

## Montgomery County Roads and Bridges Department

### Highway Occupancy Permit Checklist

The following items must be shown on plans or provided separately.

1. Widths of existing roads and any recent widening and/or paving operations
2. Existing shoulders, type and width, thickness of paving
3. Existing Montgomery County right-of-way and proposed right-of-way as dedicated. Show deed book and page number if Montgomery County has accepted dedications.
4. Depth and size of drainage and depths of all utilities
5. Copy of approval letter from the governing municipality, and evidence that proper funding is in place or in escrow to ensure completion of project
6. Handicapped ramps, if required
7. Proper signage
8. Detour plan, if needed
9. Decel/accel lane and widening section with details
10. Clear site triangle and clear site distance, as measured per 67 PA Code Chapter 441
11. Curb detail
12. Cross section of proposed widening. Montgomery County requirements are one and one half inches (1½") wearing course, two inches (2") ID2 binder, and seven inches (7") BCBC on compacted sub grade.
13. Proposed grading, spot elevations, and method of addressing additional water entering County road
14. Drainage control report or information
15. Proper maintenance and protection of traffic, per PADOT Publication 203
16. Trench restoration detail shall provide for seven inches (7") of BCBC or eight inches (8") of high early concrete as conditions dictate

### **Highway Occupancy Permit Checklist (continued)**

17. Any proposed utility crossing shall require a PADOT type trench restoration, one to six (1:6) taper, twenty-four feet (24') in length for entire roadway width. Show detail on plans.
18. Storm water management report for any proposed detention basins
19. Traffic study
20. Existing driveways adjacent to and opposite site
21. Profile and detail of proposed driveways
22. Spot elevation along the centerline edge of paving gutter and top of bank, a minimum of 150 feet from each side of proposed driveways
23. Any dedicated easements, including deed book and page number
24. Adjacent property lines
25. Revised traffic signal permit plan, as issued by PADOT to municipality
26. Permittee will notify both the governing municipality and the Montgomery County Roads and Bridges Department at least forty-eight (48) hours prior to start of work
27. Permittee will follow all municipal ordinances, regulations, and policies regarding hours of work