TRENCH PERMIT

CITY OF SOMERSWORTH NH

18 Lilac Lane - (603) 692-4266 - Please Fax at (603) 692-4281

Date: **Permit#** **Dig Safe #** **Fee = $70.00**

Name of Applicant _____

Address of Applicant _____

Phone Number _____

Reason for Excavation _____

Location of Excavation _____ TAX MAP:
LOT:

Size of Excavation _____

Will pavement be broken/cut _____

TRAFFIC CONTROL ARRANGEMENTS MUST BE MADE WITH
THE SOMERSWORTH POLICE DEPARTMENT

Print Name (Applicant) _____ _____
Signature (Applicant)

_____
Authorized Signature

If pavement is broken, this form is to be returned and the remainder of this form is to be completed as the work progresses and returned to the DPW DIRECTOR / CITY ENGINEER for final approval. The person or persons signing below is verifying that the work has been done and that the DPW DIRECTOR / CITY ENGINEER was notified at the appropriate times to witness the work in progress. The person taking out this permit is responsible for the WORK and the VERIFYING SIGNATURES. At the end of the guaranty period the DPW DIRECTOR / CITY ENGINEER will give final approval or the applicant will be notified to repair the patch.

Work Description	Date Scheduled	Date Completed	Verifying Signature
Permanent Patch			

Final Approval DPW DIRECTOR _____
Authorized Signature

SOMERSWORTH CONSTRUCTION STANDARDS

STREET EXCAVATION REGULATIONS (ADOPTED 6/18/01)

GENERAL REQUIREMENTS

1. The Permittee must obtain a Trench Permit from the City Engineer's Office at least 48 hours prior to digging in any City owned street or right-of-way. The Dig Safe number must be submitted at this time. The permit shall be kept with the foreman at the place where the work is being performed. A Trench Permit fee of Seventy ($70.00), to cover reviewing, processing, inspecting, and executing the permit, is due at the time of application. A Late Permit, at a fee of One Hundred Dollars ($100.00), will be required if any excavation is begun without a Trench Permit.

2. The permit is good for thirty (30) days only and must be renewed after the expiration date, following approval from the City Engineer's Office.

3. Penalty — violations of these regulations or any City Ordinances will subject the Permittee to loss of future digging privileges or fines as specified in the City of Somersworth, NH Ordinance, Streets and Sidewalks, Chapter 12.

4. Permittees must be a public utility or else the contractor who does the work. All Permittees are responsible for contractors/subcontractors to adhere to these regulations.

5. The Permittee shall comply with current DIG-SAFE requirements as specified by New Hampshire state law, RSA 374:51 and 374:55.

6. The Permittee must notify Somersworth's Water Department (692-4262) and Highway Department (692-4266) a minimum of 72 hours before work begins to allow marking their pipelines and facilities.

7. The location of all utility facilities shall be determined sufficiently ahead of excavation work to avoid damage to those facilities and permit their relocation if necessary.

8. The Permittee shall provide 24 hours notice of the start of work to the City Engineer. Upon completion of the pavement restoration, the City Engineer shall be notified no later than the next working day as to the location and time of completion.

9. The Permittee shall be responsible for the trench for thirty (30) months from the date of completion. If at any time during the thirty-month period the trench requires any additional work (repair of settlement, loaming, seeding, etc.), the permittee will be responsible to complete this work in a timely manner. The City reserves the right to repair any trench at the expense of the permit holder if public safety dictates or due to failure of permittee to repair. The Permittee will reimburse the City prior to issuance of future permits.

10. Excavation will **NOT** be allowed:

- In City owned streets or rights-of-way between November 15th and April 15th, unless approved by the Director of Public Works and Utilities (see Winter Construction Procedure).
- On Fridays in main artery streets without written approval from the City Engineer's Office.
- In City owned streets or rights-of-way on weekends or City designated holidays.
- At any time within the moratorium period listed in Chapter 12 of the City Ordinances.

11. Per City Ordinance Chapter 12 Section 1, at the time of application the permittee will be required to post one of the following for each trench:
    - A continuing surety bond for a period of thirty (30) months in the amount of ten thousand ($10,000). The City Engineer may require up to ten (10) times that amount depending upon the volume of the work being performed by the Permittee. The bond will guarantee the fulfillment of the provisions, instructions and regulations prescribed in this document and later instructions issued by the City during the performance of the work and satisfactory maintenance of the disturbed areas for the thirty (30) month period following completion of the work and the payment of charges owed to the City.
    - Letters of Credit - Permittees who regularly work in the City can opt to provide a Letter of Credit from a New Hampshire bank to the City, with the approval of the City Engineer. The amount of the Letter of Credit will be similar to the surety bond, above.

12. The City may revoke any permit issued under this regulation at any time. 13."As-

builts" in the form of tie cards shall be provided on all underground installations.

14. Provisions shall be made to provide for proper drainage during construction and the Permittee shall be responsible for all claims for damage or injury whatsoever, that may arise from the obstruction or use of any public sewer or drain in connection with the work under the permit.

15. Dust control shall be provided as necessary to prevent a nuisance to abutters and surrounding areas. Dust control shall be by wetting or use of calcium chloride or other approved methods.

EMERGENCIES

1. Nothing in these regulations shall be construed to prevent the making of such excavations as may be necessary for the preservation of life or property; or for the location of trouble in conduit or pipe; or for making repairs; provided that the public utility or contractor making the excavation shall apply to the City for such a permit on the first working day after such work is commenced. All other sections of these regulations will still apply. (RSA 236:9).

INSURANCE REQUIREMENTS

1. The Permittee agrees to indemnify and save harmless the City Of Somersworth, New Hampshire from all claims for damage or injury whatsoever, that may arise from the encumbrance, obstruction, occupation or use of the aforesaid highway. The Permittee shall be accountable for all damage that may occur on account of said encumbrance, obstruction, occupation or use of the aforesaid road/highway. The City Of Somersworth in no case assumes any responsibility or liability by reason of granting this permit.

2. The Permittee, as a condition of the permit, shall agree to indemnify and protect the City Of Somersworth, the Department of Public Works and Utilities (including its employees), and the Police Department against all liability, claims or demands for injuries or damage, including claims for loss or interruption of business in cases where the encumbrance or construction impedes the flow of traffic to any person or property arising out of activities of the Permittee, its servants, employees, agents, representatives, or subcontractors.

3. The Permittee, as a condition of the permit, shall agree to carry the following insurance:
    - Comprehensive General Liability Insurance with limits not less than $1,000,000.00 per occurrence for bodily injury and $500,000.00 per occurrence for property damage and automobile liability insurance with not less than $500,000.00 per person and $1,000,000.00 for bodily injury and $500,000.00 per occurrence for property damage covering all activities of the Permittee for the full period of the permit. Such insurance shall include the City Of Somersworth and the Department of Public Works and Utilities of the City Of Somersworth, as co-insured, for the purpose of the excavation, including all officials and employees thereof. Such insurance shall include:
        i. All activities including use of all vehicles.
        ii. Contractual liability covering this permit.
        iii. Coverage for the so-called "x, c, u" hazard, i.e. collapse of buildings, blasting and damage to underground property.
        iv. Completed operations hazard for a period of at least two (2) months following the acceptance of the completed permit.
        v. "Personal" injury coverage (in addition to "Bodily Injury").
    - The Permittee shall carry Workmen's Compensation Insurance including Employer's Liability Insurance with limits of $100,000.00 for all activities of the Permittee during the period of the permit.
    - Insurance similar to that required of the Permittee shall be provided by, or on behalf of all independent contractors used by the Permittee during the period of this permit. The Permittee shall be held responsible for any modifications in these insurance requirements as they apply to independent contractors.
    - Insurance certificates evidencing the above coverage are to be furnished the City Engineer prior to issuance of the permit, and shall provide for not less than thirty (30) days notice to the City Engineer of any cancellation or major change in policies.
    - The purchase of the insurance required or the furnishing of the aforesaid certificates shall not be a satisfaction of Permittee's liability hereunder or in any way modify the Permittee's indemnification responsibilities to the City Of Somersworth or the Department of Public Works and Utilities.

BACKFILLING AND PAVING REQUIREMENTS

1. After excavation is commenced, the work shall proceed in a continuous manner with diligence and expedition and shall be completed and the street restored, as nearly as possible to its original condition (except for #12, below), so as not to obstruct the public places or travel thereon more than is reasonably necessary. The surface of the street shall be permanently restored as soon as possible after the completion of the project. In any event, the trench shall be maintained. The City Engineer may require temporary "hot-patch" or "cold-patch" dependent upon the location of the opening.

2. No permanent street restoration will be allowed between November 15 and April 15.

3. Where it is necessary to cut and remove pavement, curb, sidewalk and/or other surface improvements, the material shall be cut and removed by means of equipment suitable to the type of material to be removed, and in a manner that results in a minimum amount of damage to adjacent improvements. All asphalt will be saw cut two (2') feet from the edge of the excavated trench prior to the placing of the asphalt.

4. If unsuitable for backfill, excavated material shall be replaced with granular backfill as specified in the current edition of "Standard Specifications for Road and Bridge Construction" by State of New Hampshire, Department of Transportation.

5. All excavations shall be backfilled with existing material except as follows:
   The top 18 inches of base material under roadways shall consist of 6 inches of crushed gravel laid over 12 inches of bank run gravel. Specifications for gravel are as follows:

BANK RUN GRAVEL

Sieve Size	Percent Passing
6"	100
#4	25 - 70
#200	< 12% of material passing #4

CRUSHED GRAVEL

Sieve Size	Percent Passing
3"	100
2"	95 - 100
1"	55 - 85
#4	27 - 52
#200	< 12% of material passing #4

6. Any grassy areas shall be restored in kind.

7. Any sidewalk shall be restored with a minimum of 6" of crushed gravel placed beneath the pavement material. The pavement material shall be matched in kind, except that hot top shall be at least 2" thick (compacted) and concrete shall be at least 4" thick.

8. If concrete is found under the pavement, it shall be replaced to full thickness with hot top.

9. The edges of the trench patch shall have a tack coat of bitumen before each pavement course.

10. Pavement thickness shall be the larger of the existing pavement thickness or 4 inches. Pavement shall be type "E",1/2" aggregate, with a minimum of 6% liquid.
    - Minimum base course shall be 3 inches thick (compacted).
    - Minimum wear course shall be 1 inch thick (compacted).

11. Paint the trench permit number on the patch in yellow paint when completed. The minimum height of the numbers is 4 inches. Stencil format numbers are preferred. (added 4-14-10)

TRAFFIC CONTROL REQUIREMENTS

1. Proper maintenance of traffic shall be the Contractor's responsibility.

2. This Work shall consist of furnishing, erecting and maintaining temporary construction signs, barricades, channeling devices, flagmen, lights or other warning devices to provide safe travel of the public.

3. All work on main artery streets shall have a traffic control plan submitted to the City Engineer's Office at time of application for a digging permit. This plan must be approved prior to the beginning of work.

4. All work is to be done in accordance with the provisions of the current edition of the "Manual On Uniform Traffic Control Devices", including any revisions currently in effect; the NHDOT "Standard Specifications for Road and Bridge Construction", State of New Hampshire, 1997, sections 615 and 618; and the State of New Hampshire Traffic Control Handbook.

5. Maintenance of traffic shall be accomplished by the use of flaggers or qualified uniformed police officers wherever construction severely restricts the flow of traffic in frequently traveled roads, or as required to direct traffic through or around the work or as ordered.

6. If acceptable traffic control is not maintained, as determined by the Engineer, the Contractor may be required to suspend work that interferes with traffic.

7. It shall be the responsibility of the Contractor to provide all necessary cones, barricades, flashing lights, signs, flaggers and traffic officers. Any Contractor negligent in utilizing the necessary sign packages(s) will be required to stop all work.

8. No more than two hundred (200') feet measured longitudinally shall be opened in any street at one time, except by special permission of the City Engineer.

9. A minimum of one lane traffic shall be provided on all streets at all times unless approved by the City Engineer. The minimum width for temporary traffic lanes is eleven (11') feet. Access shall be provided to all property at night and on weekends, and shall be provided to all places of business at all times.

10. Complete street closures, when found necessary for construction purposes, will be permitted only with the approval of the Department of Public Works and Utilities, Police Department, Fire Department, and all school buses using the route. Whenever a complete street closure occurs every effort will be made to continue access for local residents and business traffic. Access shall always be maintained for emergency vehicles.

11. When the work area encroaches upon sidewalk, walkway or crosswalk area, protected barriers, together with appropriate warning and guidance devices and signs, must be utilized so that the passageway for pedestrians is safe and well defined.