



USE OF RIGHT-OF-WAY (ROW) PERMIT APPLICATION

No utility, corporation, firm, or individual shall perform any excavation work in the public rights-of ways without a permit from the Town of Richmond, in accordance with Title 19 VSA, Chapter 11, Section 1111 and any relevant Town of Richmond ordinances. All work must comply with the *Public Improvement Standards & Specifications for the Town of Richmond* (see municipal website), State of VT AOT Standard Specifications for Construction, and the Manual of Uniform Traffic Control Devices (MUTCD).

Please provide all the information requested in this application. If you have questions please contact the Highway Department at 434-2631. Additional local permits and approvals may also be required, contact the Zoning Administrative Officer at 802-434-2430.

Application Date: _____ Physical Address of site work: _____

Applicant Name: _____ Subcontractor Name: _____

Applicant Mailing Address: _____ Subcontractor Mailing Address: _____

Phone: _____ Phone: _____

Email: _____ Email: _____

Applicant (check one): Company Contractor Advisor License # (if applicable) _____

Project Supervisor: _____ Phone: _____ Email: _____

Emergency / Evening or Weekend Contact: _____ Phone: _____

Description of Project: _____

Is project in floodplain? _____

Application is for (check all that apply): installation maintenance overhead utilities underground utilities

Purpose of work (check all that apply): water sewer natural gas electric cable phone internet

Type of work (check all that apply): cut bore jack other: _____

Dimensions of total work area: Sq ft of pavement surface: _____ Linear feet curb: _____ Linear feet sidewalk: _____

Description of warning device to be utilized: _____ Project start /end date: _____/_____

Applicants are required to call DIG SAFE, please include the Dig Safe Permit #: _____

The following conditions apply to this approval, please initial all of the following to indicate you have read all the conditions:

____ Unless specifically noted below, all projects must adhere to the Richmond Public Improvement Standards and Specifications.

____ All projects must 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.

____ Apply in writing regarding requests for any public road closure. [Written approval from Town of Richmond is required.]

____ Maintain the following work hours: 7:00 AM to 5:00 PM, unless other hours are approved.

____ Agree to pay any engineering fees incurred by the Town for any special inspections deemed necessary.

____ 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.

____ Supply all signs, flagging and safety equipment for temporary traffic control in accordance with MUTCD.

____ 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.

____ Trench or excavation backfill for the road must be the same type of material that that was removed. Use NO frozen backfill.

____ Avoid disturbance of all road-crossing culverts.

____ Restore roads, ditches, culverts, water lines, sewer lines, stormwater lines, and any other public infrastructure to the condition found at the start of construction.

____ Remove and reinstall speed limit sign(s) in the same location

____ 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.

Along with this completed form please include the following:

- Two paper copies and one electronic copy of the following maps and plans:
 - A. Sketch Plan showing the proposed location of the project location. If construction materials are to be stored during the project, please show the storage area location and dimensions; and
 - B. project work plan/engineering plan.
- A copy of a certificate of commercial liability and property/casualty insurance, name the Town of Richmond as an additional insured for excavation / construction projects not less than \$1,000,000, per occurrence and \$2,000,000 aggregate; AND/OR for maintenance projects (such as roadside or park mowing, not less than \$300,000 per occurrence).
- Use of Public Right-of-Way Application Fee— \$215.00 residential/ \$245.00 commercial

Submit the completed application form with the required fee to Planning & Zoning Office.

Signatures: The undersigned hereby certifies this information to be complete and true.

_____ date _____ date
 Applicant Signature Subcontractor Signature

NOTE: This permit shall expire six months from date of issuance.

— DO NOT WRITE BELOW THIS LINE—OFFICE USE ONLY—DO NOT WRITE BELOW THIS LINE—OFFICE USE ONLY—DO NOT WRITE BELOW THIS LINE—OFFICE USE ONLY —

Application received by ZAO & forwarded to Highway Department (date & initial): _____ Fee: _____

Highway Department Comments: _____

Is a post construction inspection required? YES / NO Reason for post construction inspection: _____

Is an independent professional inspection required? YES / NO Reason for independent professional inspection: _____

Highway Foreman signature: _____ Date: _____

Date of completed post construction inspection / independent professional inspection: _____

➤ Forward application to Water Resources for review—

Water Resources Comments: _____

Is a post construction inspection required? YES / NO Reason for post construction inspection: _____

Is an independent professional inspection required? YES / NO Reason for independent professional inspection: _____

Water Resources Signature: _____ Date: _____

Date of completed post construction inspection / independent professional inspection: _____

➤ Forward application to Town Manager for final review and approval—

Town Manager Comments: _____

Decision: APPROVED / DENIED / WITHDRAWN

Town Manager Signature: _____ Date: _____

Return approved application to Planning & Zoning Office for applicant notification and filing (ZAO date & initial): _____