

**EXCAVATION PERMIT APPLICATION
BOARD OF SUPERVISORS
HALIFAX TOWNSHIP
102 FISHER STREET
HALIFAX, DAUPHIN COUNTY, PENNSYLVANIA 17032**

An Excavation Permit is required to any opening or cut in any public street or right-of-away or excavation in, for, or under any street, alley, sidewalk, or thoroughfare or to develop, construct, or install any utility, sewer, water, gas lines in Halifax Township's right-of-away. An Excavation Permit is required for the erection or replacement of utility pole, whether within the cartway or the area of dedication of any street, alley, or thoroughfare.

INSTRUCTIONS:

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

1. **Excavation Permit Application:** You must read, complete fully, sign, and date your application. An electronic form is available at www.halifaxtownship.net.
2. **Plans:** Include a complete sketch of good quality on your application. The plan must clearly illustrate the location and pertinent dimensions of both the proposed installation(s) and the related roadway features.
3. **Certificate of Insurance:** Halifax Township must be named as "Additional Insured."
4. **Bond:** The amount will be determined by Halifax Township Engineer and lists Halifax Township as the Oblige. Once Halifax Township receives the application, it will be sent to Halifax Township's Engineer, who will prepare a bond amount.
5. **Payment:** All payments must be payable to "Halifax Township" and must be received before permit issuance by Halifax Township unless approved for monthly billing. All payments must be cash or check. The initial fee is \$150.00 pursuant to Engineer Fees that may apply.

Upon approval of this Excavation Permit Application, you will receive your copy of the Excavation Permit. The issued Excavation Permit may prescribe special conditions and restrictions, which are in addition to Halifax Township's Ordinance 93-12. Failure to comply with all regulations could result in suspension from working within Halifax Township Right-of-Way. Excavation Permits expire six (6) months from the issue date.

ADDITIONAL INFORMATION:

1. **The Code Enforcement Officer (717-896-3035) must be contacted 48 hours prior to construction and when the cut is being backfilled. Failure to do so can result in the loss of your Financial Security.**
2. Openings are to be closed within three (3) days and paving restoration is to be made by the permittee unless otherwise stipulated. The restoration must be done according to the Halifax Township's requirements.
3. Work is not permitted to begin until an approved Excavation Permit is issued by Halifax Township. If this is an emergency, the Requestor/Contractor must contact Halifax Township at (717-896-3035) prior to work. Excavation Permit Application for an emergency must be applied for after the emergency street cut is performed.
4. Work without an Excavation Permit is subject to double the fees and fines.

No. _____

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Name of Applicant: _____ Applicant's Email Address: _____

Address of Applicant: _____ Applicant's Phone Number: _____

Location of Excavation: _____

Address of Opening: _____

Tax Parcel #: _____

Purpose of the Cut: _____

Where will the Cut Be: Street Sidewalk Size of Cut: _____ Length _____ Width _____ Dimension

Number of Cuts: _____ Total Square Feet: _____ Total Cubic Feet: _____

Nearest Intersection: _____ Distance to Nearest Intersection: _____

Date of Work to Begin: ___/___/___ Date of Work to be Completed: ___/___/___

Materials to be Used: _____

Sewer Tapping Permit No: * _____ Plumbing Permit No: * _____
(Sewer work requires a plumbing permit & tapping permit in conjunction with the street cut permit.)

Utility Company: _____ Utility's Email Address: _____

Contact Name: _____ Utility's Phone Number: _____

Utility's Address: _____

Contractor/Company: _____ PA Contractor Registration Number: _____

Contact Name: _____ Phone Number: _____

Email Address: _____ Address: _____

By signing the Excavation Permit Application, I agree to comply with the following:

Excavation Permits are only valid for six (6) months.

If you are connecting to public sewer, please contact Halifax Area Water and Sewer Authority (HAWASA), if you haven't already done so. Please call (717) 896-3886 for more information.

Acknowledge the septic tank/sewer system service has been issued a permit by the serving utility. Initial: _____

Identify on the site plan if there are any existing underground or aboveground storage tanks. (Combustible and flammable liquids) that are present on the property. A separate permit is required and should be obtained from the Pennsylvania Department of Labor and Industry prior to the removal of any storage tanks.

The Applicant is hereby made to obtain a permit to do the construction work indicated. I hereby certify that no work has commenced prior to the issuance of a building permit and all provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a building permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. Owner's Affidavit: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulated within the UCC Code for Building in Halifax Township. "I hereby certify that I have read and examined all information contained in this building permit application is true and correct!"

Signature of Applicant: _____ **Date:** ____/____/____

Issue Date: _____ **Start Date:** _____ **Completion Date:** _____

Township Authorizing Signature: _____ **Fee Received:** _____