

# Town of Georgetown



## Highway Department

Town Hall  
1 Library Street

Georgetown, MA 01833  
(978) 352-5704

### EXCAVATION PERMIT APPLICATION COVER SHEET: UTILITY INSTALLATION REPAIR PROCEDURES: CURB CUT PERMIT APPLICATION:

ALL PARTIES ARE STRONGLY ENCOURAGED TO READ THE FOLLOWING COVER SHEET INFORMATION, SO THEY KNOW WHAT IS EXPECTED OF THEM IN RELATION TO THIS PERMIT

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This sheet is intended to inform and guide the applicant regarding procedures which must be followed while working within town owned street layouts, roads, and property. However, this summary does not relieve the applicant of any responsibility for meeting any other local, state, or federal requirements, in relation to this permit.

- 1) **WHEN PERMITS ARE NEEDED:**  
Any excavation, curb cut, tree removal, utility installation, taking place within town Owned street layout's and or town owned property, require a permit. Permits are issued by the SURVEYOR OF HIGHWAYS. (Certain permits will require a public hearing)
- 2) A security bond or cashiers check is required for any excavation taking place within the town's street layout. A deposit of \$5000.00 shall be required, after approval, before any work can begin. On larger projects the amount of security shall be determined by the Surveyor of Highways. Under no circumstances shall it be less than \$5000.00 Curb Cut Permit security deposits shall be determined by the Surveyor of Highways, and shall be no less than \$250.00. In the case of utility companies, a blanket performance bond will be acceptable. Method of payment with out a performance bond shall be as follows, BANK CHECK, CASHIERS CHECK, OR COMPANY CHECK, WITH A LETTER FROM YOUR BAND GUARANTYING PAYMENT. THERE WILL BE NO EXCEPTIONS. ALL CHECKS ARE TO BE MADE PAYABLE TO THE TOWN OF GEORGETOWN.
- 3) **RETURN OF BONDS AND OR MONEYS:**  
Upon project completion and satisfactory inspection, half of a bond or deposit will be returned, upon written request of the permit holder or his agent. The balance shall be held over the next winter period. After satisfactory spring inspection, one half of the remaining balance will be returned. PERMIT HOLDERS ARE RESPONSIBLE FOR ASPHALT PATCHES FORM A THREE YEAR PERIOD FROM THE DATE OF THE FIRST INSPECTION, AFTER COMPLETION OF THE PROJECT. Periodic inspections will take place during this three-year period. Upon final inspection of patches, the balance of any moneys being held will be returned upon written request.

- 4) All permits are issued with the understanding all rules and repair procedures are to be followed as outlined. VIOLATIONS OF SAID RULES AND OR REPAIR PROCEDURES WILL BE GROUNDS FOR REVOCATION OF YOUR PERMIT.
- 5) PERMIT FEES:  
CURB CUT PERMITS----- \$25.00  
EXCAVATION PERMITS----- \$50.00
- 6) INSURANCE:  
Any person working within the street layout or on other town property covered by this permit, SHALL PRESENT TO THE SURVERYOR OF HIGHWAYS OR HIS DESIGNEE, A COPY OF THEIR LIABILTIY INSURANCE POLICY BEFORE ANY APPROVAL OF PERMITS. NO PERMITS WILL BE ISSUED WITH OUT THIS OR AN INSURANCE BINDER FOR THE DURATION OF THE PROJECT.
- 7) NO PERMITS SHALL BE ISSUED BETWEEN NOVEMBER 15<sup>TH</sup> and APRIL 15<sup>TH</sup>.
- 8) UNDER NO CIRCUMSTANCES WILL ANY PERMITS BE ISSUED WITHOUT A DIG SAFE NUMBER. THE TOWN WILL REQUIRE AT LEAST ONE-WEEK NOTICE BEFORE ANY WORK CAN BEGIN. This allows the Town time to review the project and schedule inspections. IN THE CASE OF AN EMERGENCY REPAIR; A CALL MUST BE PLACED TO THE HIGHWAY DEPARTMENT OR THE COMMUNICATIONS CENTER BEFORE ANY WORK CAN BEGIN.  
  
HIGHWAY DEPARTMENT: (978) 352-5704---FAX (978) 352-5701  
COMMUNICATIONS CENTER: (978) 352-5705---(978) 352-5700
- 9) Nothing in these procedures, rules and regulations, shall prevent EMERGENCY REPAIRS within the town's roadways or right of ways, that are threats to public safety, property, or well being of the community and its citizens.
- 10) This permit shall be void if work is not started and completed within THIRTY DAYS OF ISSUANCE.
- 11) PUBLIC SHADE TREES:  
The removal of any public shade trees which may be necessary as part of this permit, are subject to the provisions and compliance to M.G.L. C-87 S-3, which will be addressed before any approvals to commence work are given.
- 12) Copies of all operators' licenses who will be working on Town property shall be submitted with the application. NO EXCEPTIONS. It shall be of the proper class for the equipment being used.

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EXCAVATION PERMIT APPLICATION:  
UTILITY INSTALLATION REPAIR PROCEDURES:  
STREET REPAIR PROCEDURES RULES AND REGULATIONS:  
PUBLIC SHADE TREE REGULATIONS:

Permits for utility installations, curb cuts and street excavations, are given with the understanding that the undersigned applicants agrees to adhere to the attached rules, regulations and street opening repair procedures, adopted by the Georgetown Board of Selectman, on June 1 1992 as amended April 29<sup>th</sup> 1996. It is further understood by the applicant, that any violation of any of the aforementioned rules, procedures and or regulations, will be grounds for revocation of said permit.

SHOULD SITE CONDITIONS WARRANT A CHANGE IN THE PERMITTED PROCEDURE, THE APPLICANT SHALL CONTACT THE SURVEYOR OF HIGHWAYS FOR APPROVAL BEFORE ANY WORK PROCEEDS ON THE PROJECT.

Date: \_\_\_\_\_ Permit Fee: \$50.00 \_\_\_\_\_  
Curb Cut Fee: \$25.00 \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
Street city/town zip

Type of Permit:

Water: \_\_\_\_\_ Gas: \_\_\_\_\_ Telephone: \_\_\_\_\_ Curb Cut: \_\_\_\_\_

Electric: \_\_\_\_\_ Cable: \_\_\_\_\_ Other: \_\_\_\_\_

Location: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dig Safe #: \_\_\_\_\_

ALL PERMITS EXPIRE THIRTY DAYS FROM ISSUE. IF AN EXTENSION IS NEEDED YOU MUST REQUEST IT IN WRITING AT LEAST 48 HOURS BEFORE EXPIRATION DATE ON THE PERMIT. IF THIS PROCEDURE IS NOT FOLLOWED, A NEW PERMIT AND FEE WILL BE REQUIRED.

Glenn Smith,  
Water Superintendent \_\_\_\_\_

Date: \_\_\_\_\_

James Mulligan,  
Chief of Police \_\_\_\_\_

Date: \_\_\_\_\_

Peter Durkee,  
Highway Surveyor \_\_\_\_\_

Date: \_\_\_\_\_

YOUR APPLICATION HAS BEEN:      APPROVED: \_\_\_      DENIED: \_\_\_

PERMIT TYPE:      EXCAVATION: \_\_\_\_\_ CURB CUT: \_\_\_\_\_

SPECIAL CONDITIONS:

WATER  
DEPARTMENT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HIGHWAY  
DEPARTMENT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

POLICE  
DEPARTMENT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OTHER: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A COPY OF THIS PERMIT MUST BE ON THE JOB SITE AT ALL TIMES. THE  
PERSON IN CHARGE OF THE JOB SITE SHALL ALSO HAVE A COPY OF THE  
RULES AND REGULATIONS OF THE TOWN OF GEORGETOWN AS THEY  
RELATE TO THIS PERMIT.

INSPECTION SHEET

INSPECTION DATE: \_\_\_\_\_ INSPECTOR \_\_\_\_\_

WORK NEEDED: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

INSPECTION DATE: \_\_\_\_\_ INSPECTOR \_\_\_\_\_

WORK NEEDED \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

INSPECTION DATE: \_\_\_\_\_ INSPECTOR \_\_\_\_\_

WORK NEEDED: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FINAL

INSPECTION DATE: \_\_\_\_\_ INSPECTOR \_\_\_\_\_

WORK NEEDED: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SECURITY BOND CHECK SHEET:

50% RETURN DATE \_\_\_\_\_ APPROVED BY \_\_\_\_\_

AMOUNT \$ \_\_\_\_\_ TYPE OF SECURITY \_\_\_\_\_

25% RETURN DATE \_\_\_\_\_ APPROVED BY \_\_\_\_\_

AMOUNT \$ \_\_\_\_\_ TYPE OF SECURITY \_\_\_\_\_

FINAL 25% RETURN DATE \_\_\_\_\_ APPROVED BY \_\_\_\_\_

AMOUNT \$ \_\_\_\_\_ TYPE OF SECURITY \_\_\_\_\_

PERMIT FINAL CLOSE OUT DATE \_\_\_\_\_ BY \_\_\_\_\_

PERMIT # \_\_\_\_\_ DIG SAFE # \_\_\_\_\_

Contact Person Responsible for job site: \_\_\_\_\_

Phone: \_\_\_\_\_ Emergency Number: \_\_\_\_\_

Page: \_\_\_\_\_ Car or Truck: \_\_\_\_\_

Scope of work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MINIMUM SECURITY DEPOSITS:

Street Excavations: \$5,000.00 \_\_\_\_\_ Date \_\_\_\_\_  
Amount Paid

Right of Way Excavations: \$5,000.00 \_\_\_\_\_ Date \_\_\_\_\_  
Amount Paid

Curb Cut Permit: \$250.00 \_\_\_\_\_ Date \_\_\_\_\_  
Amount Paid

Blanket Bond:# \_\_\_\_\_ Date \_\_\_\_\_  
Amount

I THE APPLICANT AGREE TO ADHERE TO THE FOLLOWING RULES AND PROCEDURES, AND ACKNOWLEDGE THAT SHOULD THE RESTORATION FAIL INSPECTION ANY TIME DURING A THREE (3) YEAR PERIOD, AND AFTER PROPER NOTIFICATION THE APPLICANT FAILS TO PROPERLY RESTORE ANY STREET OR OTHER PROPERTY BELONGING TO THE INHABITANTS OF THE TOWN OF GEORGETOWN MASS, THAT THE TOWN WILL USE ANY PART OR ALL OF THE SECURITY DEPOSIT AND OR PERFORMANCE BOND DEPOSITED WITH THE TOWN OF GEORGETOWN, WITHOUT FURTHER NOTIFICATION TO RESTORE SAID STREET OR PROPERTY TO THE SAME CONDITION AS BEFORE THE WORK WAS DONE. FURTHER THAT ANY VIOLATION OF ANY OF THE ATTACHED RULES OR PROCEDURES WILL BE GROUNDS FOR REVOCATION OF SAID PERMIT.

APPLICANT: \_\_\_\_\_  
PRINTED NAME: \_\_\_\_\_  
DATE: \_\_\_\_\_

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### CURB CUT PERMIT APPLICATION

1. Show street measurement – location of proposed cut and sight distance in both directions.
2. % of grade and width of proposed driveway.
3. Location of stone walls, curbings, trees, etc. that will be removed or disturbed.
4. Type of surface that will be used on proposed driveway.
5. On existing drives, grade change.
6. List any potential problems or existing problems pertaining to drainage or snow removal, or safety.
7. Any excavation on town property will require a street opening permit.
8. Applicant will be responsible for any additional permits required by other town boards, and or commissions.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Date



# Town of Georgetown



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### MEMORANDUM

To: Building Inspector  
From: Highway Surveyor  
Date: \_\_\_\_\_

Please be advised that I have reviewed the curb cut proposal located at:

\_\_\_\_\_ and my recommendation follows:

_____	Recommended:		
_____	Recommended with conditions as indicated below:		
_____	Recommended with suggestions as indicated below:		
_____	Denied:		
_____	Conditions	_____	Suggestions
_____			
_____			
_____			
_____			
_____			
_____			

Very truly yours,

Peter Durkee  
Highway Surveyor

James Mulligan  
Chief of Police

TOWN OF GEORGETOWN MASSACHUSETTS  
HIGHWAY DEPARTMENT  
UTILITY CUT AND STREET OPENING REPAIR PROCEDURES

The hardened surface shall not be disturbed except for a small opening over the main for tapping purposes. The service shall be driven or jacked under the hardened surface. An open cut for the above opening will be allowed under the following conditions: in the surfaced area all trenches shall be cut in straight lines using a concrete saw or other accepted methods equipped to cut the full-depth surfacing. The excavation shall only be between those lines. The cutting operation shall not be done with a backhoe, gradall or any type of ripping equipment. The backfill shall be made in six-inch layers and mechanically compacted to the elevation of the adjoining sub-grade, then gravel shall be placed and compacted to within one and one half inches of the finished grade. The last one and one half inches shall be made with bituminous concrete to form a temporary patch. The temporary patch shall remain in place for at least 60 days unless directed otherwise by the Highway Surveyor. For the permanent patch, the material shall be excavated to a depth of four inches of finished grade. The last four inches shall be surfaced with Bituminous Concrete type 1, compacted on two lifts, consisting of two and one half inches of binder and one and one half inches of top to meet the existing pavement surface. These standards are subject to increase if pavement thickness warrants.

Compaction shall be to 95% relative density. Compaction testing may be required.

Appropriate warning tape shall be placed in backfill for trenches.

If necessary, and directed by the Highway Surveyor, the surface of the patch will be sealed by use of approved infrared treatment and addition or removal of bituminous concrete to make the patch conform to the surrounding area.

If it becomes necessary to open the roadway surface, then the Grantee shall apply for an additional permit to cover this project.

The Grantee shall then pave five feet full width each side of the trench with one and one half inches Type 1 Mix.

In the shoulder, grass and sidewalk area, the backfill shall be made in six-inch layers and mechanically compacted. The shoulder, grass and sidewalk area shall be restored to its original condition in appearance, grade, etc. and all work shall be done to department standards and specifications. This shall include looming and seeding the grass area to a depth of four inches.

The Grantee shall replace the sidewalk area full width from the edge of the curb to the existing edge, or driveway apron.

It shall be the responsibility of the Grantee to replace all pavement markings, which have been disturbed by the permit. These pavement markings shall be restored within ten days after this work is performed or as deemed necessary by the Highway Surveyor and Police Chief.

If it becomes necessary to remove and reset any highway bounds, then the Grantee shall hire a registered professional land surveyor to perform this work. It shall be the responsibility of this land surveyor to submit to this office a statement in writing and a plan containing his stamp and signature showing that said work has been performed.

At no time will any blasting be allowed under the terms of this Permit.

It shall be the responsibility of the Grantee to contact the Highway Surveyor regarding the field location of any underground traffic control devices on this project.

All fiberoptic cable shall be encased in concrete, if less than three feet from grade.

Except in the case of emergency, no street opening shall be allowed between Nov. 15<sup>th</sup> and April 15<sup>th</sup>.

Except in the case of an emergency, no equipment, trucks, etc. shall occupy any part of the traveled way except between the hours of 8 AM. and 5 PM. Monday through Friday. Weekend work is not permitted under the terms of this permit. Also, no work shall be allowed on the day before or after a long weekend, which involves a holiday without the permission of the Highway Surveyor.

No trench shall be left open overnight. If it becomes necessary for said trench to be left overnight then it shall be covered with steel plates. The Grantee shall cover all catch basins with steel plates during the entire time of this operation.

The Grantee shall be responsible for the hiring of police officers during the entire time that work is being done within the Town highway layout. Traffic shall be maintained at all times during this project.

Upon completion of the work herein contemplated all rubbish and debris shall be removed and the roadway and roadsides shall be left neat and presentable and satisfactory to the Highway Surveyor.

The Grantee shall indemnify and save harmless the Town of Georgetown and its Highway Department against all suits, claims of liability of every name and nature arising at any time out of or in consequences of the acts of the Grantee in the performance of the work covered by this permit whether by itself or its employment of subcontractors.

All work shall be done at the direction of and to the satisfaction of the Highway Surveyor and at the Grantee's expense. If it becomes necessary, the Department shall place an Inspector on this project and said Inspector shall be paid for under a reimbursable by the Grantee. The job site will be subject to inspection at any time.

It shall be the responsibility of the Grantee to notify this office. # 978-352-5704, forty-eight hours in advance of starting work on this project. The Grantee shall also notify the Highway Surveyor when he has completed this project.

The Grantee shall place signs, cones and lighted barriers to the satisfaction of this Department, for the protection of the workers and the motoring public in accordance with the approved Manual on Uniform Traffic Control Devices, and the Work Zone Traffic

Control Standards and Guidelines-USDOT-FHWA-December 2000 Edition.

The Grantee shall be responsible for any and all permits needed from the Conservation Commission and the Georgetown Board of Health.

The Grantee may be required to present a plan or drawing of proposed work, as deemed necessary.

The Fire Chief issues all Blasting Permits.

A \_\_\_\_\_ Inch \_\_\_\_\_ Tree at Location \_\_\_\_\_  
Will need to be removed in relation to the project. The Grantee shall furnish proof of a paid order with an established nursery before removing authorized trees. Said order shall be for replacement trees not to exceed \$75.00 per tree in place. Further, that the removal and or trimming of any public shade tree which may be necessary as part of this permit, are subject to the provisions and compliance to MGL. C-87, S-3, which shall be addressed before any work on the project, is commenced.

The Tree Warden shall designate the location of the tree replacement (s). All materials of appropriate size on said trees shall be converted to wood chips and shall be stock piled or broadcasted as directed by the Tree Warden. All work shall be by competent tree men.

In the area of trees, the Grantee shall hand dig the trench for a distance of twenty-five (25) feet on either side of the trunk. If roots are to be left exposed overnight, they will be protected by either wet hay or wet canvas. The Grantee shall place fertilizer at locations designated by the Tree Warden, if deemed necessary. Puddling of the trench will be required for a distance of seventy-five (75) feet on either side of the tree trunk.

All utility companies whose services are located within or adjacent to the proposed installation areas, shall be notified in writing of the proposed installation and or project, at least forty eight (48) hours prior to the start of any excavation. This includes the Town of Georgetown Drainage System.

**NO TRACKED VEHICLES WILL BE ALLOWED ON THE HIGHWAY SURFACE WITHOUT A PROTECTIVE MAT. NO EXCEPTIONS.**

At any time during the operation of this project it becomes necessary for the Grantee to detour traffic, it shall be his/her responsibility to notify the Highway Surveyor in writing 72 hours in advance of said detour. Further, the Grantee shall supply the Highway Surveyor with a plan showing the intended route of this detour, along with the appropriate signage and method of traffic control. (Police, flag persons, etc.) The Grantee shall also state the length of time said detour will be in existence and shall have concurrence from the Chief of Police regarding this detour. All detours are subject to review and concurrence by the Police and Fire Chiefs. If said detour is approved it shall be the responsibility of the Grantee to notify the local Fire Department, Ambulance Services, and to place ads in local papers as deemed necessary. It shall be the responsibility of the Grantee to maintain all detour signs and to cover these signs with burlap when not in use.

The Grantee shall be responsible for all damage to the Town of Georgetown's drainage system, and shall be made to repair at his expense any culvert, catch basin or manhole, that is damaged or disturbed in the excavation or compaction process of this project.

SWEEPING OF ROADS; MUD ON STREETS;

ALL ROADS SHALL BE SWEEPED AND CLEANED NIGHTLY. CALCIUM CHLORIDE SHALL BE USED ON THE ROADWAY IF DUST IS PREVAILING. IF ROADWAYS ARE NOT CLEANED AS DIRECTED ABOVE THE TOWN MAY SWEEP SAID ROADWAY AT THE APPLICANTS EXPENSE. ALL SWEEPING PERFORMED BY THE TOWN OR ITS SUBCONTRACTORS WILL BE CHARGED OUT AT \$90.00 PER HOUR, WITH A FOUR (4) HOUR MINIMUM.

Should weather conditions deteriorate such as heavy rain as to cause extreme mud or soupy conditions the applicant is to shut the job down until conditions dry out. Further it may be required that hay bales be placed anywhere on site of the project for both the control of silt and erosion, as deemed necessary by the Surveyor of Highways.

Town Departments will be excluded from the Permit Application Requirement. However, proper notification and work completion requirements shall be done to specifications contained herein and to the satisfaction of the Surveyor of Highways.

# Town of Georgetown



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Georgetown, MA 01833  
(978) 352-5704

### To be filled out by Applicant and returned to the Water Department

I hereby apply for Water Service and all Highway Permits have been issued:

Owner: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Peter Durkee  
Highway Surveyor: \_\_\_\_\_