

**TOWN OF NORTHFIELD, NH – HIGHWAY DEPARTMENT
TRENCH PERMIT**

Requests for permits need to be submitted 7 days prior to the beginning of construction

Location of work to be performed: _____

Purpose of Trench: _____

Depth of Trench: _____

If culvert to be installed, please provide: Culvert Diameter _____ and Culvert Length _____

Contact Information:

(NAME OF BUSINESS/PROPERTY OWNER)

(NAME OF CONTRACTOR)

(ADDRESS)

(ADDRESS)

(CITY) (STATE) (ZIP)

(CITY) (STATE) (ZIP)

(TELEPHONE)

(TELEPHONE)

I/We _____ and I/We _____ agree to conform to the following provisions, instructions and regulations in processing the work under this request, and to any additional instructions issued by the Highway Superintendent or his representative, during the process of work. All safety rules set forth by OSHA should be followed.

1. 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 the 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.
2. All other excavation shall be performed in a manner as will produce the minimum possible width of disturbed area.
3. All backfill material in trenches shall be compacted in layers not exceeding 12 (twelve) inches in compacted thickness, using pneumatic tampers, vibratory compactors, or other approved means.

4. Within the paved areas, gravel conforming to the New Hampshire Department of Transportation Standard Specifications for Road and Bridge Construction (Standard Specifications) Item 304.2, equal to the existing gravel courses depths, shall be placed in layers not exceeding 12 (twelve) inches loose depth and thoroughly compacted. Crushed gravel conforming to Standard Specifications Item 304.3, equal to the existing crushed gravel base course or 6 (six) inches minimum shall be installed in layers not exceeding 6 (six) inches loose depth and thoroughly compacted. A Temporary Pavement Patch consisting of an approved bituminous plant mix material shall be placed and carefully graded and rolled to the adjacent pavement grade. Just before completion of the project and after suitable exposure of temporary patches to traffic compaction, the pavement shall be sawn on either side of the trench to provide a two-foot minimum overlap of the final patch on undisturbed material. In the case of transverse or diagonal trenching, the pavement shall be sawn to provide a flat diamond shaped patch with a two-foot minimum overlap on undisturbed material that will permit only one wheel of a vehicle at a time to strike the patch area.
5. Within the sawn limits of the final patch, the existing pavement and Temporary Pavement Patch material shall be removed and replaced with an equal depth of Hot Bituminous Pavement conforming to the Standard Specifications Section 401, laid and compacted to meet the existing pavement thickness or a minimum compacted depth of 3 (three) inches. The Permanent Pavement Patch shall consist of the following minimums: Base Course Pavement of 2 (two) inches compacted depth and a Wearing Course Pavement of 1 (one) inch compacted depth.
6. In other areas, the present surface type shall be restored by placing similar material in the top of the trench, to a depth equal to that existing, before excavation. Any existing grassland additionally shall be fertilized and reseeded, between April and November. Any asphalt or concrete sidewalk shall have surfaces of equal depth, kind, quality and finish placed or as approved by the Highway Superintendent.
7. Maximum length of trench to be open at one time shall not be more than 30 (thirty) feet, and no more than 20 (twenty) feet left open at night, depending on soil conditions. 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.
8. Traffic must be maintained during the performance of the work. Work Zone safety measures shall comply with the Manual of Uniform Traffic Control Devices (MUTCD) and shall as a minimum include the following: suitable barricades, standard and advance warning signs, flags during the day, and proper lighting at night. Advance warning signage shall be erected in conformance with the MUTCD and as approved by the Highway Superintendent. The contractor shall notify the Northfield Police Department and the Highway Superintendent 48 hours in advance of lane closures and traffic detours. Detour signing shall be approved by the Highway Superintendent and the Police Chief prior to implementation.
9. During the weekends and holidays, and on workdays during 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 of telephone numbers which will reach the stand-by crew, shall be furnished to the following people:
 - a. **The Northfield Police Chief**
 - b. **The Highway Superintendent**
 - c. **Town Hall**

10. Any future surface distortion along the trench lines, due to settlement or other causes attributable to the construction, shall be corrected as required during the period of one year following the acceptance of the project by the Town and adjoining landowner.

I/We, the contractor(s), agree to save harmless the Town of Northfield 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 years following the acceptance of the project by the owners.

I/We, the contractor(s), agree to assume any and all costs that the Town may incur by reason of failure to perform this work in the manner prescribed above and in accordance with said plans and specifications, and are familiar with the penalty imposed by Chapter 249, RSA 1955, and amendments thereto.

I/We, the owner(s), agree to save harmless the Town of Northfield, from any and all claims arising from the construction, maintenance and operation of said _____ performing any future excavation for maintenance or renewal of the said _____ or other appurtenances thereto within the highway limit.

I/We, the owner(s), agree to assume such additional cost as the Town may incur due to the maintenance, operation, renewal, or extension of said _____ or other appurtenances thereto within the highway limits.

It is understood and agreed that this permit is for the right of construction, occupancy, operation, and future maintenance of said _____ and is sufferance only, with the Town reserving the right to require, in the event of future alterations of the highway, or highway right-of-way, certain alterations, relocations, or complete removal of said _____ and we, the owner(s), agree to perform such work promptly and at our own expense.

(OWNERS SIGNATURE)

(CONTRACTORS NAME AND TITLE)

Permission for the above described construction, maintenance, and operation is granted, subject to the instructions, regulations, conditions and agreements above.

The Selectboard reserves the right to require a performance bond at its discretion.

PROJECT START DATE: _____

PROJECT END DATE: _____

PRIOR TO THE START OF THE PROJECT, THE CONTRACTOR MUST NOTIFY BOTH THE HIGHWAY SUPERINTENDENT AND THE NORTHFIELD POLICE CHIEF.

APPROVAL IS HEREBY GRANTED FOR THE REQUESTED TRENCH PERMIT, IN THE DESCRIBED LOCATION, PROVIDED THE FOLLOWING CONDITIONS ARE MET:

PRELIMINARY APPROVAL BY: _____ DATE: _____
(Northfield Highway Superintendent)

A FINAL INSPECTION BY THE HIGHWAY SUPERINTENDENT IS REQUIRED TO ENSURE ALL TOWN REQUIREMENTS HAVE BEEN MET.

FINAL APPROVAL BY: _____ DATE: _____
(Northfield Highway Superintendent)

Any and all trenching/excavating done after September 15 on a given year, the contractor is responsible for any damage that may occur to Town owned equipment, when doing routine winter maintenance.

Between October 15 and May 1, trench permits will be granted for Emergency Repairs only.

New Hampshire PUC requires separate trenching for water and sewer installations.

PERMIT # _____
(YYYY - ##)