

ROAD OPENING PERMIT

DATE: August 22, 1995

Revised: March 19, 2012

Date:

Name:

Address:

Dig Safe #:

Location to be Excavated:

Date of Opening and Purpose:

Approval is granted subject to the following conditions:

1. No Street opening cuts or trenches shall be made through any surface less than five years old except in an emergency and if approved by the DPW Director.
2. The Owner or Contractor is responsible for all work performed incidental to the permit for one full year from the date of work.
3. Pavement depth will be equal existing pavement depth but in NO case will it be less than a total of 5 inches. Binder will be 3" (2 courses 1 1/2" each). Top will be 2" (1 course 2"), all mix Type I. Top course will require tacked joints that have been saw cut or jackhammer and squared. Joints will be "notched" to the top of binder lift and extended a minimum of 6" beyond the edge of the excavated trench side wall. If infrared is required by the DPW, it will be at no cost to the Town.
4. If you elect to not complete the permanent patch immediately after excavation and want to binder the trench only, then the binder will be brought flush to existing pavement. The depth of binder will be equal to the depth of existing pavement but not less than 5". Prior to permanent patch, the trench area will be prepped to conform to Paragraph # 3.
5. Trench Backfill shall be in 6" lifts, compacted with suitable clean bank run material. Sub grade gravel will be a thickness of 16" (12" bank gravel and 4" of processed gravel). Flow fill is permitted with prior approval of the DPW.
6. The entire work area, all trenches or excavations including should work will be marked by Flash Reflective Barrels (Orange) placed according to Mass Traffic Safety Manual during the work day. At the end of the work day, barrels will be placed to indicate that it is a construction area. Appropriate "men working" and "road construction" signage will denote the work area at all times until all the work is completed.
7. Excavations in shoulder and natural area will require that all disturbed areas be hand

raked. Any disturbed lawns, shrubs, trees, or vegetation will require landscaping and like kind replacement if required by the DPW. All street areas used for the placing of excavated material must be immediately swept and kept clean and if necessary, washed to eliminate noxious dust conditions, at the expense of the Contractor. All disturbed curbs, berms, guard rails, fences or walls must be restored to a condition equal to that existing prior to the opening of the area.

8. It is mandatory that a 48 Hours written notice be delivered to any resident who will have interrupted water service or will be inconvenienced by driveway, sidewalk or roadway excavation. A duplicated copy of the notice to be filed at DPW office.
9. Detour requests require a minimum of 24 hour notice to DPW Office. Requests are to be made during normal business hours Monday thru Friday, in writing. Traffic barricades, arrow boards or Mass Highway signs (orange 4' x 4') are to be supplied by the Contractor as necessary so that a clear detour route can be established. Additional police details that may be required to man the detour are the responsibility of the Contractor.
10. You are required to provide a 24 hour telephone or beeper number to the DPW and Pembroke Police in case you are required to make after hours repairs or correct unsafe road conditions.

Name: _____ Name: _____

Address: _____ Address: _____

24 hr Tel#: _____ 24 hr Tel #: _____

24 hr Cell #: _____ 24 hr Cell #: _____

11. The DPW Director may require any Town Personnel to be present during any phase of the work and no work shall be done without such personnel present if he has so required. All trench inspection requests will be made 24 hours in advanced to the DPW Office. In the case of a prolonged excavation, daily inspections and also a final inspection will be required.
12. Permits are effect for 60 days. You will inform the DPW of a start and end date of your work. If the completion date will exceed the end date on the permit, then a written request to the DPW for an extension is required.
13. Requests for road opening permits will be in writing to the DPW 30 days in advance. Road opening permits will be issued for work between April 1st and November 15. **NO EXCEPTIONS.** All Roadway work and permanent paving must be completed by December 1st. Permits are also subject to asphalt plant opening and closing dates or extreme weather conditions.

14. A certificate of liability insurance, indemnifying and holding harmless the Town of Pembroke in the amount of \$300,000.00 for each occurrence shall be provided in the following forms:

- (a) Comprehensive Form
- (b) Underground Explosion and Collapse Hazard
- (c) Products/Completed Operations
- (d) Independent Contractors
- (e) Broad Form Property Damage
- (f)

In addition to the above, Excess Liability Insurance in Umbrella form shall be provided in the amount of \$1,000,000.00 and Workers' Compensation and Employers Liability Insurance.

All insurance certificates shall name the Town of Pembroke as Certificate Holder. Any variations from the above requirements must be approved in writing by the Town Administrator prior to commencement of any work. A blanket policy for all street openings during a specified period of time may be provided by agencies expecting to require multiple permits over a period of time. Any such policy shall be in effect for one year after the excavation has been closed with a permanent patch and approved by the DPW Director.

A performance bond in the amount of \$ 10,000.00 shall be posted by the contractor guaranteeing that the road will be restored to the condition specified by the DPW Director. The DPW Director shall reserve the right to require a bond in an amount exceeding \$ 10,000.00 if, in his opinion, the value of restoring the roadway exceeds that amount. Any bond provided to the Town shall remain in effect until the DPW Director certifies in writing that the roadway has been restored to his satisfaction.

15. A fee shall be paid to the Town of Pembroke for any street opening in accordance with the following schedule:

Regular Permits:

\$50.00 for the first 150 square feet plus \$ 25.00 for each additional 150 square feet, or part thereof.

Emergency Openings:

No prior permits or openings between November 15 and April 1st.

\$100.00 for the first 150 square feet plus \$25.00 for each additional 150 square feet, or part thereof.

In the case of emergency openings, verbal approval of the DPW Director shall constitute approval. Departments of the Town of Pembroke shall be exempt from this provision.

16. Prior to cutting of any trees, roots or branches, the approval of the DPW Director must be obtained. Any damage must be repaired according to his specifications.

17. You must notify the Department of Public Works if any storm drains are encountered during excavation.
18. The Contractor will be responsible for the following general conditions: Police Details, all other permits, bonds, licenses or fees which may be required by the Town of Pembroke, all State or Federal permits for compliance with safe working conditions or licenses as required by OSHA, EPA, DOT and the Department of Public Safety; all necessary materials; equipment, labor, safety signage, engineering, layout, design, sheeting, shoring, bracing, pumping, drilling, blasting permits, blasting bonds and blasting insurance; boring or tunneling, seeping and clean up; which maybe required to complete all the work required in a workmanlike manner according to construction industry standards.
19. If date of opening is to be postponed, the DPW Director must be notified in writing in advance and also grant his approval.
20. Road Bond – Before and after pictures will be taken required. A \$ 10,000.00 road bond will be required if there is any chance of loading and off loading any heavy equipment in the public right of way. Must put down plywood or track mats to protect the road surface and sidewalks. Some examples of road bond required when there is no road opening are foundations, swimming pools and septic systems.
21. Additional requirements:

Contractor: _____

Authorized Signature: _____

Date: _____

Road Permit #: _____ Expiration Date: _____

Start Date: _____

End Date: _____

Town of Pembroke, DPW

Authorized Signature: _____

Date: _____