

City of Laconia
Department of Public Works

TRENCH/DIGGING PERMIT

Purpose: To insure that pavement restoration is accomplished expeditiously, in a manner to produce the least inconvenience to the traveling public, and to protect the taxpayer's investment.

1. In accordance with the provisions of Chapter 28, Public Ordinances of 1975, permission is required to disturb the right-of-way as indicated on page 4 of this permit.
2. I/We agree to conform to the following provisions, instructions, and regulations in processing the work under this request and to any additional instruction by the Department of Public Works during the process of the work.
3. In areas where the pavement is to be excavated, it shall be neatly and uniformly cut with square edges by machine at each side of all trenches. Every precaution shall be used to prevent undermining of the remaining pavement. Any undermined areas inadvertently developed shall have projecting pavement cut square and removed. Excavation and handling of material shall be performed in a manner as will minimize the possibility of such cave-ins. Any blasting required, similarly, shall be cautiously performed to minimize disturbance beyond the trench limits.
4. All other excavation shall be performed in a manner as will produce the minimum possible width of disturbed area. Sheet piling shall be used as required to prevent cave-in.
5. All backfill material in trenches shall be compacted at near optimum moisture content, in layers not exceeding 12 inches in compacted thickness using pneumatic tampers, vibratory compactors, or other approved means. The material shall be compacted to not less than 95% of American Association of State Highway Officials Method Test T99, Method C. Water shall be uniformly applied during compaction in the amount necessary for proper consolidation but puddling will not be allowed.
6. Backfill material shall be suitable as approved by the Director of Public Works or his representatives. It shall be granular in nature and shall contain minimal organic matter, no broken ledge or stones in excess of 6 inches.
7. The compacted backfill material shall be laid up to twelve (12) inches of the adjacent road surface. Nine (9) inches of compacted crushed bank run gravel shall then be compacted in place. An approved bituminous plant mix material shall be placed and carefully graded and rolled to the adjacent pavement grade as a temporary patch. After suitable exposure to traffic compaction, as determined by the Director of Public Works, minimum of 30 days, the pavement shall be sawn or cut in a clean manner on either side of the trench to provide a two-foot (2') minimum overlap of the final patch on undisturbed material. Within the sawn limits, the existing and temporary material shall be removed and replaced with a matching depth of asphaltic concrete. Edges of the trench cut shall be coated with an epoxy of bitumastic binder before final course is applied. This final application shall contain a minimum of two inch (2") base course and one inch (1")

8. In the event hot bituminous concrete is not available, the temporary patch may be accomplished with three inches (3") of "cold patch" compacted in place.
9. Existing grassed areas, shoulders, sidewalks, curbing or any other appurtenances, structures, or utilities disturbed or damaged shall be restored to original or better condition as determined by a representative from the Department of Public Works.
10. Traffic must be maintained during the performance of the work. It shall be protected by suitable barricades, standard warning and advanced warning signs, flags during the day and proper lighting at night. Uniformed special traffic officers shall be provided whenever the two-way traffic cannot be maintained, and at the request of the Director of Public Works, during any time that it is deemed necessary for the protection of the public. All signs shall be kept in good repair at all times.
11. During the weekends and holidays, and on work days between the hours the job is inactive, a stand-by crew shall be available in case they are needed for the protection and maintenance of traffic. One or more telephone numbers which will reach the stand-by crew shall be furnished to the Department of Public Works.
12. Suitable, unrestricted ingress and egress to properties abutting the highway shall be maintained at all times, two-way traffic, nights, weekends and holidays shall be maintained at all times. Open trenches, outside of normal working hours shall be allowed only after expressed permission by the Director of Public Works.
13. Any future distortion along the trench lines, due to settlement or other causes attributable to the construction, shall be corrected as required during the period of two (2) years following the completion of the project by the owners.
14. No trench or cut in traveled ways shall be left unsurfaced for a period of more than five (5) working days unless specifically authorized by the Director of Public Works.
15. In those instances where the cut or trench travels a significant distance along the long axis of the traveled way, as determined by the Director of Public Works, the permittee shall, within a period of not less than twelve (12) months nor more than twenty-four (24) months, shim the entire road surface with grader patch and then top with a minimum of one inch (1") of three-eighths inch (3/8") wear. Manhole covers, catch basin grates, etc. will be raised or adjusted by the permittee to be level with the new surface grade.
16. The permittee shall mark and maintain in a legible manner, a color code system delineating the permittee and the date of the excavation as follows:

Water Company	Blue
Gas Company	Yellow
Public Service	Red
Telephone	Orange
Sewer	Green
Contractors/Service Co.	White

Each corner of the cut will be marked with a color code stripe three inches (3") wide and one foot (1') long. The stripe will be placed six inches (6") from the finished patch. The northwesterly corner will be marked by month and date following by the digging permit number in brackets.

PAVEMENT PATCH

17. I/We the permittee agrees to save harmless the City of Laconia from any and all claims arising from the construction of the work, or from trench settlement or other deficiencies of the construction attributable to the said construction for a period of two (2) years following the acceptance of the project by the owners. A copy of the applicable insurance policy will be provided by the Department of Public Works upon request.
18. I/We the permittee agree to assume such additional cost as the City may incur by reason of failure to perform this work in the manner prescribed above and are familiar with the penalty imposed by Chapter 28, Public Ordinances of 1975, and amendments thereto.
19. Permission for the above described construction, maintenance or operation is granted subject to the instructions, regulations, conditions and agreements above. Failure to comply with the provisions of this permit will serve as reason for revocation. In the event this permit is revoked for cause, all costs to the city including overhead shall be assumed by the permittee.
20. I/We the owners agree to save harmless the City of Laconia from any and all claims arising from construction, maintenance and operation of the said work as listed in paragraph 23, and its appurtenances and agree to obtain an additional permit from the Department of Public Works before performing any future excavation for maintenance or renewal of said work as listed in paragraph 23 or other appurtenances thereto within the highway limits.
21. I/We the owners agree to assume such additional cost as the City may incur due to the maintenance, operation, renewal or extension of said work as listed in paragraph 23 or other appurtenances thereto within the highway limits.
22. It is understood and agreed that this permit is for the right of construction, occupancy, operation and future maintenance of the said work as listed in paragraph 23 and is by sufferance only with the City reserving the right to require in the event of future alterations of the highway right-of-way, certain alterations, relocations, or complete removal of said item work as listed in paragraph 23 and I/We the owners agree to perform such work promptly and at our own expense.

23. This permit is being taken for : _____

and the permittee agrees to comply with all of the above requirements as part of the performance of the work.

24. Work will begin on _____ and work will end on _____.

PERMIT ISSUED TO: _____

SIGNED FOR BY: _____

TITLE: _____

ADDRESS OF PERMITTEE: _____

TELEPHONE NO.: _____

OWNER OF PROPERTY: _____

PERMIT NO.: _____

LOCATION: _____

DATE OF PERMIT: _____

DIG SAFE PERMIT NO.: _____

THIS PERMIT IS APPROVED EFFECTIVE:
DATE: _____ **TIME:** _____
Any exceptions to this approval will be made known to you prior to the above date/time by the Department of Public Works.

SAMPLE
SAMPLE