Town of Middlebury
Public Works
Work in the Right of Way (ROW) Permit
Permit Fee $100

Permit #	
Map #	Parcel #
Paid	
Check	Cash

No utility, corporation, firm or individual shall perform any excavation work in the public right of ways without a permit for the Town of Middlebury, in accordance with Title 19 VSA, Chapter 11 §1111 and any relevant Town of Middlebury policies or ordinances. All work must comply with Town of Middlebury DPW Standards, VTrans Specifications where required, and the Manual of Uniform Traffic Control Devices. All excavations must be digsafed in accordance with state law.

Please fill out this form completely and contact Middlebury DPW with questions, a payment of **$100** is required for all ROW permits issued and payable at the highway department 1020 Route 7 South, Middlebury, VT.

Applicant's Name	
Applicant's Email	
Business Name (If Any)	
Applicant's Mailing Address	
Applicant's Phone #	
Property Owner	
Area of Lot	
E-911 Adress of Property	

Instructions: This permit is required for work on public property involving driveways, culverts, drainage, ditches, cutting into pavement/sidewalks/curbing. Excavations or any other alterations. The following information is needed: Location of work to be done, reason for the work, materials to be used, sketch of work area, and contractor information.

Application For:
Installation☐ Maintenance☐ Overhead Utilities☐ Underground Utilities☐
Purpose of work:
New Curb Cut ☐ Water ☐ Sewer ☐ Natural Gas☐ Electric☐ Communication☐
Impacted Areas:
Greenbelt☐ Pavement☐ Sidewalk☐ Curb☐
Are the plans attached: Yes☐ No☐ if no please sketch the proposed ROW work on the second page.
Please provide a description of this proposed work:

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I hereby certify that the statements on this application are correct and that I will comply with the Vermont and Middlebury regulations covering the work to be done.

_____ _____

Property Owner Signature Date

Town use only

Water Division Reviewed by: _____ Approved: Y/N____

Comments:

Waste Water Division Reviewed by: _____ Approved: Y/N____

Comments:_

Highway Division Reviewed by: _____ Approved: Y/N____

Comments:

Operations Director Review

Comments:

Decision: Approved☐ Denied☐

Specific Conditions Yes☐ No☐

Director Signature: _____ **Date:** _____

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Sketch of work to be performed

Town of Middlebury
Work in ROW General Conditions

- It is anticipated that all applicants will or have reviewed the Town of Middlebury's "Ordinance Regarding Work in the Public Right-Of-Way". The ordinance can be found on the Town's website under Right of Way Work
- Contact DigSafe prior to beginning any construction excavation.
- Contact the Department of Public Works (388-4045) for sewer and water locates a minimum of 3 working days prior to any construction excavation.
- Notification at least 3 working days prior to work commencing must be made by contacting DPW office at 802-388- 4045 to coordinate relevant inspections as needed.
- Apply and receive approval for all roadway closures, requests shall be made at least 14 working days in advance.
- All water and wastewater connections being made to the town's infrastructure require inspection by town staff
- Work hours in the town are from 7:00am to 5:00pm unless otherwise approved in writing.
- For all work performed by private business owner or homeowner provide a certificate of general liability insurance or homeowner insurance policy.
- Agree to pay for any engineering fees incurred by the town for any special inspections deemed necessary by the project or impacts.
- No materials shall be left in the travel portion of the road unless otherwise approved in writing.
- For all work performed by contractors provide certificate of insurance naming the Town of Middlebury as an additional insured affording the following minimum coverages:

General Liability	
Bodily Injury, per occurrence	$ 1,000,000
Bodily Injury, annual aggregate	$ 2,000,000
Property Damage	$ 1,000,000

Automobile Liability	
Bodily Injury, per occurrence	$ 1,000,000
Bodily Injury, annual aggregate	$ 2,000,000
Property Damage	$ 1,000,000

Workers' Compensation & Employer's Liability	
Statutory Coverage	$ 1,000,000

- Provide a safe and secure worksite when working in the Right of Way, including vehicular & pedestrian safety through signage, barricades, etc. Traffic control shall be provided when working conditions infringe on traveled lane. All efforts shall be made to keep at least one (1) single lane passable at all times during construction. If road is to be closed, submit a traffic control plan showing location of closure, signage and detour route for through traffic. Notify property owners on street and emergency services (police, fire, rescue) for all road closures. For all sidewalk closures detours should be signed at the nearest crosswalk on either side of construction site or appropriate, signed travel route designated around work.
- Protect asphalt and concrete pavements at all times. Use proper blocking under any outriggers to prevent damage. Any excavation in paved areas for utility trenching, tie-ins or any other purpose requires prior approval from the Department of Public Works
- Secure hoisted loads to prevent damage to buildings, street, sidewalk or other infrastructure due to shifting or falling material.

- Flaggers are to stop vehicular and pedestrian traffic through work zone when active hoisting is taking place until load is completely over roof line of building.
- It is assumed that there will be no impact on the vehicular traveled way associated with this work unless otherwise approved and indicated in the application.
- Pipe bedding for sewer laterals shall be sand; free of roots, sod, rubbish, organic or other deleterious materials. Trench backfill shall be suitable common fill; free of sod, topsoil, organics, soft or wet materials and stones, broken pavement or other items larger than twelve (12) inches in diameter (pipe zone to be kept clear of all large material) and compacted in six (6) inch lifts.
- Tie-in at sewer manhole shall be by use of "Kor-N-Seal" flexible gastight and watertight connector or approved equal.
- Tie-in at sewer main shall be made using "Inserta Tee" watertight connector or approved equal. Tie-in shall be made above the springline of the existing sewer pipe.
- Road crossing to be boring a minimum of two (2) feet below bottom of pavement. If open cut trenching becomes necessary, notify Public Works (388-4045) as soon as possible and prior to excavation.
- No frozen material shall be used for backfilling in roadways, sidewalks, or curbs.
- For Boring work, verify depth of any sewer or stormwater lines that cross the boring by removing covers and measuring down to the invert of the pipe at access manholes on either side of the crossing.
- Care will be taken to ensure no sediment leaves the site; this includes tracking from the site into the road. Applicants are responsible for cleaning of the road, or the cost incurred to the town for the cleanup.
- No open excavation shall be left open during overnight hours. If openings are required a written and approved plan for plating and inspections is required.
- All surfaces shall be restored to previous conditions that were disturbed during the project at applicant's expense.
- Maintain minimum clearance of eighteen (18) inches below existing water line at any sewer crossing. If sewer lateral must cross over existing water line, contact Water Department (388-4045) for proper protection procedures.
- It is assumed that there will be no open cut excavation in paved roadways with this work. If open cut trenching becomes necessary, notify Public Works (388-4045) as soon as possible and prior to excavation.
- Driveway apron in the Right of Way shall consist of a minimum 12 (twelve) inch thick, compacted gravel sub-base followed by two (2) layers of Bituminous Concrete (Asphalt) Pavement with two and one-half (2½) inches of base course and one and one-half (1½) inches of top course (both courses shall be compacted). The pavement along the edge of the road shall be cleaned and a tack coat consisting of Emulsified Asphalt shall be applied prior to paving. Protect the edge of pavement at all times.
- In order to comply with Middlebury Zoning and Subdivision Regulations, the existing driveway pavement coming off Weybridge Street will need to be removed in its entirety and the asphalt curbing shall be reinstalled.
- Protect the edge of pavement at all times. Pre-cut pavement for any planned trench work. Any removed or damaged asphalt shall be repaired by saw cutting pavement one (1) foot wider than disturbance and repairing with two and one-half (2½) inches of base course and one and one-half (1½) inches of top course (both courses shall be compacted). A tack coat shall be applied to all cut edges prior to paving. Pavement subbase shall be a minimum of fifteen (15) inches of compacted,

crushed stone or gravel with a nominal maximum aggregate size of one and one-half (1½) inches and the percentage of fines (passing No. 200 sieve) limited to ten (10) percent or less. Highway department to inspect and approve of any trench backfill and compaction in paved areas.

- It is assumed that a Geoprobe type device with a diameter not to exceed three (3) inches will be used to probe for ledge rock. In paved areas a cutting shoe shall be used to create a smooth, uniform, circular cut in the pavement. If the edges of the hole in any paved area is jagged, broken or crumbling then asphalt shall be repaired by saw cutting pavement one (1) foot wider than disturbance and repairing with two and one-half (2½) inches of base course and one and one-half (1½) inches of top course (both courses shall be compacted). A tack coat shall be applied to all cut edges prior to paving. Standard cold or hot patch asphalt may be used for smooth, uniform circular holes in the pavement, match existing pavement depths and compact material.
- Electrical/communication conduit shall be provided under road crossing and shall be Schedule 80 PVC with a minimum bury depth of two (2) feet. Electrical caution tape shall be installed in ROW (excluding any area of boring) a minimum of twelve (12) inches above buried wire.
- Protect concrete sidewalks. Any damaged or broken panels shall be replaced. Tie-ins shall be saw cut with two (2), three-eighth (3/8) inch smooth bars drilled into existing slab and extended into new sidewalk slab. Sidewalk thickness shall be a minimum of 4" (6" through driveway sections). Concrete shall be four thousand (4,000) psi reinforced with micromesh synthetic (polypropylene) fiber added at a rate of one (1) pound per cubic foot of concrete.
- Protect asphalt sidewalk. Any damaged asphalt shall be repaired by saw cutting pavement one (1) foot wider than disturbance and repairing with two (2) inches of base course and one (1) inch of top course (both courses shall be compacted). A tack coat shall be applied to all cut edges prior to paving. Verify or install a minimum twelve (12) inch base of crushed stone.
- Disturbed grass areas shall be restored by placement of topsoil as needed, with minimum of four (4) inch depth, seeding and mulching with minimum of one (1) inch of hay or straw.
- Mailbox installation(s) shall consist of constructing a two (2) foot wide by twenty-one (21) foot long pullout. The mail box shall be positioned thirteen (13) feet from the beginning of the pullout in the direction of travel with the post three (3) feet off the edge of the pullout and the mailbox between forty-two (42) to forty-eight (48) inches above the ground surface.
- Driveway culvert(s) shall be corrugated, HDPE smooth bore with a minimum fifteen (15) inch diameter. Bottom of pipe to rest on native, undisturbed soil with a minimum of one (1) foot of cover over the top of the pipe. Both ends of culvert to be armored with four (4) to six (6) inch rip-rap stone extending a minimum of eight (8) feet from either end.
- Open excavations shall be barricaded or excavated material stockpiled around opening to protect the public from access to the work area. Additional appropriate safety measures will be employed if excavation(s) are to be left open overnight in order to protect the general public.
- Water connection shall be performed using the live-tap procedure (Water Department must be notified and on site to witness tapping procedure and thrust block installation). Water Service Line between main and curb stop is to be Type K Copper, Corporation shall be lead free., Curb Stop to be Mueller B25209 (no lead) or equal, Curb Box to be Pentagon Nut style with stainless steel extension rod. All lines to be buried with a minimum of six (6) feet of cover materials. Curb stop to have wooden marker post extending four (4) feet above ground with top twelve (12) inches painted blue. If water line between curb stop and house is Type K Copper then water meter may be located in house (preferred installation).
- If working within the State Right-Of-Way contact Vermont Department of Transportation District 5 for permit requirements and restrictions.

- Provide record drawing with latitude and longitude of monitoring well locations once installation is complete.
- Provide record drawing with location of extended mainline sewer, new manhole and sewer lateral within the right of way.
- Ensure a clear pass by distance for vehicular traffic of 12' (minimum)
- All scaffold and elevated work platforms shall be fitted with 4" toe boards all around to protect passers-by from falling debris and tools. Separate scaffold from vehicular and pedestrian traffic by placement of highway cones, caution tape, etc. around base of scaffold. Contain all scaffold within area 8' from exterior building wall. Ensure a clear pass by distance for vehicular traffic of 12' (minimum).
- This permit does not give permission for entrance onto private lands, nor does it relieve the permitted of responsibility from obtaining any other necessary permits. The Town of Middlebury has no jurisdiction over wetlands nor issues any advice or findings on potential impacts of this project on wetlands or waters of the State.
- The town reserves the right to rescind without advance notice this permit and to stop working if the public interest/safety so requires.
- All work shall be warrantied at the applicant's expense for 1 calendar year from the work being completed