

## INSTRUCTIONS TO OBTAIN A STREET OPENING PERMIT

1. Review the attached street opening ordinance before completing the enclosed form.
2. After reading all instructions, complete the enclosed permit application filling in all spaces numbered one (1) through ten (10).
3. Attach a sketch or layout plan for the proposed work. This should be attached to your application and submitted to the Borough Office.
4. A fee of twenty dollars (\$20.00) will accompany each application.  
(cash, check or money order)
5. The applicant must deposit with the Borough Manager prior to the issuance of a permit, a bond in an amount of \$500.00, with corporate surety guaranteeing the proper performance of the work and the proper maintenance of the disturbed area for a period of one year from the date of completion.
6. The applicant shall deposit with the Borough Manager, prior to the issuance of a permit, a certificate or certificates of insurance for public liability and property damage including blasting insurance where applicable.

Enclosures: Instructions  
Application & Permit  
UGI Preconstruction Information  
Street Cut Ordinance



**BOROUGH OF NEW CUMBERLAND  
STREET OPENING  
APPLICATION AND PERMIT**

1. Applicant's Name		2. Business Address and Telephone Number	
3. Starting Date (Mo/Dy/Yr)	4. Completion Date (Mo/Dy/Yr)	5. Name of Street To Be Opened	
6. Nearest Intersecting Street To Opening		7. Street Numbers of Abutting Properties	
8. Size of Opening .....Width .....Depth .....Length		9. Distance of Opening From Curb or Pavement Edge (Feet)	
10. Purpose of Opening			
11. Plans Approved By		15. Dates of Inspections and By Whom Made	
12. Date Application Approved (Mo/Dy/Yr)		16. Reason Permit Revoked	
13. Deposit Information Permit Fee .....Receipt No. .....CY Backfill @ ..... .....SY Paving @ ..... Total Deposit .....		By Whom	
14. Restoration Date (Mo/Dy/Yr)		Date Revoked (Mo/Dy/Yr)	

I (We) hereby agree to be bound by the provisions of the ordinance, specifications, and regulations of the Borough governing openings in or under municipal streets and to such special conditions, restrictions, and regulations as may be imposed by the Engineer.

SEE INSTRUCTIONS ON REVERSE  
SIDE OF APPLICATION - PERMIT  
FORM.

.....  
Applicant's Signature

.....  
Date of Application

The applicant is hereby authorized to make an opening in or under the above named street at the location designated; provided, however, all work is performed in accordance with the applicant's plans, the Borough's ordinance, specifications, and regulations governing street openings, and the following special conditions .....

.....  
or such special conditions as may be imposed during the performance of the authorized work.

Date Application Approved: .....

Permit Number .....

.....  
Engineer's Signature

## INSTRUCTIONS

1. An application-permit form, prepared in duplicate, is required for every opening.
2. A duplicate set of plans showing the work to be performed must accompany each request for a permit if the length of excavation is over 50 feet.
3. Permit fee, deposit, and other charges as may be assessed by the Engineer must be furnished or paid at the time an applicant is granted a permit.
4. When required by the Engineer, a permittee must furnish the names and addresses of owners and tenants of properties abutting the proposed opening.
5. All materials, equipment, and personnel necessary to complete the proposed work must be available at the time the permit is issued.
6. The original copy of the approved application-permit form and an approved set of the work plans must be kept on the job at all times.
7. Work for which a permit has been issued is to commence within ten (10) days from the date of the permit. Work authorized by a permit must be finished by the expiration date shown on the permit.

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Each applicant should obtain from the Office of the Engineer a copy of the ordinance specifications, and regulations governing street openings in Borough street.

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The Engineer is authorized to revoke any permit if he finds that the Borough's street opening ordinances, regulations, and specifications are being violated.

## UGI PRECONSTRUCTION INFORMATION

### CALL US BEFORE YOU DIG

OVER 70% OF THE SERIOUS INCIDENTS INVOLVING GAS DURING THE LAST FIVE YEARS HAVE BEEN CAUSED BY SOMEONE DIGGING, DRILLING OR BLASTING NEAR OR ON OUR GAS LINES.

#### What You Should Do

1. Before digging, call UGI at:

Allentown	866-0951	Harrisburg	234-5951
Bethlehem	866-0951	Hazleton	454-8769
Boyertown	Enterprise 10844	Lancaster	394-0511
Carlisle	249-3023	Lebanon	272-4631
Columbia	285-5901	Quakertown	536-2391
Easton	866-0951	Reading	375-4441
Elizabethtown	Enterprise 10549		

2. If you strike a gas line, IMMEDIATELY:

- a. Call UGI at the telephone number above and report "I've struck a gas line and give your location, including the town where you are working".
- b. Check for gas in the basements of the buildings on both sides of the one closest to where you are working and several buildings across the street. The reason for this is that often a gas line that is pulled off in the street has also snapped in the cellar or has broken elsewhere in the street and is allowing gas into a nearby building. If gas is present in these buildings, tell the people to evacuate.
- c. Do not allow evacuees to return until UGI has checked these buildings for gas.

#### What UGI Will Do

1. We maintain a 24-hour gas facility location service. When called, we will come to your job and mark all our facilities using our records and/or electronic pipe locators. An effort should be made to give us as much lead time as possible, since we respond to several hundred locate calls per week. This is an approximate location and hand digging should be done for two feet on either side of the mark.
2. If notified in the planning stage of your job, UGI will draw an estimated location of all our main lines on your plans. These are not final and must be field-checked before digging begins.
3. Where conflicts occur, UGI will relocate its facilities (if at all possible) at a minimum cost to you.
4. UGI will provide copies of DER regulations dealing with use of explosives in street construction.
5. We will periodically provide a locate-man to help you locate and help you protect gas facilities.
6. If you want a locate-man assigned to your job on a full-time basis, we will do so at a reasonable expense to you.

We appreciate your cooperation. We all have the responsibility to prevent property damage and injuries to our employees and the public. Unnecessary accidents can be eliminated by our mutual concern.