



## Susquehanna Township

1900 Linglestown Road

Harrisburg, PA 17110

717-545-4751

[www.susquehannatwp.com](http://www.susquehannatwp.com)

## STREET CUT PERMIT APPLICATION

*A permit is required to any opening or cut in any public street or right-of-way or excavation in, for, or under any street, alley, sidewalk, or thoroughfare or to develop, construct or install any utility, sewer, water, or gas lines in the Township right-of-way. A permit is required for the erection or replacement of utility poles, whether within the cartway or the area of dedication of any street, alley or thoroughfare.*

### **INSTRUCTIONS**

**To avoid work delays, submit your application to Susquehanna Township five (5) working days in advance of the anticipated date work is to commence. Include the following items in the submittal:**

1. Permit Application Form. You must read, complete fully, sign, and date your application. An electronic form is available.
2. Plans - Include a complete sketch of good quality on your application. The plans must clearly illustrate the location and pertinent dimensions of both the proposed installations(s) and related roadway features.
3. Certificate of Insurance with Susquehanna Township named as "Additional Insured."
4. Bond - in the amount determined by the Township Engineer - that lists Susquehanna Township as the Oblige. Once the Township receives the application, it will be sent to the Engineer who will prepare a bond amount.
5. Payment made payable to "Susquehanna Township" must be received before permit issuance by Susquehanna Township unless approved for monthly billing. Refer to the [Township's Fee Schedule](#) (page 10) to determine fees.

Upon approval of this application, you will receive your copy of the Street Cut Permit. The issued Permit may prescribe special conditions and restrictions, which are in addition to the Township's Regulations. Failure to comply with all regulations could result in suspension from working within the Township Right-of-Way. Street Cut Permits expire after six (6) months from the issue date.

### **ADDITIONAL INFORMATION**

1. **Director of Public Works (717-233-7143) must be contacted 48 hours before construction and when the cut is being backfilled. Failure to do so can result in the loss of the financial security.**
2. Openings are to be closed within three (3) days and paving restoration to be made by permittee unless otherwise stipulated. Restoration must be done according to the Township's requirements.
3. Work is not permitted to begin until an approved Street/Sidewalk Cut Permit is issued by Susquehanna Township. If this is an emergency, the Requestor/Contractor must contact the Township prior to work. Permit Application for an emergency must be applied for after the emergency street cut is performed.
4. Work without a permit is subject to double the fees.

**Susquehanna Township**

1900 Linglestown Road

Harrisburg, PA 17110

717-545-4751

[www.susquehannatwp.com](http://www.susquehannatwp.com)

Parcel ID	
Permit #	
Date Rcvd.	

**STREET CUT PERMIT APPLICATION****LOCATION OF STREET CUT**

Address of Opening:			
Purpose of Cut:			
Cut will be in the: <input type="checkbox"/> Street <input type="checkbox"/> Sidewalk		Size of Cut: L x W x D	
Number of Cuts:	Total Square Feet:	Total Cubic Feet:	
Nearest intersection:		Distance to nearest intersection	
Date of work to begin:		Materials to be used:	
Date of work to be completed:		PA One Call Serial No:	
Sewer Tapping Permit No:*		Plumbing Permit No:*	

\*Sewer work requires a plumbing permit and tapping permit in conjunction with the street cut permit.

**UTILITY COMPANY (ROAD CUT UTILITY PERMITS):**

Utility Company:	Phone #:
Contact Name:	E-mail:
Street Address:	
City, State, Zip:	

**CONTRACTOR**

Company:	PA Contractor Registration No.:
Contact:	Phone #:
Street Address:	E-mail:
City, State, Zip:	

---

Signature of Applicant

---

Date**FOR TOWNSHIP USE ONLY**

Signature of Public Works Official:		Date:	
Signature of Code Official:		Date:	
Total Fee:	Payment Type:	FS Amount:	FS Type: