

City of New London

Department of Public Works
Engineering Division
111 Union Street, New London, CT 06320
Phone (860) 447-5250 • Fax (860) 447-5255

ENCROACHMENT PERMIT REQUIREMENTS

Anyone who performs encroachment activities within a City of New London roadway or Right-of-Way is required to obtain an Encroachment Permit from the Public Works Department. Below are the requirements for applying for an Encroachment Permit. All Permittees are subject to Chap. 18, Article III of the City of New London Code.

Insurance Certificate

No permit for the encroachment of any roadway or Right-of-Way shall be granted until the applicant files with the Department of Public Works a Certificate of Insurance evidencing Bodily Injury Liability Insurance, including wrongful death, and Property Damage Insurance in the minimum amount of \$1,000,000.00 each occurrence, \$2,000,000.00 aggregate; Products or Completed Operations Insurance in the minimum amount of \$1,000,000.00 each occurrence, \$2,000,000.00 aggregate; Professional Liability Insurance, including Errors and Omissions, in the minimum amount of \$2,000,000.00 each occurrence; Automobile Liability Insurance in the minimum amount of \$1,000,000.00 combined single limit for each accident; Workers' Compensation Insurance and Employer's Liability Insurance are to meet the minimum statutory requirements. With the exception of Workers' Compensation and Employer's Liability Insurance, said Certificate of Insurance shall name the City of New London, its officers, agents, servants, and employees as additional insureds.

Indemnification

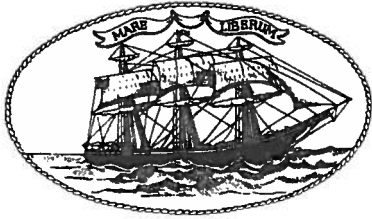
The applicant shall hold harmless The City of New London, its officers, agents, servants and employees from any and all liability (including death), damages and costs that result by reason of or in connection with the negligence of the applicant, his/her subcontractors, independent contractors, officers, servants, employees, or agents, in the encroachment.

Permit Fee

The fee for an encroachment permit is \$50.00 per encroachment less than fifty (50) total square feet. The permit fee for encroachments over fifty (50) total square feet is calculated at a rate of one dollar (\$1.00) per square foot of encroachment area. Cash or Check made out to The City of New London is acceptable. Registered public utilities and private contractors pertaining to City of New London projects may have this fee waived upon prior approval.

Inspections and When/Where to Apply for a Permit

Contact the Engineering Division at the Department of Public Works at 860-447-5250 for information and/or inspections required in conjunction with an Encroachment Permit. Generally, permits are issued Monday through Friday, between 8:00 A.M. and 4:00 P.M. excluding holidays. The application for an Encroachment permit will be made in the Engineering or Building Division Offices of the Public Works Department, 111 Union Street, Stanton Building, New London, CT 06320.



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City of New London Police Traffic Control Request

If Police Traffic Control (at the Permittee's expense) is deemed necessary by the Director of Public Works or their appointed representative, the Permittee will be required to contact the Police Department. A request form must be faxed to the New London Police Department 48 hours prior to any encroachment which requires Police traffic control.

Additional Information

Please contact the Engineering Division of the Department of Public Works at 860-447-5250 for questions pertaining to the Encroachment Permit.

General Conditions

The holder of this permit assumes all responsibility connected with the encroachment. The presence of a representative of the City of New London does not relieve the permit holder of this responsibility either for the quality or nature of said encroachment, or accidents to persons or property resulting therefrom.

The Permittee shall give notice to the Director of Public Works or Inspector of their intent to begin work at least two business days prior to commencement of work.

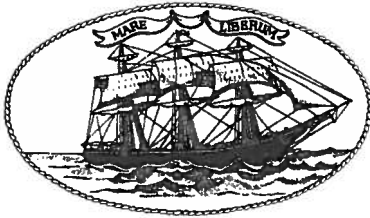
Where an encroachment involves or affects a public sidewalk, the adjacent street may not be encroached upon concurrently. Where a sidewalk is encroached upon or impeded by any such work, a temporary sidewalk shall be constructed or provided which shall be safe for pedestrian travel and convenient for users, and which shall be barricaded and otherwise protected from vehicular traffic. Where a portion of any street other than the sidewalk is encroached upon, the sidewalk must be made safe and passable.

During the progress of the work, the Permittee shall conduct his/her operations and maintain the area of their activities so as to minimize the creation of and dispersion of dust. It may be necessary for the Permittee to use sprinkling or sweeping of streets or application of calcium chloride for effective dust control; the Director of Public Works or their appointed representative may require such measures during the course of construction.

The Public Works Director may require the Permittee to make repairs to or compensate the City for repairs to any areas in the immediate vicinity of the encroachment that have been damaged by the activities of the Permittee or as a result of his/her activities.

Permit is subject to revocation at any time by the issuing Authority, or in the event of the failure by the Permittee to comply with any of the terms of this permit.

The acceptance of this permit constitutes agreement to all the conditions/restrictions set forth in this permit.



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ENCROACHMENT PERMIT APPLICATION

General Information

Property Owner's Name: _____

Address: _____

Contractor's Name: _____

Contractor's Address: _____

Contact Person: _____ Business Phone: _____

Cell Phone: _____ 24-HR Emergency Phone: _____

Email Address: _____ Fax Number: _____

Location & Description of Proposed Encroachment

Location of Encroachment*: _____

(*Reference house number, nearest intersection, lot number, etc)

Description of Encroachment: _____

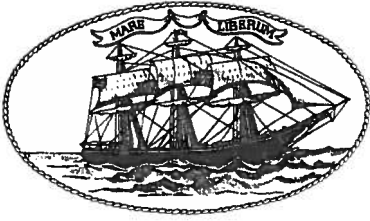
Estimated Start Date: _____ Estimated Completion Date*: _____
(*30 days maximum)

THE UNDERSIGNED HEREBY AGREES THAT IN THE EVENT THE PERMIT HEREIN APPLIED FOR IS GRANTED, ALL WORK DONE UNDER SAID PERMIT WILL BE DONE IN ACCORDANCE WITH THE PROVISIONS OF CHAPTER 18 ARTICLE III OF THE CITY OF NEW LONDON CODE OF ORDINANCES, AND TO THE CITY ENGINEERING DEPARTMENT STANDARDS AND SPECIFICATIONS, AND THEY AGREE AND CONSENT TO BE BOUND BY AND COMPLY WITH ALL OF THE PROVISIONS OF SAID ORDINANCE.

DATED AT NEW LONDON, CONNECTICUT, THE _____ DAY OF _____, 20____

SIGNATURE

PRINTED NAME



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OFFICE USE ONLY

Date Application Received: _____ Received By: _____

Insurance, Permit Fees

Insurance Received? _____

Permit Fee: \$ _____ Check No: _____ Init. Received: _____
(provide receipt)