



BOROUGH OF GLEN ROCK

P.O. Box 116

Glen Rock, PA 17327

(717) 235-3206

Fax (717) 235-0798

STREET CUT PERMIT APPLICATION

A Permit is required for any opening, cut or excavation in or under any Borough adopted street, avenue, road, square, alley, highway or other public place in the Borough of Glen Rock, established for the use of vehicles.

INSTRUCTIONS

To avoid work delays, submit your application to Glen Rock Borough five (5) business days in advance of the anticipated date work is to commence for projects less than 100 square feet. For projects larger than 100 square feet, applications must be submitted at least thirty (30) business days in advance of anticipated start date. 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 with your application. The plans must clearly illustrate the location and pertinent dimensions of both the proposed installations and related roadway features.
3. Projects with street cuts on more than one street require one permit per street. One permit may be used for multiple street cuts on the same street when they are accomplished as part of a single project.
4. Proof of Bond – Applicant shall obtain and maintain a corporate surety bond in the amount of One Hundred Ten Percent (110%) of the established excavation cost to secure the Applicant's performance of its obligations and adherence to all requirements of this Ordinance. Bonding shall include the costs for materials and installation, compaction, compaction testing, restoration, as-built drawings, survey and excavation inspection. (Glen Rock Water & Sewer Authority Exempt from bonding requirements).
5. Payment made payable to "Glen Rock Borough" must be received before permit issuance. Refer to Fee Schedule (Resolution 2021-03) to determine fees.
6. **Engineer (717-846-4373) must be contacted 48 hours before construction and backfill of project larger than 100 square feet.**

Upon approval of this application, Applicant will receive copy of Street Cut Permit. The issued Permit may prescribe special conditions and restrictions, which are in addition to the Borough's regulations. Failure to comply with all regulations could result in suspension from working within the Borough's Right-of-Way. Street Cut Permits are valid for up to ninety (90) days following the date of issuance. Permit holder may submit written request for an extension of an additional ninety (90) days. Extension Fee located on Fee Schedule.



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Date Rcvd:
Parcel ID:
Permit #:
Bond #:

STREET CUT PERMIT APPLICATION

APPLICANT INFORMATION

Name: _____ Phone No. _____

Address: _____

Email: _____

PA Contractor Registration No. _____

LOCATION OF STREET CUT

Address of Opening: _____

Purpose of Cut: _____

Street Cut Size: _____ Lx _____ Wx _____ D

Date of Work to begin: _____

Date of work to be completed: _____ PA One Call Serial No. _____

UTILITY COMPANY

Company: _____ Phone No. _____

Contact Name: _____ E-mail: _____

Street Address: _____

All Applicants AGREE the work shall be done in full compliance with the ordinances of the Borough of Glen Rock and the laws of the Commonwealth of Pennsylvania.

Signature of Applicant

Date

Signature of Approval: _____

Date: _____

Total Fee: _____ Payment Type: _____

Contact: _____ Work Supervisor _____ Borough Engineer

Back Filing & Temporary Repairs: ___ Approved ___ Rejected

Final Repairs Date: _____ Approved ___ Rejected

Permanent Restoration Guaranteed two-years Date: _____