

**TOWN OF CHATHAM
SPECIFICATIONS FOR EXCAVATION/CONSTRUCTION
WITHIN PUBLIC WAYS**

SECTION I: GENERAL REQUIREMENTS

A. PREFACE

1. ANY PUBLIC UTILITY COMPANY, PRIVATE CONTRACTOR, BUILDER, OR ANY PERSON (S) WHO INTENDS TO CUT ANY STREET, BERM, CURB OR SIDEWALK SURFACE, CONSTRUCT A DRIVEWAY OR EXCAVATE ANY SHOULDER WITHIN THE LIMITS OF A TOWN WAY IN THE TOWN OF CHATHAM, FOR ANY REASON, MUST FIRST OBTAIN A PERMIT FROM THE CHATHAM HIGHWAY DEPARTMENT.

2. THIS PERMIT WILL BE APPLIED FOR AT LEAST SEVENTY TWO (72) HOURS BEFORE ANY FORM OF EXCAVATION IS STARTED AND WITHIN SEVENTY TWO (72) HOURS FOLLOWING THE START OF AN EMERGENCY REPAIR.

3. A PERMIT WILL BE GRANTED IF THE PROPOSED WORK IS IN THE BEST INTEREST OF THE TOWN AND ITS INHABITANTS. A DRIVEWAY PERMIT WILL BE ISSUED WITH A BUILDING PERMIT GIVEN BY THE BUILDING INSPECTOR. THIS PERMIT MUST BE APPROVED BY THE HIGHWAY SUPERINTENDENT. THE GRANTING OF PERMITS IS CONDITIONED UPON, THE APPLICANTS WILLINGNESS TO ABIDE BY THESE REGULATIONS.

4. APPLICATION FORMS FOR AN EXCAVATION PERMIT ARE AVAILABLE FROM THE HIGHWAY DEPARTMENT. COMPLETED FORMS MUST BE RETURNED TO THE HIGHWAY DEPARTMENT.

5. PLANS OR A SKETCH SHOWING THE PROPOSED WORK REQUIRE THE APPROVAL OF THE HIGHWAY SUPERINTENDENT.

B. PUBLIC SAFETY

1. THE PERMITTEE, FROM THE TIME THE WORK HAS STARTED AND UNTIL THE COMPLETED WORK HAS BEEN APPROVED BY THE HIGHWAY SUPERINTENDENT, WILL BE RESPONSIBLE FOR THE SAFETY OF THE PUBLIC.

2. ALL ROADS WILL BE PASSABLE AT ALL TIMES UNLESS SPECIAL PERMISSION HAS BEEN GRANTED BY THE POLICE DEPARTMENT AND THE FIRE DEPARTMENT.

3. WHEN REQUIRED BY THE NATURE OF THE WORK, SIGNAGE, LIGHTS, AND BARRICADES WILL BE ERECTED AT THE EXPENSE OF THE PERMITTEE.

4. IF THE POLICE CHIEF DEEMS IT NECESSARY FOR PUBLIC SAFETY, THE PERMITTEE WILL PAY THE EXPENSE OF A POLICE OFFICER.

5. MASSACHUSETTS LAW (CHAPTER 82, SECTION 40) REQUIRES THAT CONTRACTORS/BUILDERS NOTIFY PUBLIC UTILITY OR DIG SAFE @ (1-888-344-7233) AT LEAST SEVENTY TWO (72) HOURS BEFORE ANY EXCAVATION IN A PUBLIC WAY.

SECTION II: EXCAVATION

A. GENERAL

1. ALL EXCAVATIONS AND OTHER WORK WITHIN THE LIMITS OF A TOWN WAY WILL BE CONDUCTED IN A MANNER WHICH WILL NOT DAMAGE OR DISTURB SUCH FEATURES AS STONE WALLS, TREES, FENCES, GUARD RAILS ETC.

2. IF THE WORK REQUIRES DISTURBING A ROAD BOUND OR PROPERTY BOUND, THE BOUND WILL BE RESET IN ITS ORIGINAL LOCATION TO THE NEW GRADE OF THE SHOULDER OR DRIVEWAY AND ITS NEW LOCATION CERTIFIED IN WRITING BY A REGISTERED LAND SURVEYOR.

3. THE TREE WARDEN MUST BE NOTIFIED IF THE PROPOSED WORK REQUIRES THE REMOVAL OF A TREE, ANY PART OF WHICH IS WITHIN THE PUBLIC WAY.

4. THE CUTTING OF ROAD SURFACES LESS THAN FIVE (5) YEARS OLD WILL NOT BE PERMITTED UNLESS AUTHORIZED BY THE HIGHWAY SUPERINTENDENT.

B. MATERIALS

1. ALL MATERIALS USED ON CONSTRUCTION WITHIN A PUBLIC WAY WILL BE SUBJECT TO APPROVAL BY THE HIGHWAY SUPERINTENDENT. THIS WILL INCLUDE BUT NOT BE LIMITED TO THE SIZE, TYPE AND QUALITY OF PIPE AND THE TYPE OF GRAVEL BACKFILL. COLD PATCH AS A TEMPORARY PATCHING MATERIAL WILL BE ALLOWED.

C. DRIVEWAY ENTRANCES

1. DRIVEWAY ENTRANCES ONTO TOWN WAYS SHALL BE CONSTRUCTED ACCORDING TO THE CONDITIONS OF THE AREA AND WILL BE APPROVED BY THE HIGHWAY SUPERINTENDENT.

2. DRIVEWAYS WILL NOT BE ALLOWED TO ENTER DIRECTLY ONTO AN INTERSECTION ROUNDING.

3. DRIVEWAY ENTRANCES WILL BE LOCATED ON THE LOT SO AS TO PERMIT MAXIMUM SIGHT DISTANCE AND SAFETY.

4. THE DRIVEWAY WILL BE CONSTRUCTED SO AS TO PREVENT SURFACE WATER AND MATERIAL FROM RUNNING ONTO PUBLIC WAYS.

5. THE DRIVEWAY ENTRANCE CROSSING THE TOWN LAYOUT WILL HAVE A POSITIVE PITCH TO THE STREET AND WILL HAVE A MINIMUM OF TWO LAWYERS AND A TOTAL (3) INCHES OF BITUMINOUS CONCRETE APPLIED BY THE PERMITTEE.

6. THERE WILL BE NO PARKING AREAS ON TOWN PROPERTY.

D. TRENCHES (STREETS, SIDEWALKS, BERMS, CRUBS OR DRIVEWAY APRONS ONLY)

1. ALL TRENCHES OPENED WITHIN THE TOWN LAYOUT (STREETS, SIDEWALKS, BERMS, CRUBS OR DRIVEWAY APRONS) WILL BE OPENED WIDE ENOUGH TO ALLOW A MECHANICAL TAMPER TO COMPACT MATERIAL IN LAYERS NO GREATER THAN SIX (6) INCHES. EACH LAYER WILL BE COMPACTED TO A DENSITY EQUAL TO THAT OF ADJACENT ORIGINAL MATERIAL SO THAT PAVEMENT CAN BE REPLACED IMMEDIATELY. ALL CROSS TRENCHES WILL BE OPENED SO THAT THEY CAN BE PROPERLY FILLED AND COMPACTED BEFORE SUNSET WITH A TEMPORARY PATCH OF ASPHALT APPLIED.

2. THE BACKFILL WILL CONSIST OF THE EXCAVATED MATERIAL IF IT IS DECLARED SUITABLE BY THE HIGHWAY SUPERINTENDENT OR HIS DESIGNEE. BACKFILL WILL BE PLACED IN SUCCESSIVE LAYERS OF NOT MORE THAN SIX (6) INCHES OF COMPACTED DEPTH. IF, IN THE OPINION OF THE HIGHWAY SUPERINTENDENT, THE EXCAVATED MATERIAL IS UNSUITABLE, THE ENTIRE REJECTED MATERIAL WILL BE DISPOSED OF BY THE APPLICANT AT NO COST TO THE TOWN. IN ITS PLACE, THE APPLICANT WILL BRING IN SUITABLE FILL MATERIAL CONSISTING OF APPROVED MATERIAL AS DIRECTED. AFTER THOROUGH TAMPING AROUND THE UTILITY, THE SIX (6) INCH LAYERS OF BACKFILL WILL BE THOROUGHLY COMPACTED AS FOLLOWS: IF DRY, IT SHALL BE MOISTENED AND THEN COMPACTED BY TAMPING WITH A MECHANICAL TAMPER. THE FINAL SIX (6) INCHES OF A STREET, DRIVEWAY APRON, BERM OR SIDEWALK BACKFILL WILL, IN ALL CASES, BE PROCESSED STONE (OR EQUAL) THOROUGHLY TAMPED.

3. AFTER BACKFILL IS IN PLACE AND SATISFACTORILY COMPACTED, THE APPLICANT WILL APPLY AT ONCE A 1-1/2" INCH TEMPORARY PATCH COURSE OVER THE ENTIRE EXCAVATED AREA. THIS TEMPORARY PATCH IS TO BE LEFT IN PLACE FOR AT LEAST 90 DAYS AND NOT MORE THAN FOUR MONTHS, UNTIL NO FURTHER SETTLING CAN BE REASONABLY EXPECTED. AT THIS TIME THE APPLICANT "UNDER THE DIRECTION OF THE HIGHWAY SUPERINTENDENT" WILL SAW CUT 12 INCHES PAST THE FARTHEST POINT OF TRENCH EXCAVATION SETTLEDGE. THE PERMANENT PATCH MUST BE THREE (3) INCH BITUMINOUS CONCRETE (TYPE I-1 IN TO LAYERS OF 1 1/2"

INCHES EACH. A PROJECT COULD ALSO CALL FOR A COMPLETE OVERLAY DEPENDING ON THE CONDITION (AGE) OF THE ROAD. AT NO TIME WILL THE TEMPORARY PATCH BE REMOVED BY A MACHINE BUCKET WITH TEETH SO NOT TO DESTABILIZE THE BASE MATERIAL. WHEN THE PATCH HAS BEEN COMPLETED, THE JOINTS SHOULD BE PAINTED WITH A SUITABLE EMULSION AND SEALED WITH A FINE GRADE SAND.

4. NO MORE THAN TEN (10) FEET OF TRENCH SHALL BE LEFT OPEN OVERNIGHT AND ALL TRENCHES MUST BE CLOSED OVER WEEKENDS AND HOLIDAYS.

5. THE PERMITTEE WILL BE RESPONSIBLE FOR SETTLEMENT FOR A ONE (1) YEAR PERIOD FROM THE DATE OF THE RETURN OF THE COMPLETION PERMIT.

E. SHOULDERS

1. ALL ROAD SHOULDERS WILL BE CAREFULLY RETURNED TO THEIR ORIGINAL CONDITION.

2. LAWNS WILL BE REBUILT WITH A MINIMUM OF FOUR (4) INCHES OF LOAM, FERTILIZER, ROLLED AND SEEDED.

F. SIDEWALKS

SIDEWALKS WILL CONFORM TO SECTION II. D SUB PARAGRAPH 1, 2, 3, AND 4 OF THESE SPECIFICATIONS. THE ENTIRE WIDTH OF THE SIDEWALK WILL BE RESURFACED.

SECTION III: PERFORMANCE BONDS

A. GENERAL

1. ALL EXCAVATION PERMITS ISSUED BUT NOT COMPLETED BY THE TIME AN OCCUPANCY PERMIT IS NEEDED MUST POST A BOND OF \$250.00 DOLLARS WITH THE CHATHAM HIGHWAY DEPARTMENT.

2. WHEN PERMANENT PATCHING, RELOAMING, SEEDING AND ALL WORK REQUIRED BY YOUR PERMIT HAS BEEN COMPLETED AND APPROVED BY THE HIGHWAY SUPERINTENDENT, YOUR BOND POSTED WILL BE REFUNDED.

3. THE HIGHWAY SUPERINTENDENT, IN HIS JUDGEMENT, MAY EXTEND ANY TIME THE LIMIT IN THESE SPECIFICATIONS IF WEATHER OR OTHER UNFORESEEN CONDITIONS HAVE HINDERED THE PROPER COMPLETION OF THE WORK.

SECTION IV: VIOLATIONS

A. GENERAL

1. IF THE JOB HAS NOT BEEN COMPLETED WITHIN FIFTEEN (15) WEEKS (FROM THE DATE OF ISSUANCE OF THE PERMIT) THE HIGHWAY SUPERINTENDENT WILL NOTIFY THE PERMITTEE THAT HE HAS ONE WEEK TO COMPLETE THE WORK. IF THE WORK IS NOT COMPLETED WITHIN THIS TIME THE PERMITTEE WILL BE NOTIFIED HIS PERMIT HAS EXPIRED. THE TOWN OF CHATHAM WILL THEN COMPLETE THE NECESSARY WORK IN ANY MANNER DEEMED APPROPRIATE. THE COSTS OF COMPLETING THE WORK WILL BE CHARGED TO THE PERMITTEE. IF HE HAS POSTED A CERTIFIED CHECK THESE COSTS WILL BE DEDUCTED FROM THE AMOUNT OF THIS CHECK.

2. IF THE PERMITTEE ALLOWS CONSTRUCTION TO EXIST THAT IS IN ANY WAY DANGEROUS TO USERS OF THE STREET, SIDEWALK, SHOULDER, BERM, CURB, OR DRIVEWAY APRON; THEN THE HIGHWAY SUPERINTENDENT WILL INSTRUCT THE PERMITTEE TO IMMEDIATELY CORRECT THE CONDITION. IF IT IS NOT EXPEDITIOUSLY CORRECTED, THE HIGHWAY SUPERINTENDENT WILL MAKE ARRANGEMENTS TO RECTIFY THE UNSATISFACTORY CONDITION AND THE COST WILL BE CHARGED TO THE PERMITTEE AS OUTLINED IN PARAGRAPH 1 ABOVE.

3. FAILURE TO OBTAIN A PERMIT PRIOR TO THE START OF ANY CONSTRUCTION WITHIN A PUBLIC WAY SHALL BE SUBJECT TO A FINE OF NOT MORE THAN ONE HUNDRED DOLLARS (\$100.00) PER OFFENSE.

COPY TO BE SUBMITTED TO THE CHATHAM BUILDING INSPECTOR

PERMIT NUMBER: _____

DATE PERMIT ISSUED: _____

APPLICANT: _____

ADDRESS: _____

PHONE NUMBER: _____

PURPOSE OF CONSTRUCTION _____

LOCATION _____

REMARKS _____

JEFFREY S. COLBY: _____
SUPERINTENDENT
CHATHAM DEPARTMENT OF PUBLIC WORKS

NOTICE OF COMPLETION OF CONSTRUCTION WITHIN A PUBLIC WAY

TO: CHATHAM HIGHWAY DEPARTMENT
221 CROWELL ROAD
CHATHAM, MASSACHUSETTS
02633

THIS SERVES NOTICE THAT CONSTRUCTION, FOR WHICH A PERMIT WAS ISSUED, HAS BEEN COMPLETED AND A FINAL INSPECTION MAY BE MADE.

SITE: _____

COMPLETION DATE: _____

SIGNATURE OF PERMIT HOLDER: _____

DATE OF INSPECTION _____ **APPROVED** _____ **DISAPPROVED** _____

REMARKS: _____
