

Montgomery County Roads and Bridges Department
Highway Occupancy Permit Minimum Submission Requirements

(Revised January 2017)

General: All submissions should contain one (1) CD containing all submission materials in .PDF format. If providing a CD creates an inconvenience then 1 (one) hard copy of plans (half-size and to scale) and associated documentation/reports can be provided as an alternative. All submitted documents should be sent to the attention of Gretta Riley.

Upon approval of the submission / issuance of the permit, two (2) CD's of all approved documents (or electronic versions) and plans must be provided to the County (Attn: Gretta Riley)

Plans/Documentation (the following items must be shown on plans or provided separately):

1. Permittee will notify both the governing municipality and the Montgomery County Roads and Bridges Department at least 72 hours prior to start of work.
2. Permittee will follow all County regulations unless Municipal ordinances, regulations, and policies regarding hours of work differ or are approved otherwise by the Municipality (Documentation/ proof must also be provided).
3. Municipal and/or Traffic review letters from the governing municipality and evidence that proper funding is in place or in escrow to ensure completion of project.
4. A hard copy of all signed documents should be submitted to the County for processing (i.e. Application, Opening of Highway Agreement, Right-of-Way documents, Escrow Agreements etc.).
5. A Traffic Impact Study or Traffic Impact Assessment depending upon the scope of proposed improvements signed by licensed Professional engineer.
6. Revised Traffic Signal Permit Plan as issued by PennDOT to the Municipality, if applicable.
7. A pavement marking and striping plan indicating existing, modified/ proposed signs, existing and proposed lane widths, line color, transition tapers, etc.
8. Any dedicated easements or Right-of-Way, including deed book and page number, accompanied by an 8.5"x11" exhibit and legal description. Clearly label all lines on the plan.
9. Existing pavement type, width, and depth (including individual pavement layer thicknesses). If existing structure information cannot be obtained through record research, pavement cores may be required depending on the scope of proposed improvements.
10. Clear sight triangle and clear sight distance in accordance with PennDOT Title 67 PA Code Chapter 441, Section 441.8.
11. Widths of existing roadways, travel lanes, shoulders, and any recent widening and/or paving operations.
12. Existing driveways adjacent to and opposite to site.

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13. Deceleration/acceleration lane and widening section with details.
14. Property lines and property owner identification within the Limits of Work.
15. The depth and size of all existing/proposed utilities within the Limits of Work.
16. Any proposed utility crossing shall require a PennDOT type trench restoration, 1:6 taper, 24 feet in length for entire roadway width. Details must be shown on plans.
17. A Pennsylvania One Call Serial Number must be provided on the plan and application in order to verify the existing utility facility locations. Any existing utilities that may conflict with any proposed construction (i.e., pipes, curbing, etc.) must be indicated on the plan. The utilities must be shown on pipe profiles and cross-sections, as applicable.
18. Profile and detail of modified or proposed driveways. At a minimum, the profile should contain the following information:
 - a. Existing and proposed roadway slopes
 - b. Station and elevation at all grade breaks and regular station intervals
 - c. Legal/proposed Right-of-Way
 - d. Edge of travel lanes and shoulders
 - e. Interior driveway slopes
 - f. Centerline of the road
 - g. Maximum algebraic grade difference of 8% between roadway slope and the driveway slope.
19. Driveway aprons should be designed in accordance with PennDOT Publication 72M (RC-67M), latest revision.
20. Curb detail indicating an 8-inch reveal and/or a 5-foot curb end taper detail indicating a 0-inch reveal at end point, as applicable.
21. Handicapped ramps, if required, containing the following information at a minimum:
 - a. CS-4401 Forms (need evaluated on a case-by-case basis)
 - b. Ramp types
 - c. Ramp/sidewalk/crosswalk geometry (i.e. cross-slopes, lengths, widths, etc.)
 - d. Spot elevations at curb and corners of detectible wearing surfaces (DWS)
 - e. Proposed traffic signal equipment including foundations
 - f. Pedestrian push button types, if applicable
22. Trench restoration should be in accordance with the County's Rigid/Flexible Pavement Restoration Details (Figures 1-4).
23. Proper maintenance and protection of traffic (MPT) per PennDOT Publication 213M. This should include a sequence of construction narrative and appropriate PATA figures. A site specific MPT plan, detour plan, or temporary signal plan may be required depending on the scope of the improvements.

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24. Cross-section of proposed widening. Montgomery County minimum pavement requirements are as follows:
- a. For Local Roads
 - i. Superpave Asphalt Mixture Design, WMA Wearing Course, PG 64-22, 3 to <10.0 Million Design ESALS, 9.5 mm Mixture, 1 ½” Depth, SRL-(E, H, G, M or L)
 - ii. Superpave Asphalt Mixture Design, WMA Binder Course, PG 64-22, 3 to <10.0 Million Design ESALS, 19.0 mm Mixture, 2 ½” Depth
 - iii. Superpave Asphalt Mixture Design, WMA Base Course, PG 64-22, 3 to <10.0 Million Design ESALS, 25 mm Mixture, 6” Depth or Matching Existing (whichever is greater)
 - iv. Subbase (No. 2A), 6” Depth or Match Existing (whichever is greater)
 - b. For Principal Arterials, Minor Arterials, and Collector Roads*
 - i. Superpave Asphalt Mixture Design, WMA Wearing Course, PG 64-22, 3 to <10.0 Million Design ESALS, 9.5 mm Mixture, 1 ½” Depth, SRL-(E, H, G, M or L)
 - ii. Superpave Asphalt Mixture Design, WMA Binder Course, PG 64-22, 3 to <10.0 Million Design ESALS, 19.0 mm Mixture, 2 ½” Depth
 - iii. Superpave Asphalt Mixture Design, WMA Base Course, PG 64-22, 3 to <10.0 Million Design ESALS, 25 mm Mixture, 8” Depth or Matching Existing (whichever is greater)
 - iv. Subbase (No. 2A), 8” Depth or Match Existing (whichever is greater)
- *Pavement Design in accordance with PennDOT Publication 242 may be required for projects involving moderate to major roadway improvements (i.e. between 500 feet and 1500 feet of roadway widening or reconstruction).*
25. Proposed grading, spot elevations, and method(s) of addressing additional flow being introduced to the County Road.
26. Profiles of modified/proposed stormwater drainage system including pipe types, lengths, slopes, inverts, ground profile, minimum and maximum fill height, etc.
27. Roadway Drainage Report signed by a licensed Pennsylvania professional engineer for the proposed roadway improvements. At minimum, the report should contain a project narrative, drainage area plan(s), pre-development vs. post-development analysis, and driveway/inlet spread of flow evaluation.
28. Stormwater management report signed by a licensed Pennsylvania professional engineer for any proposed detention basins.
29. Spot elevations along the centerline of the road, travel lanes, edge of paving and top and bottom of bank a minimum of 150 feet from each side of the roadway centerline. Ensure high points and low points are also shown on the plans.