

Natural Resources Recovery Procedure

- ✓ 1. Applicant must complete the NRR Application
- ✓ 2. Applicant must complete the Overweight Vehicle Application if using Township Roads. Vehicles must have liability insurance. Include all overweight truck information. (e.g., make, model, license #)
3. Applicant will meet with Township Zoning Officer to discuss the following:
 - a. Nature of Project
 - b. Location of project
 - c. Routes and Township roads to be used
 - d. Type of Bond to be submitted
4. Applicant must submit the following:
 - a. \$400.00 Application Fee
 - b. Road Bond security @ \$1,250.00 per 1/10 of mile (\$12,500 per mile)
 - c. Insurance Certificate (*must specifically name Unity Township as an additional insured on the Certificate of Liability Insurance form*). Simply naming the township as a Certificate Holder is not acceptable and does not provide sufficient coverage.
 - d. Lease agreement (copy)
 - e. \$500.00 for administrative fees
 - f. \$1000.00 Engineering and Inspection fees (videotaping roads and inspections)
 - g. E&S plan approval letter from the Conservation District. If an E&S plan is not required by the Conservation District for this project, a letter indicating such will be accepted.
5. Zoning Officer and the Township Solicitor will review the application and submittals.
6. Township Engineer (Matt Sprung) will videotape roads and prepare a Pre-Use Field Inspection report. Field inspection report details condition of road(s) and financial security required. (bond amount)
7. Township Solicitor will prepare the Excess Maintenance Agreement.
8. Applicant and Road Master(s) to sign Excess Maintenance Agreement and Field Inspection Report prior to the start of work.
9. Applicant will be issued permit for Overweight Vehicles and permit for NRR project by Zoning Officer. (Please allow a minimum of 2 weeks for issuance of permits)
10. Applicant to notify the Township when the work has been completed.
11. Township Engineer will then conduct post-use inspection of roads. Contact Matt Sprung directly at 724-244-9892 to arrange for Post-Use Inspection.
12. Township Solicitor will complete a Post-Use Inspection Memorandum and ensure all signatures are in place.
13. Upon completion of project, bonds will be either executed or released. Any excess engineering fees will be refunded to the applicant.