

**Town of Plymouth  
Highway Department**

31 South St., Plymouth, NH 03264  
Ph: 603-536-1623 Fax: 603-536-0042

**PERMIT #:** \_\_\_\_\_  
**DATE APPROVED:** \_\_\_\_\_

**Roadway/Trench Excavation Permit, Rev. 5/2018**

**PERMIT FEE: \$50.00**

**PURPOSE: To insure that pavement/road restoration is accomplished in an efficient manner to produce the least inconvenience to the traveling public and to protect taxpayers' investment.**

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Date: \_\_\_\_\_ Property ID Number: \_\_\_\_\_ - \_\_\_\_\_

1. Location of work to be performed:  
\_\_\_\_\_
2. Depth of Trench or Excavation: \_\_\_\_\_ If culvert is to be installed, provide the culvert diameter \_\_\_\_\_ and culvert length \_\_\_\_\_. Include a sketch or plan to this application.
3. Date (s) work will start: \_\_\_\_\_ work will be completed: \_\_\_\_\_
4. I/we request permission to disturb the road surface at the above named location in accordance with all town ordinances.

I/We (Owner) \_\_\_\_\_ and I/We (The Contractor) \_\_\_\_\_ hereby agree to conform to the following specifications while performing the above described work:

1. In areas where the pavement is to be excavated, it shall be neatly cut with square edges by machine at each side of all trenches. Every precaution shall be used to prevent undermining of the adjacent pavement. Any undermined areas shall have the projecting pavement cut square and removed one foot (1') beyond the limits of excavation.
2. All excavation shall be performed in such a manner as will produce the minimum possible width of disturbed area. Sheeting shall be used as required to prevent cave-ins. Blasting shall be performed by a licensed blaster in a manner that will minimize disturbance beyond the trench limit.
3. All backfilled materials shall be compacted at optimum moisture content, in layers not exceeding 18 inches using pneumatic tampers, vibratory compactors or other approved means. The material shall be compacted to 95% density. Water shall be uniformly applied during the compaction in the amount necessary for proper consolidation; puddling shall not be allowed. The compacted backfill materials shall be laid twelve inches (12") from the road surface. Nine inches (9") of crushed bank run gravel shall then be compacted in place.

Applicant initial here: \_\_\_\_\_

4. Backfill shall be approved materials free of rock in excess of six inches (6") in size, free of frost and shall contain minimal organic matter and be granular in nature.
5. The pavement shall be sawn or cut in a neat manner on either side of the trench to provide a one foot (1') minimum overlap of the final patch on undisturbed base material. Within the sawcut limits, any existing or temporary pavement materials shall be removed and replaced with a 3 1/2" depth of hot bituminous pavement placed in an approved manner. Pavement edges at trench cuts shall be coated with an approved binding agent before the final patch is applied. This final application shall consist of a 2" base course and a 1 1/2" wearing course and will be laid and compacted to meet the existing pavement crown and grade.
6. In the event hot bituminous pavement is not available, a temporary patch may be accomplished with 3" of "cold patch" compacted in place. Any temporary patches shall be replaced as specified above as soon as materials become available. The surety bond amount will not be released until a permanent patch is in place.
7. Existing grassed areas, shoulders, sidewalks, curbing or other appurtenances shall be restored to original or better condition at the contractor's expense.
8. Traffic shall be maintained during the performance of the work and the work site shall be protected by suitable barricades, warning devices and signs. Uniformed traffic officers shall be provided whenever two-way traffic cannot be maintained or at the request of the Town during any time that it deems them necessary for the protection of the public.
9. On weekends and holidays as well as on work days during the hours the jobsite is inactive, a crew shall be made available in case they are needed for maintenance of traffic. One or more telephone numbers, which will contact the crew, shall be furnished to the Plymouth Police Department and shall be written on this permit application.
10. Suitable access to properties abutting the work site shall be maintained at all times. Two-way traffic shall be maintained when the jobsite is inactive. Open trenches, outside of the normal working hours, shall be allowed only with expressed permission from the Highway Department Manager.
11. Any future distortion along the trench lines due to settlement or other causes attributable to the construction shall be corrected at the owner's expense during a two year period following the completion of the project.
12. No trenches or pavement cuts in the traveled way shall be left unpaved for a period of more than five (5) working days unless specifically authorized by the Highway Department Manager.
13. In those instances where a pavement cut or trench travels a significant distance along the traveled way, the permittee shall, within a period of not less than twelve (12) months nor more than twenty-four (24) months, shim the entire trench limits with a 3/8" wearing course hot plant mix bituminous material. Manhole covers, catch basin grates, etc., shall be adjusted by the permittee to be level with the new surface.
14. I/We the permittee agree to save the Town of Plymouth from any claims arising from the performance of the work, or from trench settlement or other deficiencies attributable to said construction for a period of two (2) years following the acceptance of the project by the owners. Copies of the applicable certificates of insurance shall be provided to the Town prior to construction.
15. I/We the permittee agree to assume such additional cost as the Town may incur by reason of failure to perform this work in the manner prescribed above.

Applicant initial here: \_\_\_\_\_

16. Permission for the above described construction, maintenance or operation is granted subject to the instruction, conditions and agreements herein. Failure to comply with the provisions of this permit will serve as reason for revocation. In the event this permit is revoked, any resulting costs incurred by the Town, including overhead, shall be assumed by the permittee.
17. I/We agree to comply with the above requirements as part of the performance of the proposed.
18. I/We, the owners, agree to obtain additional Roadway/Trench Excavation Permits from the Town before performing any future excavations or for maintenance or renewal of the said cuts or other appurtenances thereto within the highway limits.
19. It is understood and agreed that this permit is for the right of construction, occupancy, operation and maintenance of the said cuts and appurtenances. The Town reserves the right to require, in the event of future alterations of the highway, certain alterations, relocations, or complete removal of said cuts and appurtenances and I/We, the owners, agree to perform such work promptly and at our own expense.
20. During the period of November 1<sup>st</sup> thru April 15<sup>th</sup>, Roadway Opening Permits shall not be issued without surety being provided by the applicant in an amount acceptable to the Town.
21. **NH RSA 374** requires that **DIG SAFE** be notified before any excavation is allowed to begin. Call **1-888-344-7233** to obtain the required **DIG SAFE** number.
22. **Any alteration, deletion, cross-out or addition to this Application without accompanying written permission from the Board of Selectmen or its Designee shall result in the Denial of the Application and potential invocation of the Penalty clause in the Ordinance.**

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I/We agree to indemnify, defend and save harmless the town of Plymouth from any and all claims arising from the construction, maintenance and operation of the said item(s) and appurtenances as described in this Permit and agree to obtain Permits from the Plymouth Highway Manager before performing any future excavation for maintenance or renewal of the said item(s) or appurtenances within the highway limits.

Applicant initial here: \_\_\_\_\_

I/We agree to assume such additional cost as the Town may incur due to the maintenance, operation, renewal, extension and inspection or of my/our failure to perform this work in the manner prescribed. It is understood and agreed that this permit is for the right of construction, occupancy, operation and future maintenance of said items or appurtenances as described in the Permit and is by sufferance only. In the event of future alterations to the highway or highway right-of-way, the Town reserves the right to require alterations, relocations, or complete removal of said item(s) promptly and at no expense to the Town. Prior to initiating work, the applicant may be required to furnish a SURETY BOND or LETTER OF CREDIT in an amount of \$3,000 at a minimum, which shall remain in force for two years after completion and the Town's acceptance of the Project.

Applicant initial here: \_\_\_\_\_

**INSPECTION:**

Proper inspection by the Highway Manager or his designee shall be required in conjunction with all street excavation permits. The permit holder shall call for inspections as directed by the Town Engineer. The expense of inspections shall be borne by the permit holder, who shall post an estimated inspection expense at the time of permit issue.

**By signature(s) below, I/We agree to the conditions and/or additional requirements as set forth in this document.**

**(PLEASE PRINT)**

**PROPERTY OWNER:**

Name: \_\_\_\_\_

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

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

Signature: \_\_\_\_\_

**APPLICANT:**

Name: \_\_\_\_\_

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

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

Signature: \_\_\_\_\_

**CONTRACTOR:**

Name: \_\_\_\_\_

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

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

Signature: \_\_\_\_\_

**CONSTRUCTION DATES:**

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

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

**DIG SAFE AUTHORIZATION #:** \_\_\_\_\_

**EMERGENCY CONTACT PERSONNEL: (per #9 of Application**

Name: \_\_\_\_\_

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

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

Name: \_\_\_\_\_

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

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

**FOR OFFICE USE ONLY**

**APPROVED BY:** \_\_\_\_\_

Plymouth Highway Superintendent

**DATE:** \_\_\_\_\_

Insurance Certificates: \_\_\_\_\_

Surety Bond Amount: \_\_\_\_\_

Other: \_\_\_\_\_

Bond Amount: \_\_\_\_\_

Bond Received by: \_\_\_\_\_

Check #/Name: \_\_\_\_\_ Date: \_\_\_\_\_

Letter of Credit to Town From: \_\_\_\_\_

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