



Town of Richmond  
P.O. Box 285  
Richmond, VT 05477  
Phone Contacts: Highway Dept – 434-2631  
Water Resources – 434-2178  
Town Administrator – 434-5170

Application #: \_\_\_\_\_

**APPLICATION FOR PERMIT FOR USE OF PUBLIC RIGHT-OF-WAY**

No utility, corporation, firm, or individual shall perform any excavation work in public rights-of-way without a permit from the Town of Richmond, in accordance with Title 19 V.S.A., Chapter 11, Section 1111 and any relevant Town of Richmond ordinances. All work must comply with the latest versions of the Town of Richmond Public Works Specifications, State of Vermont Agency of Transportation Standard Specifications for Construction, and the Manual of Uniform Traffic Control Devices (MUTCD).

Applicant:/Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Primary Contact: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Subcontractor Company (if different than applicant): \_\_\_\_\_

Applicant/Company  Contractor  [check one] License #: \_\_\_\_\_

Project Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Emergency/Evening-Weekend contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Work Site Location(s): \_\_\_\_\_

Description of Work: \_\_\_\_\_

[Please include site map showing all project areas. If construction materials are to be stored during the project, please show the storage area location and dimensions on the project site map.]

Dig Safe Permit Number: \_\_\_\_\_

Application is for: Installation: Overhead  Underground   
Maintenance: Overhead  Underground

Purpose of work project: Water  Natural Gas  Electric  Cable  Phone  Sewer

Type of work: Cut  Bore  Jack  Other  \_\_\_\_\_

Dimensions of the total work area: # of excavation(s) of the following:

- 1) \_\_\_\_\_ square feet of pavement surface:      2) \_\_\_\_\_ linear feet sidewalk:
- 3) \_\_\_\_\_ linear feet curb:                                      4) \_\_\_\_\_ square feet of greenbelt

Description of warning device to be utilized: \_\_\_\_\_

Project beginning date: \_\_\_\_\_ Project ending date: \_\_\_\_\_

I hereby agree to comply with the Richmond Public Works Standards and the conditions of this permit and to contact the DIG SAFE program (888-344-7233) at least 48 hours before commencing work.

Applicant Signature: \_\_\_\_\_ Application Date: \_\_\_\_\_

Fee Structure:  
Permit Fee: \$100  
Inspection Fee: \$100

Other fees, including project oversight fees or escrow fees, may be required by the Town of Richmond at the discretion of the Selectboard (or designee).

**Permit for Use of Public Right-of-Way**  
**PERMIT SUBMISSION REQUIREMENTS**

Application submission requirements: Please contact the Highway Dept., Water Resources Dept, or Town Administrator for guidance prior to submitting an application. In addition to a completed application, please submit the following:

1. Two paper copies and one electronic copy of: a. site map; b. project work plan/engineering plan.
2. A copy of a certificate of commercial liability and property/casualty insurance, endorsed to the Town of Richmond:
  - a. For excavation/construction projects: not less than \$1,000,000, per occurrence, and \$2,000,000 aggregate.
  - b. For maintenance projects (such as roadside or park mowing): not less than \$300,000, per occurrence.

Conditions:

The following conditions apply to the permittee (applicant). In addition, unless specifically noted below, all projects must adhere to the Richmond Public Works Standards, located on the Town of Richmond web site (documents section) [www.richmondvt.com](http://www.richmondvt.com).

- Meet all requirements as set forth in 19 V.S.A., Section 1111.(c)(1)
- Give 2 business days' written notice, except for emergencies, to the Town for any construction in the public right-of-way to discuss inspection times and special conditions
- Maintain the following work hours: 7:00 AM to 5:00 PM, unless other hours of work are approved below
- Restore roads, ditches, culverts, water lines, sewer lines, stormwater lines, and any other public infrastructure to the condition found at the start of construction
- Agree to pay any engineering fees incurred by the Town for any special inspections deemed necessary
- Supply all signs, flagging and safety equipment for temporary traffic control in accordance with MUTCD
- Avoid disturbance of all road-crossing culverts
- Keep starter and receiving pits a minimum of 10 feet from the end of any road pavement
- Do not leave any materials on the traveled portion of a road overnight
- Do not leave open excavation during overnight hours (5:00 PM to 7:00 AM, unless otherwise noted below)
- Use vibratory compaction equipment during the backfill process
- Use NO frozen backfill
- Trench or excavation backfill for the road must be the same type of material that that was removed.
- Remove and reinstall speed limit sign(s) in the same location
- Apply in writing regarding requests for any public road closure. [*Written approval from Town of Richmond is required.*]
- Call Dig Safe's One Call Number, 1-800-225-4977, at least 48 hours before planned digging
- Permit expiration date: Six months from date of issuance
- The Town, including the Police Department, reserves the right to rescind, without advance notice, any permission to close, obstruct, or excavate within a public right-of-way if the public interest and/or safety so requires.
- For road openings, the Town reserves the right to require a cash escrow, to be returned after 6 months if the disturbed road area passes inspection. The escrow amount represents approx.10% of the estimated cost – \$250 minimum/\$1000 maximum

-----  
 \*\*\* FOR OFFICIAL TOWN OF RICHMOND USE ONLY \*\*\*

Application #: \_\_\_\_\_ Date complete application received: \_\_\_\_\_

|  |                 |
|--|-----------------|
| Fee: Permit  | \$ _____        |
| Fee: Inspection                                    | \$ _____        |
| Other Fee: Pavement/Concrete/Green Space           | \$ _____        |
| Other Fee: Storage of Articles During Construction | \$ _____        |
| Other Fee: Escrow for road opening                 | \$ _____        |
| Other Fee: Other _____                             | \$ _____        |
| <b>Fees: Total Amount Due</b>                      | <b>\$ _____</b> |
| Fee: Amount to be paid at time of permit issuance  | \$ _____        |

**RESTRICTIONS & SPECIAL CONDITIONS**

Highway Dept.Comments: \_\_\_\_\_

Water Resources Dept.Comments: \_\_\_\_\_

**DECISION:** (circle one)      **Approved**      **Denied**

\_\_\_\_\_  
 For the Richmond Selectboard  
 Approval Date: \_\_\_\_\_      Expiration Date: \_\_\_\_\_

|                       |       |       |            |
|-----------------------|-------|-------|------------|
| Plan reviewed by:     | _____ | _____ | Date _____ |
| Inspections by:       | _____ | _____ | Date _____ |
| Road Closure review:  | _____ | _____ | Date _____ |
| Work in Progress:     | _____ | _____ | Date _____ |
| Review at completion: | _____ | _____ | Date _____ |
| Deposit returned:     | _____ | _____ | Date _____ |
| Escrow returned:      | _____ | _____ | Date _____ |