

**MONTGOMERY COUNTY  
ROADS AND BRIDGES DEPARTMENT  
HOW TO APPLY  
(Revised January 2017)**

**HIGHWAY OCCUPANCY PERMIT (HOP)**

- Complete and execute Parts 1 and 3 of the Application for Highway Occupancy Permit.
- Complete and execute the Opening-of-Highway Agreement.

**TRAFFIC IMPACT STUDY/ SCOPING/ MEETING**

- Complete and execute the one page form.
1. Refer to “Schedule 2010 Highway Occupancy Permit Fees revised 2017” to determine the appropriate fee. For utility work, refer to 67 PA Code §459.4 – Permit fees. Make checks payable to: **Treasurer of Montgomery County\***.
  2. Send the Application, Agreement, permit fee, and a complete set of plans to \*:

Mailing Address:	Physical Address:
Montgomery County Courthouse Roads and Bridges Department P.O. Box 311 Norristown, PA 19404-0311	Montgomery County Roads and Bridges One Montgomery Plaza Swede and Airy Streets Suite 613 Norristown, PA 19404-0311

Depending on the nature of the project, the County may forward the application to a consulting engineer. The engineer will conduct a thorough review of the application. The applicant must reimburse the County for the full cost of the engineer’s review.

When the County determines that the application is satisfactory and the applicant has paid all fees, the County will issue the permit.

If you have any questions, contact Gretta Riley at 610-278-3613.

**\*Applicable to both HOP and Traffic Impact/ Scoping/ Meeting applications.**