

**INFORMATION REGARDING PLACEMENT OF
CURB / SIDEWALK / CROSSOVERS / HANDICAP RAMPS**

DEFINITIONS

WORK ORDER – Authorizes property owner to perform work in the public right-of-way. (Behind the curb to the property line).

WARRANT OF SURVEY – Authorizes City crews to survey the property in order to establish proper curb height.

CUT SHEETS – Shows lines and grades established during survey.

CROSSOVER – Authorization to drive over a particular area of the right-of-way leading to a driveway.

HANDICAP RAMP – Curb ramps to make the transition from the street to the sidewalk easily negotiable for handicapped persons.

PROCEDURE FOR OBTAINING THE ABOVE PERMITS / APPLICATIONS

Property owner or contractor comes to City of Allentown, Bridgeworks, 641 South Tenth Street, on the Third Floor counter to make application. He/she will need measurements and a simple sketch of areas where crossovers or handicap ramps may be needed.

A. **"WORK ORDER"** is required for any work performed in the right-of-way (see fee schedule). *

A. **"WARRANT OF SURVEY"** is required if more than 10 feet of curbing is being placed. (see fee schedule). *

If "Crossovers" are needed, there will be a \$75.00 fee for Commercial Crossovers, a \$55.00 fee for Residential Crossovers and a \$25.00 fee for Handicap Ramps placed at a location other than as intersection. This is one flat fee for the application regardless of the number of crossovers on one property.

Survey work will be completed in approximately two weeks. When the surveyors have finished the job, a copy of the **"CUT SHEETS"** and the **"WORK ORDER"** can be picked up or mailed to the homeowner or the contractor (as designated at time of application).

WHEN THE FORMS ARE IN PLACE, CALL 610-437-7596 (24 HOURS IN ADVANCE) FOR PRELIMINARY INSPECTION. A FINAL INSPECTION IS ALSO REQUIRED AND CAN BE SCHEDULED BY CALLING THE SAME NUMBER.

ALL CONCRETE MUST CONFORM WITH CITY STANDARDS, a copy of which is given to the applicant.

FEE SCHEDULE			
WARRANT OF SURVEY		WORK ORDER	
10' or less	No Warrant Needed	Curbing Only	
11' to 45'	\$105.00	0 to 45'	\$50.00
46' to 120'	\$205.00	46' to 120'	\$60.00
Additional Footage	\$.55 each foot	Over 120'	\$75.00
Replacement Points	\$55 per point		
WARRANT OF SURVEY VALID ONLY IN YEAR ISSUED		Sidewalk Only	
		0 - 225 S.F.	\$50.00
		226 – 600 S.F.	\$60.00
		Over 600 S.F.	\$75.00
		WORK ORDER IS VOID IF WORK IS NOT STARTED WITHIN 60 DAYS OF ISSUE	

APPLICANT IS TO NOTIFY AND COORDINATE ALL ACTIVITIES WITH ADJOINING PROPERTY OWNERS.

***Before a Work Order or Warrant of Survey can be issued the following information must be submitted by the applicant:**

1. A Certificate of Insurance of not less than Three Hundred Thousand (\$300,000) Dollars each for bodily injury and property damages. (Ord. 901.04.Q)

2. Call the Pennsylvania One System, Inc. (1-800-242-1776 or 811) requesting that underground utilities lines be marked. The assigned Serial Number must be presented at the time of application. (PA ACT 187 of 1996 – Underground Utility Line Protection ACT)