



DEPARTMENT OF PUBLIC WORKS – Return this application to:

BUREAU OF ENGINEERING

Address: 120 North Duke St. / P.O. Box 1599, Lancaster, PA 17608

Phone: (717) 291-4764 / E-mail: Engineering@cityoflanasterpa.gov

Webpage: www.CityofLancasterPA.gov/Engineering

POLE PERMIT APPLICATION

PERMIT SHALL BE KEPT ONSITE AT ALL TIMES FOR INSPECTION

***** THIS SECTION FOR CITY OF LANCASTER OFFICE USE ONLY *****

Permit Number: _____ Approval Date: _____
(expires in 45 days)

Permit Fee: \$200 (Includes 1 insp.) Approved By: _____

NOTES: _____

**** ALL INFORMATION BELOW IS REQUIRED TO OBTAIN A PERMIT ****

Please attach photo or sketch showing the scope of work

POLE LOCATION (ADDRESS)

Or GPS COORDINATES: _____

POLE NUMBER: _____

APPLICANT INFORMATION:

COMPANY NAME:	_____
MAILING ADDRESS:	_____
REPRESENTATIVE NAME:	_____
EMAIL:	_____
PHONE:	_____

POLE DATA:

PURPOSE OF THE POLE: CIRCLE ONE	ELECTRICAL / COMMUNICATION / LIGHT
POLE METERIAL: (WOOD, ETC..)	_____
POLE HEIGHT:	_____
DISTANCE BETWEEN POLES:	DISTANCE FROM ROW LINE:
PROPOSED DATED OF POLE WORK	_____

CONTRACTOR INFORMATION

CONTRACTOR NAME:	_____
CONTRACTOR CONTACT NAME:	_____
PHONE #:	_____
EMAIL:	_____

APPLICANT SIGNATURE

DATE

You may submit this permit application Via Email: Engineering@cityoflanasterpa.gov
Mail: City of Lancaster, Engineering Bureau 120 North Duke Street, PO Box 1599 Lancaster PA 17608-1599
In Person at City Hall 120 N Duke St. Lancaster, PA 17602 1st FL window #2.

THE FOLLOWING GUIDELINES SHALL APPLY AT ALL TIMES.

FAILURE TO ADHERE TO ANY CONDITIONS OF THE PERMIT MAY RESULT IN PERMIT REVOCATION:

1. POLE PERMIT FEE WILL BE \$200.00 PER POLE AND WORK SHALL BE COMPLETED WITHIN 45 DAYS.
2. ALL VERTICAL CLEARANCE OVER HIGHWAYS SHALL CONFORM TO THE NATIONAL ELECTRICAL SAFETY CODE FOR ELECTRIC LINES AND A MINIMUM OF 18 FEET FOR ALL WIRES ACROSS THE ROADWAY SURFACE.
3. ALL LONGITUDINAL LINES WILL BE CONSTRUCTED WITH A MINIMUM CLEARANCE ABOVE GROUND LINE OF 15 FEET, UNLESS OTHERWISE SPECIFIED.
4. POLES/ASSOCIATED EQUIPMENT (CABINETS, GUYS, ETC.) ARE TO BE SET TO ALLOW A 48" (MINIMUM) CLEAR WALKABLE SIDEWALK AROUND THE POLE/EQUIPMENT FROM THE EXTREME EDGE OF THE EQUIPMENT PROTRUDING INTO THE SIDEWALK. POLES/EQUIPMENT WHICH WILL NARROW THE SIDEWALK TO LESS THAN 48" MUST HAVE PRIOR APPROVAL, IN WRITING, FROM THE BUREAU OF ENGINEERING.
5. LEAVING SECTIONS OF POLES HANGING FROM ATTACHED LINES OR CONNECTING OLD POLE SECTIONS TO THE NEW TELEPHONE POLES WHILE WAITING FOR UTILITY TRANSFERS IS PROHIBITED UNDER THIS PERMIT.
6. TO AVOID DAMAGE TO SHOULDER, ROADBED AND RIGHT-OF-WAY, NO WORK SHALL BE STARTED OR PERFORMED WITHOUT SPECIFIC APPROVAL OF THE CITY ENGINEER. AFTER WORK HAS STARTED IF WEATHER CONDITIONS SHOULD CHANGE WHICH MIGHT TEND TO SOFTEN SAID SHOULDER, ROADBED OR RIGHT-OF-WAY TO A POINT WHERE DAMAGE TO SAID SHOULDER, ROADBED OR RIGHT-OF-WAY IS POSSIBLE, THEN ALL WORK SHALL BE SUSPENDED UNTIL SUCH TIME AS IS AGAIN APPROVED BY THE CITY ENGINEER. IN CASE OF ANY DAMAGE TO THE ROADWAY, SHOULDERS, ROADBED OR RIGHT-OF-WAY BY THE APPLICANT IN THE COURSE OF THIS WORK, THE CITY SHALL BE REIMBURSED BY THE APPLICANT FOR THE COST OF NECESSARY REPAIRS TO REPLACE SAID ROADWAY, SHOULDERS, ROADBED OR RIGHT-OF-WAY TO THEIR NORMAL OR PREVIOUS CONDITION.

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