted **at time of application**. Payment may be made by check, cash, or credit card. If paying by check, please make the check payable to “Swatara Township.” There is a 2.95% service fee for credit and debit card transactions. Fees are subject to change at any time by Resolution from the Board of Commissioners. Please note that permit fees double if work commences before a permit is obtained and fees paid.

| | | |
|--|---|-----------------|
| Streets paved more than five (5) years from application date. | \$150.00 per first 100 square feet | \$ _____ |
| Streets paved less than five (5) years from application date. | \$500.00 per first 100 square feet | \$ _____ |
| Unimproved surface. | \$150.00 per first 100 square feet | \$ _____ |
| Additional square footage | \$50.00 for each additional 100 square feet thereafter (or portion thereof) | \$ _____ |
| Utility poles | \$150.00 for the first utility pole and \$50.00 for each pole thereafter. | \$ _____ |
| TOTAL FEE | | \$ _____ |

4. Supplemental information to be included with the application:
 - a. The Township requires a **CERTIFICATE OF INSURANCE** showing proof of general liability insurance, including explosion coverage (if any blasting is to be involved), naming Swatara Township as the Certificate Holder.
 - b. The Township requires **FINANCIAL SECURITY** where the opening or excavation work in the roadway is more than 1,000 square feet. Financial security can be in the form of a performance bond, irrevocable letter of credit, certified check, or cash. The amount will be determined by the Township.
 - c. All contractors working in the Township must obtain a **BUSINESS PRIVILEGE LICENSE**. Please contact the Business Privilege Tax Officer at 717-564-2551 for more information on the use of forms and filing procedures.

The application shall be submitted to the Township a minimum of seven (7) calendar days prior to commencement of the work. Emergency excavations shall take place in accordance with Township Code §249-14, and the application must be submitted within 72 hours after completion of work.

The applicant will be contacted when the permit is ready for pick-up.