

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

EXCAVATION PERMIT REQUIREMENTS

Anyone who performs excavation activities within a City of New London roadway or Right-of-Way is required to obtain an Excavation Permit from the Public Works Department. Below are the requirements for applying for an Excavation Permit.

Insurance Certificate

No permit for excavation in 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; Special Risk insurance covering underground explosion and collapse hazard in the minimum amount of \$1,000,000.00; 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.

Permit Bond

The applicant shall further file with the Department of Public Works a permit bond in the amount of Ten Thousand Dollars (\$10,000.00). Said bond shall expire upon the date indicated on the bond. For any extension of a utility into an existing accepted City road, the Director of the Department of Public Works or his/her duly authorized designee is authorized to set the amount of the permit bond, which bond shall be based upon the estimated amount of the proposed excavations. The permit bond shall be conditioned upon the applicant filling all excavation and restoring the roadway in the manner set forth in the City's Standard Details.

Indemnification

The applicant shall hold harmless and indemnify 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 excavation and/or restoration of said excavation.

Document Filing Period

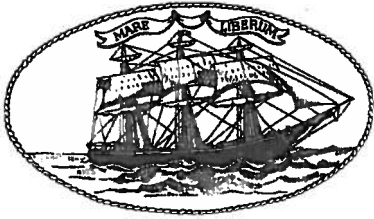
All such bonds and insurance coverages required by this section shall be in force during the period the permit is in effect. Any renewals shall be filed with the Department of Public Works located at 111 Union Street, Stanton Building, New London, CT 06320.

Call-Before-You-Dig

By State Statute, an active Call-Before-You-Dig Location Request Number is *required* before a municipality can issue an Excavation Permit. A Location Request Number can be obtained by calling the Call-Before-You-Dig central clearinghouse at 1-800-922-4455. You will be requested to give the clearinghouse information about the exact location of the proposed excavation site.

Permit Fee

The fee for an excavation permit is \$50.00 per excavation site less than fifty (50) total square feet. The permit fee for excavations over fifty (50) total square feet is calculated at a rate of one dollar (\$1.00) per square foot of excavation 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.



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

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 Excavation Permit. Generally, permits are issued Monday through Friday, between 8:00 A.M. and 4:00 P.M. excluding holidays. The application for an Excavation 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.

City of New London Police Traffic Control Request

If Police Traffic Control (at the Contractor's expense) is deemed necessary by the Director of Public Works or their appointed representative, the Contractor will be required to fax a request form to the Police Department. The form must be provided 48 hours prior to any work which requires Police traffic control. Traffic Control Request Forms can be obtained on the Police Department's website, or in-person at the Police Department.

Additional Information

Please contact the Engineering Division of the Department of Public Works at 860-447-5250 for questions pertaining to the Excavation Permit. Applicants should be familiar with the City of New London Code of Ordinances, specifically Chapter 18, Article III, as it applies to the application and issuance of an Excavation Permit.

Standard Engineering Details

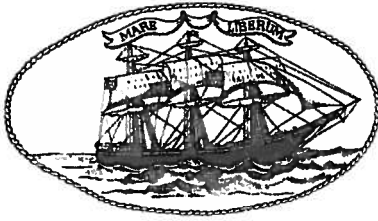
Standard Engineering Details for the City of New London can be obtained online from the City's website (on the Engineering Division's page), or paper copies of relevant details can be obtained at the Engineering or Building Division Offices of the Public Works Department, 111 Union Street, Stanton Building, New London, CT 06320.

Application Package Contents

Excavation Permit Requirements (2 Sheets)

Excavation Permit Specifications and General Conditions (2 Sheets)

Excavation Permit Application (2 Sheets)



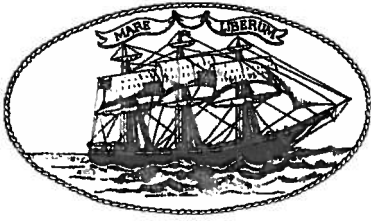
City of New London

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

EXCAVATION PERMIT SPECIFICATIONS AND GENERAL CONDITIONS

*Penalties for violations of any condition of this permit shall be in accordance with Chap. 18, Article III, Section 18-60, New London Code

1. Unless given special instructions by the Director of Public Works or their representatives, all construction shall be in accordance with City Engineering Design Standard Details and City Codes and Ordinances.
2. It is the Contractor's responsibility to abide by the safety conditions set by the City of New London Department of Public Works. This should include, but not be limited to, police officers or certified flagmen, proper warning signs, illuminated barricades, etc.
3. The work area must be secured and made safe to the public at all times by using signs, ribbons, cones, illuminated barrels, etc.
4. Streets cannot be closed without permission from the City of New London Department of Public Works. All traffic lanes and pedestrian sidewalks must remain clear unless otherwise approved. The Contractor is to maintain Two Way Traffic at all times, unless prior arrangements are made with the Police Department and Public Works Department.
5. Arrangements for Police Traffic Control will be required, at the Contractor's expense, for all roadway closures and/or detours, if applicable.
6. The Contractor is prohibited from allowing equipment to track mud, dirt, debris, dangerous materials, or other nuisances onto the roads or sidewalks. The Contractor is responsible for sweeping the road, sidewalks, and driveways at the end of each work day. All construction areas and excavations shall be kept clean.
7. All excavated material shall be placed outside the traveled portion of the road or sidewalk.
8. If it becomes necessary to remove or relocate any existing signs, fixtures, or utilities, the Contractor must first obtain the permission of the City, Utility Company, or Owner of said feature.
9. Where trees or shrubs are to be disturbed, the Contractor must notify the City of New London Department of Public Works and the adjacent property owner before proceeding. The Contractor may be required to replace any damaged trees or shrubs.
10. If proposed construction will have an impact on private property, or City property which is maintained by the local residents, the Contractor shall inform the local residents at least 3 days before the construction begins. It is the Contractor's responsibility not to unreasonably inconvenience any local resident or business owner.
11. Applications for permits on roads paved within the last 5 years must be approved by the Director of Public Works or their appointed representative. Special conditions may be required when performing work on these roads.
12. The Engineering Division of the Department of Public Works must be notified at least two (2) business days prior to any required inspections.
13. All excavations shall be backfilled on a daily basis. Additionally, excavations in the roadway shall be capped with 2" of hot-mix asphalt within 24 hours, weather permitting. Steel plates will not be allowed, unless permission is obtained from the Director of Public Works or their appointed representative.



City of New London

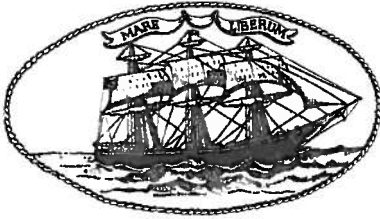
Department of Public Works

Engineering Division

111 Union Street, New London, CT 06320

Phone (860) 447-5250 • Fax (860) 447-5255

14. In backfilling, only appropriate excavated material shall be used in courses not exceeding eight (8") inches in depth (loose measure). Each course must be machine-compacted thoroughly. When street patching is necessary, only approved granular trench backfill shall be used. The completed patch must conform exactly to the line and grade of the road. In no case shall the patch extend above or below the adjacent paved area. See City Standard Detail on trench repair.
15. Failed patches or other unsafe conditions must be secured and made safe within four (4) hours after notification. Signs, ribbons, cones, illuminated barrels, etc., should be used to mark unsafe conditions. Repairs to patches or other defective conditions must be made within twenty-four (24) hours after notification. Patches will be made in accordance with City Standard Details.
16. Temporary patches/repairs must be maintained until permanent repair is allowed by the Director of Public Works or their appointed representative. Temporary patches/repairs shall remain in place and maintained by the Contractor for a period of 90 days in order to allow for proper settling. All permanent repairs must be completed within four (4) months, or when asphalt plants open, or whichever is earlier.
17. The permit holder is responsible for maintaining the final patch for a period of one (1) year. This does not limit the Contractor's responsibility for claims arising after one (1) year that are directly related to his/her negligence or poor workmanship. The Contractor must request in writing the release of their Bond to the Engineering Division of the Department of Public Works. No Bond will be released until the Engineering Division has performed a final inspection, and any necessary repair work completed.
18. All catch basins shall be kept clean by the installation of approved sedimentation and erosion control measures. These shall include, but not be limited to, placement of hay bales, silt fencing, and grate mats.
19. Excavations shall be conducted as such that no disturbance of Right-of-Way survey monument(s) occurs. In the event of the disturbance of a monument, the Contractor shall be responsible for retaining and paying for the services of a land surveyor licensed by the State of Connecticut to reset the monument(s) and to provide a Letter of Certification to the Director of Public Works.
20. The holder of this permit assumes all responsibility connected with the work. 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 work, or accidents to persons or property resulting therefrom.
21. 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.
22. The acceptance of this permit constitutes agreement to all the conditions/restrictions set forth in this permit.



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

EXCAVATION 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: _____

CALL BEFORE YOU DIG # _____ Exp. Date: _____
(1-800-922-4455)

Location & Description of Proposed Work

Location of Excavation*: _____

(*Reference house number, nearest intersection, lot number, etc; show excavation on reverse)

Description of Work: _____

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

Excavation Dimensions & Cost Estimate

Width: _____ FT Length: _____ FT Depth: _____ FT Square Footage: _____ SF*
*Used to compute Permit Fee

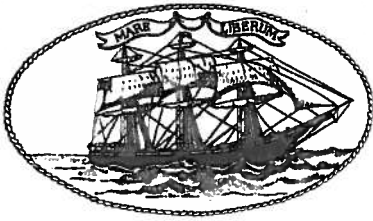
Construction Cost: _____
(Attach detailed cost estimate to substantiate bond value)

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



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

SKETCH OF EXCAVATION

OFFICE USE ONLY

Date Application Received: _____ Received By: _____

Insurance, Bonds, Permit Fees

Insurance Received? _____

Required Bond Amount: \$ _____

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

Inspection Requirements

Contractor Must Call Dept. of PW (860-447-5250) 48 Hours Prior to Starting Work

	<u>DATE OF INSPECTION</u>	<u>BY</u>	<u>ACCEPTABLE?</u>
Prior to Back Filling/Pouring	<u>X</u> _____	_____	_____
Prior to Permanent Patch	<u>X</u> _____	_____	_____
1-YR After Permanent Patch	<u>X</u> _____	_____	_____