



BOROUGH OF MEDIA

301 N JACKSON STREET, 2ND FLOOR
MEDIA, PA 19063
610-566-5210
Fax 610-566-0335
comments@mediaborough.com

APPLICATION FOR HIGHWAY OCCUPANCY PERMIT

Important directions to the applicant:

1. Submit applications to the Code Enforcement Director at the Media Municipal Center, 301 N. Jackson Street, 2nd floor government offices, **a minimum of ten (10) working days** prior to the first date upon which you would like occupy the street.
2. Highway Occupancy Permit Fee of \$25 for a Commercial Property must be submitted with this application.
3. Permit shall be limited to seven (7) day duration.

Applicant is to complete this information

Address at which highway occupancy is to take place and physical location where object(s) will be placed (ex 100' South of South curb line of Front Street or in front of 123 Anywhere Street)

Signature of applicant

Date of application

Printed name of applicant

Phone Number

Email: _____

Check box(es)

Description of object(s) to be placed in right-of-way	Dumpster	<input type="checkbox"/>
	Construction materials	<input type="checkbox"/>
	Construction equipment	<input type="checkbox"/>
	Crane	<input type="checkbox"/>
	Storage POD	<input type="checkbox"/>
	Other (describe)	<input type="checkbox"/>

Dates of proposed occupancy

	(Enter date)	(Day of the week)
Proposed first date of occupancy		
Date upon which object(s) will be removed from the public right-of-way		

Name of contractor supplying equipment _____

Emergency phone number for contractor supplying equipment _____

Describe how Borough Street will be protected from damage by dumpster/storage "feet"

GENERAL CONDITIONS FOR HIGHWAY OCCUPANCY

- Written permission must be obtained from the code enforcement officer to occupy a Borough street with dumpsters, building materials, or equipment.
- Where such permission is granted, the following criteria must be complied with:
 - 1) Objects authorized by permit to be stored or placed upon Borough streets must be protected with a sufficient number of barricades so that the obstruction is clearly identified to motorists and pedestrians.
 - 2) From 1 hour before sunset until 1 hour after sunrise these barricades will be provided with illuminated warning lights so that the obstruction is clearly identified to motorists and pedestrians
 - a) Illuminated barricades will have sufficient candlepower to readily identify the obstruction from a distance of 100 feet
 - 3) Dumpsters or stored building materials may not block the gutters. Loose materials such as sand or stone must be kept from washing down the gutters and into storm drains.

DEPARTMENT USE

Approved by Public Works Director:

(Signature of approving officer) _____
(Date)

Approved by Police Department:

(Signature of approving officer) _____
(Date)

Approved by Code Enforcement Officer:

(Signature of approving officer) _____
(Date)

Conditions of approval:

1. Authorization period expires on: _____

2. Other conditions _____