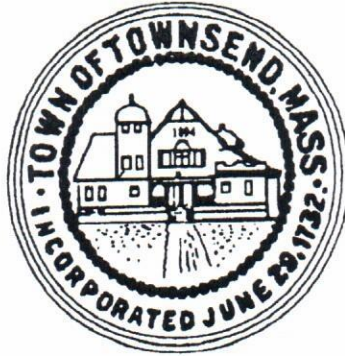


TOWN OF TOWNSEND



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.

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 #: _____

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.