

TOWN OF YARMOUTH - RIGHT OF WAY / UTILITY LOCATION PERMIT APPLICATION

TO CONSTRUCT, OPERATE, PLACE & MAINTAIN ITEMS, UTILITIES, FACILITIES WITHIN THE TOWN RIGHT OF WAY

PERMIT NUMBER (Office Use) _____ MAP _____ LOT _____ EXT _____

<u>APPLICANT NAME & ADDRESS</u>	<u>WORK LOCATION</u>	<u>FACILITY TYPE</u>	
		<input type="checkbox"/> Driveway	<input type="checkbox"/> Landscaping
		<input type="checkbox"/> Electric	<input type="checkbox"/> Gas
		<input type="checkbox"/> Sewer	<input type="checkbox"/> Water
<u>EMAIL:</u>		<input type="checkbox"/> Telecom	<input type="checkbox"/> Other

<u>DIG SAFE NUMBER</u>	<u>START DATE</u>	<u>COMPLETION DATE</u>

<u>WORK TYPE</u>	<u>SERVICE TYPE</u>	<u>PROPOSED WORK METHOD</u>	<u>FACILITY ORIENTATION</u>
<input type="checkbox"/> New Construction	<input type="checkbox"/> Distribution/Main Ext.	<input type="checkbox"/> Excavation	<input type="checkbox"/> Crossing ROW
<input type="checkbox"/> Improve / Repair Existing	<input type="checkbox"/> Private	<input type="checkbox"/> Trenching	<input type="checkbox"/> Parallel to ROW
<input type="checkbox"/> Removal	<input type="checkbox"/> Public	<input type="checkbox"/> Vacuum Excavation	<input type="checkbox"/> Underground
<input type="checkbox"/> Maintenance	<input type="checkbox"/> Service	<input type="checkbox"/> Boring	<input type="checkbox"/> Overhead
<input type="checkbox"/> Discontinue/ Left in Place	<input type="checkbox"/> Commercial	Type: _____	<input type="checkbox"/> Other
	<input type="checkbox"/> Residential		

LOCATION DESCRIPTION - PROVIDE MAP / PLAN / SKETCH OF PROJECT AREA (See Instructions on Page 3)

<u>WILL THE LOCATION REQUIRE PAVING?</u>	<u>WORK ZONE REQUIREMENTS</u>
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> N/A
<input type="checkbox"/> Aprons <input type="checkbox"/> Curb	<input type="checkbox"/> Lane Closure - must conform with MUTCD requirements.
<input type="checkbox"/> Street <input type="checkbox"/> Sidewalk	<input type="checkbox"/> Road Closure - must conform with MUTCD requirements - Traffic Plan required.

WILL SIDEWALK OR STREET CLOSURES / DETOURS BE REQUIRED TO PERFORM THIS WORK?
 YES NO If YES, please provide a Traffic / Pedestrian Management Plan.

WILL TREE PRUNING / REMOVAL BE REQUIRED TO PERFORM THIS WORK?
 YES NO If YES, a description of work is required.

WILL THE UTILITY BE CROSSING UNDER A RAILROAD?
 YES NO N/A If YES, coordination with Railroad is required.

WILL THE UTILITY BE CROSSING A BRIDGE OR CULVERT?
 YES NO N/A If YES, a plan of attachment and coordination with the Municipality / MDOT is required.

<u>ENVIRONMENTAL PERMITS REQUIRED?</u>	<u>CONTRACTOR RESPONSIBLE FOR WORK</u>
<input type="checkbox"/> YES <input type="checkbox"/> NO	Company Name:
Type: _____	Number:
	E-Mail:

<u>PERSON RESPONSIBLE FOR CONSTRUCTION</u>	<u>PERSON RESPONSIBLE FOR ON SITE WORK</u>
Name:	Name:
Number:	Number:
E-Mail:	E-Mail:

<u>EMERGENCY CONTACT</u>	<u>EMERGENCY CONTACT</u>
Name:	Name:
Number:	Number:
E-Mail:	E-Mail:

Permit Fee: \$25.00 - Minor Right of Way Permit	ALL CHECKS PAYABLE TO: Town of Yarmouth
Permit Fee: \$300.00 - Major - Right of Way Permit	See "Permit Fee" Section in Permit Requirements for Fee Clarification.
Permit Fee: Time & Materials - Utility Location Permit	

- NOTICE TO APPLICANT**
1. No work is to commence in the pavement between November 15 and May 1 without permission.
 2. No excavation work is to commence until Dig Safe and all underground facility operators have been duly notified of the work 3 business days in advance, in accordance with current State of Maine statutory requirements.
 3. Penalty Fee of \$250.00, in addition to permit fee, for failure to obtain permit prior to commencing work.
 3. All work must conform to the requirements of the Right of Way Permit and Town of Yarmouth Ordinances.
 4. Final inspections required.
 5. Applicant responsible for all maintenance and restoration costs.

TOWN OF YARMOUTH - RIGHT OF WAY PERMIT APPLICATION

CERTIFICATION

I hereby certify that I have the authorization to make this application and that the information is complete and correct. I understand that false statements or misrepresentation could result in, among other things, revocation of the application or permit. It is also hereby agreed and understood that in consideration of the approval of this application that: (1) the Applicant agrees to all terms and conditions of the permit issued; and (2) the proposed construction shall be performed and completed in accordance with all applicable Town, State and Federal laws, rules, regulations and ordinances, and subject to the inspection and control of the Municipality; and (3) that all plans and other documents submitted by the Applicant for approval by the Municipality in conjunction with this application are hereby made a material part of this application.

PRINT NAME:	SIGNATURE:	DATE:
PHONE:	E-MAIL:	

STAFF CONTACT INFORMATION

Name & Position	Phone Number	E-Mail
Steve Johnson - Town Engineer	207-846-2401	sjohnson@yarmouth.me.us
Erik Street - Public Works Director	207-846-2401	estreet@yarmouth.me.us
Joe Coulombe - Project Manager	207-846-2401	jcoulombe@yarmouth.me.us
Kevin Prout - Highway Superintendent	207-846-2416	kprout@yarmouth.me.us
Chris Cline - Wastewater Superintendent	207-846-2415	ccline@yarmouth.me.us
Nat Tupper - Town Manager	207-846-9036	ntupper@yarmouth.me.us
Yarmouth Town Hall - Phone	207-846-2401	
Yarmouth Town Hall - Fax	207-846-2438	
Town of Yarmouth Web Site		www.yarmouth.me.us

Town of Yarmouth
Right of Way / Utility Location Permit Application
LOCATION OF PROJECT AREA

Describe scope of work below AND provide or attach map, plan or sketch. Show distance of opening from curb or pavement edge, width, depth and length of opening; nearest intersection street; street numbers and abutting properties; existing utilities; proposed locations of barricades, warning signs, detour signs and detour routes.



TOWN OF YARMOUTH

RIGHT OF WAY PERMIT REQUIREMENTS

APPLICATION

The application is required for all work being performed in the Town Right of Way (ROW), and must include the following information:

- Applicant Information
- Contact Information
- Work Location & Phasing Plan
- Facility Type
- Dig Safe #
- Start & Completion Date
- Work Type
- Service Type
- Proposed Work Method
- Utility Orientation
- Location Description
- Work Zone Requirements
- Paving Impacts
- Pedestrian Traffic Impacts
- Tree & Vegetation Impacts
- Railroad & Bridge / Culvert Impacts
- Environmental Permitting
- Certificate of Liability Insurance

PERMIT FEE

Minor Right of Way Permit - \$25.00 Fee: A flat fee of \$25.00 will be charged for all projects that do not require on-site Town inspection and tracking.

Major Right of Way Permit - \$300.00 Fee: A flat fee of \$300.00 will be charged for all projects that require basic inspection and oversight from the Town. (Administrative review, tracking, permit issuance, restoration inspection and final pavement restoration inspection.)

Utility Location Permit - Time & Materials: For Distribution Lines / Main Extensions / Large Projects – permit applications will be reviewed and issued on a time and materials basis for staff involved. This includes, but is not limited to, administrative review, meeting coordination, field location meetings and permit issuance.

\$250.00 Penalty Fee: A \$250.00 penalty fee will be added to the permit fee if work is started before the permit is issued.

INSPECTIONS

The Town will provide on-site inspections for the following items (including but not limited to):

- Pavement Cuts
- Ditching
- Driveway Entrances / Alterations
- Trench Backfill
- Gravel & Pavement Compaction
- Paving of Trenches
- Landscaping / Hardscape
- Loam & Seed Impacts
- Utility Location
- Work Zone Requirements (Traffic Control Plans)

PERMIT

The permit is granted to the Applicant once the application has been approved. No work can commence without approval.

Failure to obtain a permit prior to commencing the work will result in a \$200.00 after-the-fact fee.

All maintenance and restoration costs are the responsibility of the Contractor.

All private items placed in the ROW are done so at the Owner's risk. The Town assumes no responsibility should these items be damaged or need to be moved or relocated due to future ROW conflicts.

CERTIFICATION

Certification of inspection and location will be provided to the Applicant once a final inspection has been completed, and all work within the bounds of this permit have met the required municipal standards.

If an inspection deems the work unsatisfactory, the Contractor will have 30 days to make corrections. Failure to do so will delay Certification and potentially impact future permits.

The Certification only certifies that the permit conditions have been met. It does not lessen the warranty responsibilities of the Applicant or any future action required.

LOCATION DESCRIPTION

The actual location of the proposed work will be determined on a case-by-case basis. The Town will work with the Applicant to determine the most suitable location, taking into consideration the current condition of the street, existing utilities and future plans.

Once the location has been determined, the Applicant will provide a map, sketch or plan showing the final location.

TRENCH MAINTENANCE

Contractor is responsible for maintaining cuts and trenches until they can be properly restored. If gravel, the trench must be shimmed and graded out, compacted daily, and be left smooth for traffic. Depending on conditions and traffic flow, other temporary materials such as reclaim and/or cold patch may be required or substituted. Best Management Practices (BMP's) for erosion and sediment control apply.

PAVEMENT & TRENCH RESTORATION

All open trenches are required to be cut wide enough to accommodate compaction equipment that will achieve 95%. Third party testing may be done by the Town. All failed tests will require a second test at the Applicant's expense.

All trench excavations will require that existing material be re-used unless found unsuitable to do so. Approved replacement material will be at the direction of the Town Engineer, Public Works Director or Town representative.

All pavement cuts require smooth straight saw-cut edges and will be swept and coated with tack prior to paving. If the condition of the street is such that smooth straight edges cannot be obtained, the Town Engineer, Public Works Director or Town representative will agree on a suitable treatment.

Pavement thickness shall match existing conditions or a total of 4", whatever is greater. Paving shall be done in two lifts – 2 ½" binder (19 mm) and 1 ½" of surface (9.5 mm).

After the restored pavement has completed one freeze thaw cycle, the restored area will be milled out, including an area of 12" in width, both sides of the existing trench seam, to a depth of 1 ¼". Edges will be tacked and a 1 ¼" overlay of 9.5 mm will be installed and compacted.

In the event a newly constructed, rehabilitated and/or repaved road (within the last 5 years) must be excavated or disturbed as a result of the work under this permit, the Permittee shall restore said road by the standards set forth in M.R.S.A. Title 23, Part 3, Chapter 307, Section 3351-A.

Section 3351-A **Moratorium Restoration Requirement**

If a municipality issues a permit to open a street within 5 years after that street or highway was paved or substantially repaired, the municipality may require the permittee to relay the full width of the road surface on both sides of the cut for a distance of 20 feet from the furthest outside edges of the cut. If that repair overlaps the edge of a repair from a previous opening, the municipality may require the permittee to relay the full width of the road to the furthest edge of that previous repair. The municipality may prescribe the depth and method of restoring the pavement based upon the class of the street, except that in no case may the depth of the restored pavement be less than 1 ½" inches.

PAVEMENT / TRENCH RESTORATION DETAILS

Trench and pavement restoration shall consist of the following standards:

- 18" sub-base (MDOT 703.06 spec.) "D" gravel (or 15" type D & 3" type A gravel); and
- 4" of hot mix asphalt (2.5" of 19.5 mm, 1.5" of 9.5 mm).

All layers shall be compacted in accordance with MDOT construction standards.

WARRANTY PERIOD

The Applicant is responsible for the trench and all associated work for a period of 24 months. At the end of the first frost cycle, Applicant is responsible for milling out the existing trench 1 ¼" deep and full-width, including an additional 12" on either side of existing seam, then repave.

Applicant is responsible for all defects associated with the utility trench – including but not limited to:

- Paving, gravel shoulders, and curb or concrete work required by permit;
- Trench settlement; and
- Vegetation – grass restoration required by permit.

Contractor will have 24 hours to address emergency defects, or the Town will respond and invoice the Contractor / Applicant for the repairs.

Other non-emergency issues must be addressed within 5 days. Depending on the time of year, a temporary fix may be allowed until permanent repairs can be made. Contractors are responsible for trench maintenance while waiting for permanent restoration to occur.

AS-BUILTS

Electronic or paper as-builts, depending on the project size / scope, will be provided to the Town indicating the location of any infrastructure.

Utilities shall provide each Town with ongoing annual as-builts to indicate changes to their infrastructure.

LOCATION OF STRUCTURES

The Town and any existing utility that is legally located within the Town's ROW shall reserve the right to review and approve any applicable separation distances for their respective utility. The Town reserves the right to determine and approve the final location of all utilities / items placed in the Town ROW or Town easement.

INSURANCE

Certificate of Liability Insurance meeting the Town of Yarmouth's requirements shall be submitted with this permit application.

PUBLIC NOTIFICATION

The Permittee shall provide to each municipality and abutting properties a Public Notice that shall include timing, sequencing, work zone updates and schedule of proposed work. Public Notifications shall occur on an ongoing basis as needed.

CONTACT INFORMATION

Contact information of the Applicant, Utility Company, and Site Contractor must be provided, and must also include emergency numbers to address issues that may arise after hours.