

Date: _____

Location: _____

**TOWN OF LONDONDERRY
DEPARTMENT OF PUBLIC WORKS**

**PERMIT TO CONDUCT WORK
WITHIN THE TOWN'S RIGHT OF WAY OR EASEMENTS**

GENERAL

The Permittee must obtain this Permit from the Town of Londonderry Department of Public Works (432-1100 ext. 130) at least 72 hours prior to conducting any work in the Town of Londonderry owned roadway, right-of-way or easement.

Permittee must be a public utility or the Contractor who does the work. All Permittees are responsible for Subcontractors to adhere to these regulations. A copy of the Permit shall be kept with the foreman at the place where the work is being performed.

The Permittee shall comply with current DIG-SAFE requirements as specified by New Hampshire state law. The Dig Safe number must also be submitted at the time of application.

The location of all underground utilities shall be determined sufficiently ahead of excavation in order to avoid damage to those facilities and allow enough time for their relocation, if necessary.

It is not the intent of this application to itemize all standards and procedures applicable to every project, but emphasize some of the important issues of this Permit.

The Town of Londonderry Department of Public Works reserves the right to revoke the permit at any time.

APPLICANT

1. I/we _____ Utility/Contractor (circle one) as Permittee, agree to conform to the following provisions, instructions and regulations in conducting the work under this request and to any additional instructions issued by the Town of Londonderry Department of Public Works, or their duly appointed agent, during the process of work.

INSURANCE REQUIREMENTS

1. The Permittee and his subcontractors as a condition of this Permit, shall purchase and maintain such comprehensive general liability and other insurance as is appropriate for the work being performed. The insurance shall include the specific coverage, and be written for not less than the limits of liability, and coverage identified below or required by law, whichever is greater. All policies shall contain a provision that the coverage will not be canceled, changed or renewal refused until a thirty (30) day

written notice is given to the Permittee and the Town of Londonderry. All insurances shall remain in effect until project completion and final acceptance. Certifications from the insurance carrier shall be provided and shall state the type of coverage, limits of liability, and expiration date. Insurance shall include the Town of Londonderry as additionally insured including all Officials and Employees thereof.

Worker's Compensation	Statutory	
Employee's Liability	\$ 500,000	
Owner's Contractor's Protective Liability	\$ 1,000,000	
Excess Liability (umbrella form)	\$1,000,000	(B.I. & P.D. comb.)
Automotive Liability (all owned auto's, hired auto's, non-hired auto's private or otherwise)	\$ 1,000,000	(per occurrence)
General Liability (comprehensive premises operations, explosion products, contractual independent contractors, board form property damage, personal injury)	\$ 1,000,000 (each occurrence)	(B.I.& P.D. comb.)
	\$ 2,000,000 (aggregate)	(B.I.& P.D. comb.)

Insurance similar to that required of the Permittee shall be provided by, or on behalf of all independent Subcontractors used by the Permittee during the period of this Permit.

Insurance certificates must be submitted to the Town of Londonderry Department of Public Works prior to issuance of the Permit.

The purchase of the required insurance or the furnishing of the aforesaid certificates shall not be satisfaction of Permittee's liability hereunder or in any way modify the Permittee's indemnification responsibilities to the Town of Londonderry, its employees or duly appointed agents.

STORAGE OF EQUIPMENT

1. Equipment and materials shall not be stored within the Town's right-of-way. Materials shall not be laid out ahead of the work.

2. Equipment must be removed to a distance of eight (8) feet minimum, from the edge of pavement during hours of darkness, weekends and holidays. Suitable barricades and fencing shall be erected to properly enclose the areas when the Permittee is not working. Routine Town maintenance shall not be hindered by the Permittee's activities.

TRAFFIC CONTROL REQUIREMENTS

1. Proper maintenance of traffic shall be the responsibility of the Permittee at their expense.
2. All work shall be subject to a traffic control plan which must be reviewed and approved by the Londonderry Police Department and the Department of Public Works. The approved traffic control plan is to be submitted to the Town of Londonderry Department of Public Works at the time of application for the Permit.
3. All work and traffic control shall be performed in accordance with the provisions of the current edition of the "Manual On Uniform Traffic Control Devices" (MUTCD), U.S. Department of Transportation, Federal Highway Administration, current edition; "Standard Specifications for Road and Bridge Construction", State of New Hampshire Department of Transportation, 1997 or latest revision, sections 615 and 618; and the State of New Hampshire Traffic Control Handbook, current edition and as directed by the Town of Londonderry Police Department and /or Department of Public Works.
4. Maintenance of traffic shall be accomplished by the use of uniformed police officers or if permitted by Londonderry Police Department by certified flaggers and as directed by the Town of Londonderry Police Department. Work shall consist of furnishing, erecting and maintaining temporary construction signs, barricades, channeling devices, lights or other warning devices to provide safe travel of the public.
5. The Town of Londonderry Police Department or Department of Public Works or their duly appointed agent, may require the Permittee to suspend work if acceptable traffic control is not maintained.
6. A minimum one lane of traffic shall be provided on all roads at all times. The minimum width for temporary traffic lanes should be eleven (11) feet. Suitable access shall be provided to all properties and to all places of business at all times. Two-way traffic shall be maintained at night, weekends and holidays.
7. When found necessary for construction purposes, complete road closures will be permitted only with the approval of the Town of Londonderry Department of Public Works, Police Department, Fire Department, and School District. Whenever a complete road closure is permitted every effort shall be made to provide access for local residents and businesses. **Access for emergency vehicles shall be maintained at all times.**

8. When the work area encroaches upon sidewalks or crosswalks, protected barriers, signs, together with appropriate warning and guidance devices, shall be utilized so that the passageway for pedestrians is safe and well defined.

BACKFILLING AND PAVEMENT REQUIREMENTS

1. The work shall proceed in a continuous manner with diligence and expedition, so as not to obstruct the public places or travel thereon more than is reasonably necessary. In any event, the excavation shall be backfilled and temporary pavement placed on a daily basis. The surface of the road shall be permanently restored within (5) days from the date of completion of the project.
2. Provisions shall be made to provide proper drainage during construction.
3. Permittee shall be responsible for all claims for damage or injury whatsoever, that may arise from the obstruction or use of any public sewer, drain or other utilities in connection with the work under this Permit.
4. Dust control shall be provided as necessary to prevent a nuisance to the traveling public, abutters and surrounding areas. Dust control shall be by watering or use of calcium chloride or other approved method.
5. Roadway signage and guardrail systems shall not be disturbed. If a sign or guardrail must be moved and temporary measures are installed to allow construction to proceed, said signs and guardrail shall be replaced at the original location the same day of removal, or as directed by the Public Works Department.
6. The roadway shall be cleaned of all foreign materials at the end of each working day. Water from excavation dewatering or any other water shall not be discharged onto the roadway.
7. All utilities shall be installed a minimum of thirty-six (36) inches below existing pavement or ground surface.
8. Maximum length of open trench shall not exceed 100 feet and shall not be left open at night.
9. If emergency repairs are conducted during the winter season, Town snow removal and maintenance operations shall not be impeded. The Permittee will be required to plow, salt, and or sand any portion of the Town roadway which becomes encumbered due to the Permittee's operations.
10. Any disturbed paved area shall receive a temporary hot patch the same day as the excavation occurred with the final restoration to be placed within 5 days from the date or the project completion.

11. Damage to existing drainage system shall be repaired **to the satisfaction** of the Public Works Department. The Permittee **must obtain** prior approval from the Department of Public Works for the materials and methods of construction for the repairs and restoration. Drainage system shall be cleaned of all materials that have accumulated as a result of the Permittee's work.
12. In areas where the pavement is to be excavated, it shall be neatly and uniformly saw cut at each side of all trenches. Excavation shall be performed in a manner as to produce the minimum possible width of disturbance. Excavation and handling of materials shall be performed in a manner as to minimize the possibility of cave ins. Sheeting and shoring shall be used to prevent such undermining. Any pavement projecting over inadvertently developed undermined areas, shall be saw cut square and removed. Any required blasting shall be performed to minimize disturbance beyond the trench limits.
13. If excavated subgrade material is unsuitable for backfill, it shall be replaced with materials conforming to Standard Specifications for Road and Bridge Construction – State of New Hampshire Department of Transportation, 1997 or latest revision.

GRANULAR BACKFILL – SAND (NHDOT 209.3)

Sieve Size Percent Passing by Weight

3 inch	100
#4	70-100
#200	0-15 Fraction passing the No. 4 sieve

GRANULAR BACKFILL – GRAVEL (NHDOT 209.4)

Sieve Size Percent Passing by Weight

3 inch	95-100
#4	25-70
#200	0-15 Fraction passing the No. 4 sieve

14. The top 18 inches of base material under the pavement shall consist of six (6) inches of crushed gravel placed over twelve (12) inches of gravel, with specifications as follows:

GRAVEL (NHDOT 304.2)

Sieve Size Percent Passing by Weight

6 inch	100
#4	25-70
#200	0-12 Fraction passing the No. 4 sieve

CRUSHED GRAVEL (NHDOT 304.3)

Sieve Size Percent Passing by Weight

3 inch	100
2 inch	95-100
1 inch	55-85
#4	27-52
#200	0-12 Fraction passing the No. 4 sieve

15. Excavation shall be backfilled in layers not exceeding eight (8) inches in compacted thickness, using pneumatic tampers, vibratory compactors or other approved means. The material shall be compacted to no less than 95% of American Association of State Highway Officials (AASHTO) Method Test 99. Water shall be uniformly applied during compaction in the amount necessary for proper compaction and optimum moisture content. A certified material testing laboratory compaction test may be required. If concrete is found under the pavement, it shall be replaced in-kind.
16. Hot bituminous pavement (minimum thickness, 2 inch) shall be placed the same day and carefully graded and rolled to the adjacent pavement grade as temporary patch. At the completion of the project, the existing pavement shall be saw cut on either side of the trench to provide a two (2) foot minimum overlap of the final patch on undisturbed material. In the case of a transverse or diagonal trenching, the pavement shall be cut to provide a flat diamond shaped patch with at least two (2) foot minimum overlap of the final patch on undisturbed material that will permit only one wheel of a vehicle at a time to strike the patch area. Temporary patch and existing pavement shall be removed in a manner that results in no damage to adjacent pavement, cut and replaced with an equal depth but not less than four (4) inches (2.5" base and 1.5" wearing coarse) of hot bituminous pavement conforming to Standard Specifications for Road and Bridge Construction, State of New Hampshire, latest edition, regarding materials and method of construction. Limits of saw cuts for final patching shall be approved by the Town of Londonderry Department of Public Works, or their duly appointed agent. Tack coat of bitumen shall be applied to the joint faces of the existing pavement.
17. Shoulders, other than paved, disturbed during construction shall be restored with road base materials (6" of crushed gravel and 12" of bank run gravel, 3' wide minimum) which shall be compacted and graded with a slope of 1/2" per foot away from the pavement or as directed by the Town of Londonderry Department of Public Works or their duly appointed agent.
18. In other areas, the existing surface type shall be restored by placing suitable material into the trench to a depth equal to that existing before excavation or as required by the Department of Public Works. Any turf areas shall be restored with four (4) inches of loam, fertilized, re-seeded and watered as necessary to

obtain turf establishment. Any bituminous pavement or concrete sidewalks including curbing shall be restored in kind.

19. The Town of Londonderry Department of Public Works, or their duly appointed agent, shall have the right to suspend all construction activities which in its opinion, are unsafe to the traveling public.
20. The Town of Londonderry Department of Public Works may employ the use of Town forces or any third party to correct any unacceptable work upon the failure of the Permittee to make such corrections within a reasonable time after request. Certain work may require immediate attention. Said corrections shall be at the expense of the Permittee.
21. During the construction and upon completion of the construction activities, the Town of Londonderry Department of Public Works, or their duly appointed agent, will inspect the work. Final acceptance may be withheld should the work not be completed in a workmanlike manner and in accordance with the terms of this permit.
22. As built plans of this project shall be delivered to the Town of Londonderry Department of Public Works.
23. Any future distortion along the trench, due to settlement or other causes attributable to the construction, shall be corrected as required during the period of two years following the acceptance of the project.

EMERGENCY CONTACTS

1. During the weekends and holidays and on workdays when the job is inactive, a standby crew shall be available for the project protection and maintenance of traffic. One or more emergency telephone numbers, to reach the standby crew, shall be furnished to:

1. Police Department
2. Department of Public Works

2. The standby contact people will be: (List two)

NAME _____
ADDRESS _____
CITY/TOWN _____
TELEPHONE _____
(NIGHT) _____

AGREEMENT

1. The Permittee, as a condition of this permit, agrees to indemnify and save harmless the Town of Londonderry, New Hampshire, its officers, employees and agents from any and all claims, suits, costs, including attorneys' fees, and other expenses arising out of the work performed under this permit, including, but not limited to, the presence of encumbrances and obstructions, construction and maintenance operations, deficiencies of the project and its appurtenances, occupation or use of the right-of-way or easement, including claims for loss or interruption of business in cases where encumbrances or construction impedes the flow of traffic to any person or property arising out of activities of the permittee, its servants, employees, agents, representatives, or subcontractors. The permittee understands and agrees that the Town of Londonderry in no case assumes any responsibility or liability by reason of granting this permit.
2. I/We, the Permittee agree to assume such additional cost as the Town of Londonderry may incur by reason of failure to perform this work in a manner prescribed above and in accordance with said plans and specifications and are familiar with the penalty imposed by Chapter 236, NH RSA.
3. I/We, the Permittee agree to furnish a Financial Surety, in the amount of _____ guaranteeing the fulfillment of the provisions, instructions and regulations prescribed above during the performance of the work, and satisfactory maintenance of the disturbed areas. Said surety must be filed at the time of the application and shall be maintained for a period of the project and two (2) years following the acceptance of the project by the Town of Londonderry Department of Public Works.
4. All sureties shall be in the form of the "Hampton Method Letter of Credit" (a copy of which is on file with the DPW) or a cash bond on deposit with the Town in an interest bearing account. All letters of Credit required by these regulations must be posted by a Town approved bank
5. I/We, the Permittee agree to reimburse the Town of Londonderry fully for the services of the Town of Londonderry Department of Public Works, or their duly appointed agent when assigned to this project to insure compliance with the terms of this permit. An escrow account with the appropriate funds for construction observation services shall be established with the Town of Londonderry Department of Public Works. The escrow account will be periodically reviewed to assure sufficient funds are available to cover all inspection and testing costs and additional escrow provided as needed.
6. No work shall be performed between November 15 and April 15 or during periods of inclement weather or as directed by the Town of Londonderry Department of Public Works, or their duly appointed agent.

7. I/we the Permittee agree to obtain further permits from the Town of Londonderry Department of Public Works before any future excavation for maintenance purposes or renewal of the said project or other appurtenances thereto within the Public right-of-way.
8. I/We, the Permittee agree to assume such additional cost as the Town may incur due to operation, maintenance, renewal or extension of said project or other appurtenances thereto within the Public right-of-way.
9. It is understood and agreed that this Permit for the right of construction, occupancy, operation and future maintenance of said project is by sufferance only. In the event of future alterations of Public right-of-way, the Town reserves the right to require, certain alterations, relocations, or complete removal of said project and we, the OWNERS agree to perform said work promptly and at our own expense.

OWNER _____
ADDRESS _____
TOWN/CITY _____ STATE _____ ZIP _____
SIGNATURE _____ TITLE _____
TELEPHONE _____

PERMITTEE _____
ADDRESS _____
TOWN/CITY _____ STATE _____ ZIP _____
SIGNATURE _____ TITLE _____
TELEPHONE _____
DIG SAFE NUMBER _____

APPROVAL

1. Pursuant to Chapter XVIII of the Londonderry Municipal Code thereto permission is granted to disturb:

for the purpose of

As shown on the attached plans, sketches, letters and notes which shall be made a part of this Permit.

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

This Permit concerns only the type and manner of work to be performed within the Town of Londonderry Right-of-Way or Easement. The Town cannot and does not hereby grant permission to enter upon or utilize any privately owned land. This permit shall not be construed as determinative of rights between others.

WORK TO BEGIN _____

WORK TO END _____

APPROVED _____
Name/Title

Signature

DATE: _____

PERMIT NUMBER: _____

**48 HOURS PRIOR TO USING THIS PERMIT, PLEASE NOTIFY THE TOWN
OF LONDONDERRY PUBLIC WORKS AT 603-432-1100 EXT 130**