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# DEPARTMENT OF PUBLIC WORKS

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Operations Highway Recycle Center Bldg & Grnds Sewer System Clerical  
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## Permit for Excavation within Town Right of Way

DATE: \_\_\_\_\_ TAX MAP/LOT: \_\_\_\_\_

LOCATION: \_\_\_\_\_

**PURPOSE:** To ensure that excavations in the Town right of way and pavement/road restoration is accomplished in a safe and efficient manner to produce the least inconvenience to the traveling public and to protect the taxpayer's investment

I/we request permission to disturb the road surface at the above named location in accordance with all town ordinances, for the purpose of:

\_\_\_\_\_  
\_\_\_\_\_

I/we (Owner) \_\_\_\_\_ and I/we (The Contractor)

\_\_\_\_\_ Collectively as the Permittee, hereby agree to conform to the following specifications while performing the above described work:

### 1. General Conditions / Safety

- 1.1 Permittee shall obtain an approved permit before starting any field work.
- 1.2 Permittee shall provide at least twenty four (24) hours prior notice To the Public Works Department before work is to begin so adequate inspection can be arranged.
- 1.3 NH RSA 374 requires that DIG SAFE be notified before any excavating is allowed to begin. Call 1-888-344-7233 to obtain the required DIG SAFE number. Permittee is responsible for contacting and ensuring all utility mark-outs with DIG SAFE prior to excavation operations.
- 1.4 Permittee shall comply with the safety requirements of CFR 29. Shielding in the form of sheeting or a shoring box shall be used to prevent cave-ins for any excavations five (5) feet deep and greater.
- 1.5 Blasting shall be performed by a licensed blaster in a manner that will minimize disturbance beyond the trench limit.

- 1.6 No opening or excavation in any street shall extend beyond the centerline of the roadway, before being back filled and the surface of the roadway made passable to traffic.
- 1.7 No trenches or pavement cuts in the traveled way shall be left unpaved for a period of more than five (5) working days unless specifically authorized by the Director of the Public Works Department.
- 1.8 Suitable access to properties abutting the work site shall be maintained at all times. Open trenches, outside of the normal working hours, shall be allowed only with expressed permission of the Director of the Public Works Department.
- 1.9 In the event of an emergency, the Director of Public Works reserves the right to waive any of the provisions of this regulation, and to impose such conditions as he/she may require. If such an emergency exists, the Police Department, Fire Department and Highway Department, at a minimum, shall be notified immediately by telephone. During the next business day a Trench/Digging Permit shall be applied for at the office of the Director of Public Works.

## **2. Bonding**

- 2.1 The Town may at its sole discretion require Permittee to post a bond. The Town will ordinarily require Permittees that have demonstrated past poor workmanship to post bond. Bond value is entirely at the discretion of the Town and is not subject of negotiation.

## **3. Traffic Control**

- 3.1 Traffic shall be maintained by the Permittee during the performance of the work and the work site shall be protected by the Permittee with suitable barricades, warning devices and signs and shall conform to the practices of the latest edition of the "Manual on Uniform Traffic Control Devices for Streets & Highways", current on the date of this application.
- 3.2 Uniformed traffic personnel shall be provided, at the contractor's expense, whenever two-way traffic cannot be maintained or at the request of the Town during any time that it deems them necessary for the protection of the public. Two-way traffic shall be maintained when the jobsite is inactive.
- 3.3 On weekends and holidays as well as on work days during the hours the jobsite is inactive, a crew shall be made available in case they are needed for the maintenance of traffic. One or more telephone numbers, which will contact the crew, shall be furnished to the Gilford Police Department and shall be written on this permit application.

## **4. Excavation Requirements**

- 4.1 Backfill Materials: Backfill material shall be approved granular materials free of rock in excess of six inches (6") in size, free of frost and shall contain minimal organic matter. Permittee shall be responsible for providing suitable backfill material if native material is determined to be unsuitable, and to remove unsuitable native backfill from the Town right of way and adjoining properties. All backfilled materials shall be compacted to optimum moisture content, in layers

not exceeding 18 inches using pneumatic tampers, vibratory compactors or other approved means. Compaction: Unless otherwise specified by the Director of Public Works, backfilled material shall be compacted to 95% density per AASHTO-T-99. Water shall be uniformly applied during the compaction in the amount necessary for proper consolidation. The backfilled materials shall be compacted twelve inches (12") from the road surface. Crushed bank run gravel shall then be compacted in place up to the base level of new asphalt.

**4.2 Temporary Pavement Patches:** When hot mix asphalt pavement is not available due to seasonal production stoppage, a temporary patch shall be accomplished with adequate amounts of cold patch compacted in place to match thickness and grade of surrounding, pre-existing undisturbed pavement. Any temporary cold patch shall be replaced as specified above within twenty (20) work week days of hot mix asphalt availability. Surety bond amount will not be released until a permanent patch is in place.

**4.3 Permanent Pavement Patches:** Prior to installing a pavement patch, all existing edges shall be sawcut with straight, neat, defined edges that intersect with the flow of traffic at an angle from between thirty (30) to sixty (60) degrees (i.e. the sawcut edge shall not be perpendicular to the flow of traffic). The pavement shall be sawn or cut in a neat manner on either side of the trench to provide a one foot (1') minimum overlap of the final patch on the undisturbed base material. In areas where the pavement is to be excavated, it shall be neatly cut with square edges by machine at each side of all trenches. Every precaution shall be used to prevent undermining of the adjacent pavement. Any undermined areas shall have the projecting pavement cut square and removed one foot (1') beyond the limits of excavation. All excavation shall be performed in such a manner as will produce the minimum possible size of disturbed area. Pavement edges at trench cuts shall be coated with an approved binding agent before the final patch is applied. The final application of pavement shall consist of a thickness matching the adjacent, pre-existing, undisturbed pavement but shall not be less than four (4") inches. Placement of pavement shall match surface elevation, crown and grade of surrounding pavement. In those instances where a pavement cut or trench travels a significant distance along the traveled way, the Permittee shall, following application of temporary cold patch, within a period of not less than twelve (12) months nor more than twenty four (24) months, shim the entire trench limits with a 3/8" wearing course hot plant mix asphalt. The Town may require a bond for this work prior to construction. Manhole covers, catch basin grates, etc. shall be adjusted by the Permittee to be level with the new surface.

## **5. Restoration of Work Site**

**5.1** Existing grassed areas, shoulders, sidewalks, curbing or other appurtenances shall be restored to original or better condition at the Permittee's expense. Spare fill, excavated material, rocks, debris, rubbish, etc. shall be completely removed from the right of way and adjoining properties by the Permittee upon completion of work.

## 6. Quality Assurance

- 6.1 Any future distortion along the trench lines due to settlement or other causes attributable to the construction shall be corrected at the owner's expense during a two year period following the completion of the project.
- 6.2 I/we the Permittee agree to save the Town of Gilford from any claims arising from the performance of the work, or from trench settlement or other deficiencies attributable to said construction for a period of two (2) years following the acceptance of the project by the owners. Copies of the applicable certificates of insurance shall be provided to the Town prior to construction.
- 6.3 I/we the Permittee agree to assume such additional cost as the Town may incur by reason of failure to perform this work in the manner prescribed above.

Permission for the above described construction, maintenance or operation is granted subject to the instruction, conditions and agreements herein. Failure to comply with the provisions of this permit will serve as reason for revocation. In the event this permit is revoked, any resulting cost incurred by the Town, including overhead, shall be assumed by the Permittee.

The Permittee shall mark and maintain in a legible manner a color code system delineating the Permittee and the date of the excavation as follows;

Electric	Dark Red
Gas/Oil/Steam	Yellow
Communication	Orange
Potable Water	Blue
Reclaimed Water	Purple
Sewer & Drainage	Green
Temporary Survey	Pink
Proposed Excavation	White

**DIG SAFE NUMBER:** \_\_\_\_\_

**Work to Begin:** \_\_\_\_\_

**Work to End:** \_\_\_\_\_

**PROPERTY OWNER:**

**APPLICANT: (if different from owner)**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Phone #: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

By signing this application you hereby agree to comply with the above requirements as part of the performance of work as proposed.

**CONTRACTOR:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

**EMERGENCY CONTACT:**

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

SKETCH OF EXCAVATION SITE

Please show nearby landmarks (e.g. building w/ address, utility pole, fire hydrants, streets, sidewalks, trees, fences, etc.), the size, and location of excavation. Additional sheets or plan may be attached

**FOR OFFICE USE ONLY**

[ ] PERMIT IS DENIED FOR THE FOLLOWING: \_\_\_\_\_

[ ] PERMIT IS APPROVED SUBJECT TO FOLLOWING CONDITIONS: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_  
Town Representative's Signature

DATE: \_\_\_\_\_

PERMIT NUMBER: \_\_\_\_\_

BOND FILED: \_\_\_\_\_

AMOUNT: \_\_\_\_\_

INSURANCE FILED: \_\_\_\_\_

NOTE: PERMIT NOT VALID WITHOUT AUTHORIZED SIGNATURE AND PERMIT NUMBER