

**Town of Tolland  
Department of Public Works  
21 Tolland Green  
Tolland, CT 06084  
Ph. (860) 871-3696  
Fax (860) 871-7249**



**TRENCH/RIGHT-OF-WAY PERMIT APPLICATION # \_\_\_\_\_**  
**THIS PERMIT APPLICATION MUST BE FULLY COMPLETED PRIOR TO CONSIDERATION**

**DPW Use Only**

☐ Approved    ☐ Denied    Date of Filing: \_\_\_\_\_  
Application Fee: ☐ \$25.00    ☐ Cash    ☐ Check # \_\_\_\_\_  
Certificate of Insurance: ☐ Received    Exp. Date \_\_\_\_\_  
Call Before You Dig #: \_\_\_\_\_  
Special Conditions: \_\_\_\_\_  
Reason if Denied: \_\_\_\_\_  
Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

**LOCATION:**  
(House # and Street)

<b>Name of Owner(s):</b>	<b>Street Address:</b>
<b>Phone:</b> _____ <b>Cell:</b> _____	<b>Town:</b> _____ <b>State:</b> _____ <b>Zip:</b> _____
<b>Name of Contractor (if different from owner):</b>	<b>Street Address:</b>
<b>Phone:</b> _____ <b>Cell:</b> _____	<b>Town:</b> _____ <b>State:</b> _____ <b>Zip:</b> _____
<b>Name of Excavator (if different from owner):</b>	<b>Street Address:</b>
<b>Phone:</b> _____ <b>Cell:</b> _____	<b>Town:</b> _____ <b>State:</b> _____ <b>Zip:</b> _____

**DESCRIPTION OF PROPOSED WORK:**

**Please describe the exact location of the proposed excavation. Give width, depth and length of opening, nearest intersecting street, street numbers of abutting properties and existing utilities. Please sketch below, use reverse side if additional space is needed or attached plans if necessary.**

**Approx. Start Date:** \_\_\_\_\_ **Approx. End Date:** \_\_\_\_\_

**THIS PERMIT WILL EXPIRE 60 DAYS FROM DATE OF ISSUE IF WORK HAS NOT BEGUN.**

If expiration occurs, you will be required to obtain a new Trench/Right of Way Permit from the Public Works Department before beginning any excavation work in the Town Right of Way. This permit is valid only if contractor maintains insurance coverage from date of issuance of permit to date of final completion of work including any post-construction repair work. **All work must be inspected by the Town and appointment must be made at least 24 hours in advance by calling 871-3696.**

**A COPY OF THIS PERMIT MUST BE KEPT ON THE PROJECT WORKSITE AT ALL TIMES.**

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Unless expressly approved by The Town and noted on the front of this Permit: (1) Construction activity shall be limited to Monday through Thursday, and to the hours of 7:00 AM to 4:00 PM. The Town has the right to restrict hours on arterial or other roads, (2) No street, lane or sidewalk shall be closed nor detour established, (3) Excavation requires daily patching with bituminous concrete, (4) No steel plates are permitted. Where authorized, they must be pinned and edges paved each night and warning signs posted, (5) No materials and/or equipment shall be stored on the street, sidewalk or other Town property, outside of work hours. Stored materials and/or equipment shall be protected with lights and barricades. (6) No work shall result in the concentration and/or discharge of surface or sub-surface water onto public or private property. (7) A one-way check valve must be installed when connecting to catch basins. (8) Permanent Pavement Patch is responsibility of property owner.

**BY SIGNING THIS FORM, THE OWNER, CONTRACTOR AND EXCAVATOR ALL ACKNOWLEDGE AND CERTIFY THAT THEY ARE FAMILIAR WITH, OR, BEFORE COMMENCEMENT OF THE WORK, WILL BECOME FAMILIAR WITH, ALL LAWS AND REGULATIONS APPLICABLE TO WORK PROPOSED, INCLUDING OSHA REGULATIONS, AND ANY APPLICABLE MUNICIPAL ORDINANCES, BY-LAWS AND REGULATIONS AND THEY COVENANT AND AGREE THAT ALL WORK DONE UNDER THE PERMIT ISSUED FOR SUCH WORK WILL COMPLY THEREWITH IN ALL RESPECTS AND WITH THE CONDITIONS SET FORTH BELOW.**

**THE UNDERSIGNED OWNER AUTHORIZES PERSONS DULY APPOINTED BY THE MUNICIPALITY TO ENTER UPON THE PROPERTY TO MONITOR AND INSPECT THE WORK FOR CONFORMITY WITH THE CONDITIONS ATTACHED HERETO AND THE LAWS AND REGULATIONS GOVERNING SUCH WORK.**

**THE UNDERSIGNED OWNER, CONTRACTOR AND EXCAVATOR AGREE JOINTLY AND SEVERALLY TO REIMBURSE THE MUNICIPALITY FOR ANY AND ALL COSTS AND EXPENSES INCURRED BY THE MUNICIPALITY IN CONNECTION WITH THIS PERMIT AND THE WORK CONDUCTED THEREUNDER, INCLUDING BUT NOT LIMITED TO ENFORCING THE REQUIREMENTS OF STATE LAW AND CONDITIONS OF THIS PERMIT, INSPECTIONS MADE TO ASSURE COMPLIANCE THEREWITH, AND MEASURES TAKEN BY THE MUNICIPALITY TO PROTECT THE PUBLIC WHERE THE APPLICANT OWNER OR EXCAVATOR HAS FAILED TO COMPLY THEREWITH INCLUDING POLICE DETAILS AND OTHER REMEDIAL MEASURES DEEMED NECESSARY BY THE MUNICIPALITY.**

**THE UNDERSIGNED OWNER, CONTRACTOR AND EXCAVATOR AGREE JOINTLY AND SEVERALLY TO DEFEND, INDEMNIFY, AND HOLD HARMLESS THE MUNICIPALITY AND ALL OF ITS AGENTS AND EMPLOYEES FROM ANY AND ALL LIABILITY, CAUSES OR ACTION, COSTS, AND EXPENSES RESULTING FROM OR ARISING OUT OF ANY INJURY, DEATH, LOSS, OR DAMAGE TO ANY PERSON OR PROPERTY DURING THE WORK CONDUCTED UNDER THIS PERMIT.**

### **PROPERTY OWNER:**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

### **CONTRACTOR (IF DIFFERENT):**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

### **EXCAVATOR'S SIGNATURE (IF DIFFERENT):**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE