



DEPARTMENT OF PUBLIC WORKS

Permit for Excavation within Town Right of Way

ALL Permittees MUST contact Gilford DPW for inspection prior to paving at 527-4778.

Date: _____ Tax/Map Lot: _____

Location: _____

DIG SAFE #: _____ Insurance Certificate #: _____

Work to Begin: _____ Work to End: _____

Size of Excavation: _____ Width x _____ Depth x _____ Length

Distance of Excavation from curb or pavement edge: _____

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 (Applicant) _____ and I/we (Contractor)

_____ Collectively as the Permittee, hereby acknowledge that we have read and agree to conform to the attached specifications and terms while performing the above described work:

APPLICANT:

CONTRACTOR:

(if different from Applicant)

Name: _____

Name: _____

Address: _____

Address: _____

Phone #: _____

Phone #: _____

Signature: _____

Signature: _____

By signing this application you hereby acknowledge that you have read and agree to comply with the attached specifications as part of the performance of work as proposed.

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 REQUIRED (YES/NO)

BOND RECEIVED: (YES/NO)

AMOUNT: _____

INSURANCE RECEIVED (YES/NO)

DIG SAFE PERMIT NO RECEIVED (YES/NO)

COMPACTION TEST RESULTS SHALL BE SUBMITTED TO DPW FOR THIS PROJECT (YES/NO)

Permit for Excavation within Town Right of Way

SPECIFICATIONS AND TERMS

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.

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 811 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 Permit for Excavation in the Town Right of Way 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 Certified 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. Uniformed officers may be required by the Town on very busy roads or intersections.
- 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 Select Materials: Within the asphalt paved areas and gravel shoulders, crushed gravel (as described in NHDOT Standard Specifications) equal to the existing gravel course shall be placed in lifts not exceeding six (6) inches loose depth and thoroughly compacted. In no case shall the overall compacted depth of gravel be less than twelve (12) inches.
- 4.2 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. Backfill materials shall not be placed within twelve (12) inches of the pavement, but instead select materials shall be used. 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.
- 4.3 Compaction: All backfill and select materials shall be compacted to optimum moisture content, in layers not exceeding 18 inches using pneumatic tampers, vibratory compactors or other approved means. 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 gravel shall then be compacted in place up to the base level of new asphalt.

- 4.4 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. ****ALL temporary pavement patches shall be maintained on a regular basis and must be repaired within 48 hours of a reported pothole or safety issue.** 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.
- 4.5 Permanent Pavement Patches: Prior to installing a pavement patch, all existing edges shall be sawcut with straight, neat, defined edges. The pavement shall be sawn or cut in a neat manner on either side of the trench to provide a two foot (2') minimum overlap of the final patch on the undisturbed base material.

****Every precaution shall be used to prevent undermining of the adjacent pavement.** Any undermined areas shall have the projecting pavement cut square and removed two feet (2') 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. Pavement shall be installed with a minimum two and half inch (2-1/2") base course and one and half inch (1-1/2") wearing course.

Placement of pavement shall match surface elevation, crown and grade of surrounding pavement. 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.
- 5.2 Work area shall be kept neat and be swept at the completion of each day.

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 Permittee'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 Town. **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