

TOWN OF TOWNSEND



HIGHWAY DEPARTMENT
177 Main Street
Townsend, MA 01469

ROAD OPENING PERMIT REQUIREMENTS

A Road Opening Permit must be obtained from the Highway Department for any excavations within the Town's Right-Of-Way, including sidewalks and shoulder areas.

Permit Requirements:

The petitioner must complete the following items before a permit is issued:

A \$100.00 application fee to accompany the completed permit

Premark the work area as required by the "Dig Safe Law", Massachusetts General Laws Chapter 82, Section 40.

Contact Dig Safe and obtain a Dig Safe number at least 72 hours in advance of the excavation start date, exclusive of Saturdays, Sundays and legal holidays.

As of April 1, 2016 the Townsend Highway Department will established a \$5,000 performance bond. The performance bond is required by any contractor and public utility performing work in the town. The performance bond will remain in effect for a period of one (1) year.

The \$5,000 performance bond is being taken by the Town of Townsend for the purpose of ensuring completion of the permit work. Should the permittee default on the permit obligations, the highway department will subcontract repair work to make the necessary repairs and assess the cost of the repairs including processing time against the performance

bond. Contractors will not be allowed a Roadway Opening Permit without the required \$5,000 performance bond.

The performance bond will be held for one year after the contractor's last job. This one year period is the time the contractor is responsible for their trenches. The permittee must give the Highway Superintendent a written request after the one year period to release the performance bond. So long as all permit obligations have been met, the performance bond will be returned.

A **Certificate of Insurance** must be submitted with the following coverage:

Comprehensive General Liability:

<u>Bodily Injury</u>	<u>Minimum coverage</u>
Each Person	\$500,000.00
Each Accident	\$500,000.00
<u>Property Damage</u>	
Each Accident	\$100,000.00
Aggregate	\$300,000.00

Workers Compensation Insurance as Required by Law.

The Town of Townsend as additionally insured must be included on the policy.

The original bond and Certificate of Insurance must be submitted to the Superintendent of the Highway Department before a permit will be issued. No permit will be issued before the bond or insurance is in effect. The contractor business information including name, address, business phone and an emergency contact phone number shall be provided on the permit for use in the event of emergency. Copies of the permit will be given to the Fire and Police Departments.

A fee of \$100.00 is required for all Roadway Opening Permits, including emergency excavations. This fee must be paid for at the time the permit is issued.

A separate **Trench Permit** must be obtained from the Building Inspector for any proposed trench excavation in excess of three (3) feet in depth, Pursuant to Massachusetts General Law, Chapter 82A, Section 1.

Work Notifications:

The Highway Superintendent or his /her agent shall be notified 24 hours prior to the start of work and 24 hours before resuming work after a break in the project. No work shall be authorized or proceed (except in emergencies) without said notification.

Permits will not be issued for any non-emergency work during the winter period from December 1st through April 1st of the following year.

Permits for any non-emergency excavations are prohibited on any road that has been resurfaced within the past five (5) years.

Excavations and Restorations:

General:

All work and materials shall be in conformance with the current edition of the Massachusetts Department of Transportation Highway Division "Standard Specifications for Highways and Bridges" and any supplemental specifications. In locations where allowed, a trenchless utility installation method may be used rather than an open cut method, and in some instances this may be a strict requirement.

Signs and Public Safety:

Provisions shall be made for the safety and protection of vehicles and pedestrians at all times during the construction period. All signs and warning devices shall be in accordance with the latest edition of the Manual of Uniform Traffic Control Devices (MUTCD). If a police detail is required the cost shall be borne by the permit holder. The work shall be conducted so as to maintain at least one lane of traffic at all times. If the work will require a completed road closure, prior approval must be obtained from the Highway Superintendent and Townsend Police Department. Both the Highway Superintendent and Police Department will determine the detour route and necessary signage to be placed in advance.

Cutting by Mechanical Means:

All road surfaces shall be cut in a reasonable straight and parallel lines using a saw or other approved method to insure the least amount of damage to the roadway surface. The cutting shall not be done with a backhoe, gradall or any type of ripping equipment.

Excavation:

Excavation shall be done in a safe manner so as to create a minimum amount of obstruction to vehicular or pedestrian traffic. Contractor operations shall be in accordance with OSHA trench safety requirements.

All excavations and other work within the limits of a town way will be conducted in a manner which will not damage or disturb such features as stone walls, trees, fences, guard rails, etc.

The Tree Warden must be notified if the proposed work requires the removal of a tree, any part of which is within the Right-Of-Way.

Backfilling:

The backfill will consist of the excavated material if it deemed suitable by the Highway Superintendent or his/her designee. Backfill material that is free of stones larger than six (6) inches, organic matter or other unsuitable material shall be used and placed in six (6) inch layers and thoroughly compacted by mechanical means. If, in the opinion of the Highway Superintendent, the excavated material is unsuitable, the rejected material will be disposed of by the permittee at no cost to the Town. Any areas where existing pavement has been undermined shall be cut back and removed before backfilling. Controlled Density Fill (CDF) or Flowable Fill (FF) may be used, if approved, as a means of backfilling. All backfilled opening will be installed to within four (4) inches of the pavement surface or the thickness of the existing structure, whichever is greater. "Pavement Structure" will incorporate all previous paving material used above the gravel subbase, including but not limited to bituminous concrete, cement concrete, or macadam.

Temporary Patch:

Once the backfilling is satisfactorily compacted the permittee will apply a temporary bituminous asphalt patch to the area. This temporary patch will be left in place for at least 90 days and not more than six months, until no further settling can be reasonably expected. Any settlement or unsatisfactory areas that occur within the above mentioned time frame shall be immediately repaired when notified. All work required within this time period will be the financial responsibility of the permittee.

Permanent Resurfacing:

All temporary patches will be cut back twelve (12) inches on each side of the original cut by an approved mechanical means and both the pavement and temporary patch removed.

Before placing any Bituminous Concrete Asphalt, all pavement edges shall be thoroughly cleaned and all joints shall be satisfactorily emulsified. Two lifts of hot mix asphalt will then be placed with each lift being compacted separately. After placing the hot mix all joints will be emulsified and sanded using a fine sand.

The Contractor shall be responsible for any settlement, subbase failure, and/or pavement cracks that develop in or adjacent to the original excavated area for a period of one year from the date of permanent resurfacing.

TOWN OF TOWNSEND

Highway Department
177 Main Street
Townsend, Massachusetts 01469
Tel: (978) 597-1712
Fax: (978) 597-0726

**ROAD OPENING PERMIT APPLICATION
FOR EXCAVATION IN PUBLIC WAYS**

Date: _____

Permit #: 06-17CA

APPLICANT: (Complete this section only if different than Contractor performing the work)

Name: _____

Address: _____

Telephone # _____ Fax # _____

Contact Person (if different from name listed above)

CONTRACTOR:

Name: _____

Address: _____

Telephone # _____ Fax # _____

Contact Person (if different from the name listed above): _____

Name of person performing the excavation (if different from name listed above)

Name of competent person to be at the worksite (as defined by 520 CMR 14.02)

Massachusetts Hoisting Equipment License Information;

License Number: _____

Grade: _____

Expiration Date: _____

Name and contact information of insurer (a valid, current certificate of insurance must be attached);

DETAILS OF EXCAVATION

Exact Location of Excavation – Street: _____

House Number: _____ to _____

Scope of Work:

Length of Cut: _____ Depth of Cut: _____

Start Date: _____ Estimated Working Days: _____

NOTIFICATION DATES:

Dig Safe: _____

Detail Officer Required: Yes ____ No ____

Highway Superintendent: _____ Date: _____

Board of Selectmen: _____

Date: _____

Fee Received: _____ Check #: _____

NOTE: Application must be completed and submitted to the Highway Department no less than 48 hours before work begins.