



File No. \_\_\_\_\_

# Permit Application

## APPLICATION TO PERFORM WORK ON TOWN RIGHT-OF-WAY

This application is required for all work within a Town right-of-way or easement involving installation, paving, digging, cutting, excavation, tunneling, breaking up in any manner or depositing any dirt or excavated material.

NAME OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

LOCATION ADDRESS \_\_\_\_\_ PARCEL # \_\_\_\_\_

CONTACT PERSON (If different) \_\_\_\_\_ PHONE \_\_\_\_\_

CONTRACTORS LICENSE NUMBER \_\_\_\_\_

Description of the nature, location and purpose of the proposed construction in Town right-of-way (please attach a drawing that shows clearly the extent of the proposed work):

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

Pursuant to franchise (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

Anticipated starting date and duration of construction From \_\_\_\_\_ To \_\_\_\_\_

The undersigned agrees to perform the work described above in strict compliance with the conditions enumerated below and acknowledges that he/she has read and will adhere to the required inspections and general provisions applicable to this permit contained on page 2 of this form. Right-of-way permits are valid for one year from the date of approval.

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

(FOR TOWN USE ONLY)

### Conditions Assigned to this Permit:

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

### Approved by:

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

TITLE \_\_\_\_\_ JOB NUMBER \_\_\_\_\_

### Fees/Bonds

Permit Fee: \$100 Residential \$200.00 Commercial

Permit Fee \$ \_\_\_\_\_  
Inspection Fees \$ \_\_\_\_\_

Inspection Fee \$ 50.00 per inspection

**TOTAL \$ \_\_\_\_\_**

**UTILITY DAMAGE IS COSTLY. CALL 1-800-424-5555 BEFORE YOU DIG**

# INSPECTIONS

## \*Twenty-fours hours notice for an inspection is required\*

<b>Inspections are required at the following stages:</b>	<b>Inspected (date and by whom)</b>
_____ Traffic Control	_____
_____ Work on Town-owned utilities (prior to backfill)	_____
_____ Backfill Materials & Compaction	_____
_____ Site Restoration	_____
_____ Site Restoration	_____
_____	_____
_____	_____

**The work is not deemed complete until the Public Works Superintendent has accepted it as satisfactory.**

## GENERAL PROVISIONS

The following standards apply to all permits issued in accordance with this chapter. Under certain circumstances, the public works director may apply more stringent conditions or may waive certain of these requirements.

- (A) *Site control responsibility.* The permit holder is solely responsible for providing adequate work zone and safety controls for protection of its employees and of public pedestrian and vehicular traffic in and around the work site. This responsibility extends to the provision of site security during non-construction hours including providing adequate warning devices and barriers to hazardous conditions. Supplies, debris, unguarded machinery, equipment or other device having the characteristics of an attractive nuisance, and be hazardous to safety, shall be secured at all times.
- (B) *Traffic protection measures.* The permit holder shall erect and maintain all necessary warning devices, signs and barricades at and in the vicinity of the construction site, in accordance with the Manual on Uniform Traffic Control Devices. These protective measures shall remain in place until such time as the public works director has inspected and approved the work covered by the permit.
- (C) *Street closures.* Any request to close all or a portion of a public street shall be included in the permit application. In all cases, street closures shall be kept to a minimum, and every effort shall be made to provide as near as normal flow of pedestrian and vehicular traffic as possible. At its discretion, the town may require the applicant to provide public notice to emergency service providers and Island Transit, prepare a pedestrian and/or vehicular traffic detour plan for approval by the public works director, or maintain qualified flaggers during the street closure.
- (D) *Protecting public and private property.* The permit holder shall be responsible for locates to be performed prior to excavation work, and is solely responsible for protecting public and private utilities from damage while the permitted work in underway. All costs associated with damage to public and private utilities, including collateral damage to private property in the vicinity, are to be borne by the permit holder.
- (E) *Excavated materials.* All material excavated from trenches and piled adjacent to the trench or in town right-of-way shall be maintained in such manner so as not to endanger those working in the excavation or others using the public right-of-way. In cases where site constraints make temporary stockpiling of excavated materials unsafe, the public works director may require that these materials be stored off-site.
- (F) *Backfilling.* In repairing an opened or excavated right-of-way, the permit holder shall fill and properly compact the subsurface, and shall rebuild the foundation and surface of the street, sidewalk, curb or other structure to its original condition, all in accordance with town standards. All backfills shall be inspected and approved by the public works director prior to any overlaying or patching.
- (G) *Site restoration.* The permit holder shall restore the surface of all streets or other construction areas, broken or damaged as a result of work performed under a right-of-way permit, to the original condition as determined by the public works director. Following completion of the work, all streets and private properties affected by the construction shall be cleaned thoroughly of all rubbish, excess earth, rock and other debris resulting from the work.
- (H) *Documentation.* For work performed on town-owned utilities (water, sewer, and stormwater), the permit holder shall within two weeks submit as-built drawings of all modifications and installations.

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