



Department of Public Works
10 Muzzey Road
Hollis, New Hampshire 03049
Tel. 603-465-2246 FAX 603-465-3247
Joan Cudworth, Director

Trench Permit Application

#

To be filled out by office

STREET/ROAD(s) to be opened _____

Applicant/Contractor _____

Mailing Address _____ **Town** _____

State/Zip _____ **Telephone** _____

Email Address _____

Contact Person _____

Stand-by Crew Telephone Number _____

Work to Begin _____ **Expected Date to End** _____

Utility Company _____ **Phone** _____

Dig Safe # _____ (or attach copy with application)

Submit this application with check payable to the Town of Hollis to begin this process.

The fee is \$50.00 per trench permit.

The completed permit will be mailed back to you at the mailing address you listed above showing conditions of permit. If you have any questions, please call the DPW at 603-465-2246.

Applicant Signature _____ **Title** _____

CONDITIONS

All work to be completed by NOVEMBER 15th and shall not begin prior to APRIL 1st. The Director of Public Works reserves the right to make changes and/or exceptions as needed.

No work will be allowed in the travel way – all work to be done between road edge and property line. The Work Zone is further defined as “where gravel road meets embankment”.

All trenches will be compacted in 6-inch lifts.

No rocks larger than 2 inches within 12 inches of the surface.

Applicant/Contractor will be responsible for all road defects occurring between _____ and _____ that was caused by
(road name) (road name)
trenching. Applicant/Contractor will hire a crew to respond to road deficiencies and repair them at their expense within 12 hours of notification.

Applicant/Contractor will have a competent person on site at all times to assure conditions are met.

Item #16 on page 5 will be strictly enforced.

(print name) Company Representative

Office Number

Signature of Above

Date

1. Pursuant to Chapter 236:9, New Hampshire Revised Statutes 1982, Annotated and amendments thereto, Permission is requested to disturb _____
(road/street name)
in the Town of Hollis for the purpose of installing utilities as shown on
_____ plan number _____ which is made a part of this permit.
(Contractor/Engineering firm)
 - a) All manholes and conduit excavation shall be more than 2 feet from the edge of pavement. Manholes, conduits and cables shall be constructed in compliance with NH Statutes.
 - b) Traffic shall be controlled according to Items 8, 9 & 10.
 - c) The permitted operations shall in no way hinder highway maintenance operations.
 - d) Manhole covers shall not project above the surrounding ground.
 - e) Weekend, holiday or night work shall require written approval by the Police Chief, Fire Chief and Director of Public Works.
 - f) Shoulder restoration shall include a minimum of 3 inches in depth of 1 ½ inch crushed gravel, graded and compacted on a slope of 5/8 inch per foot, away from the pavement or as determined by this office.
2. The Applicant/Utility Owner agrees to the following provisions, instructions and regulations in processing the work under this request and to any additional instructions issued by the Director of Public Works or his/her representative, 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, utilizing sheeting as required.
4. Any blasting required shall be cautiously performed to minimize disturbance beyond the trench limits. Any undermined areas inadvertently developed shall have the projecting pavement cut square and removed.
5. All trenches shall be no less than 36 inches deep as required by the State of New Hampshire, Department of Public Works and Highways. All back fill material in trenches shall be compacted at near optimum moisture content, in layers not exceeding 6 inches in compacted thickness using pneumatic tampers, vibratory compactors or other approved means. Water shall be uniformly applied during compacting in the amount for proper consolidation.
6. Within paved areas, crushed gravel, equal to the existing gravel course, shall be placed in layers not exceeding 6 inches loose depth and thoroughly compacted. An approved bituminous plant mix material shall be placed and carefully graded and rolled to the adjacent grade as a temporary patch. Just before completion of the project, and after suitable exposure of temporary patches to traffic compacting, the pavement shall be sawn on either side of the trench to provide a 2 foot minimum overlap of the final patch on undisturbed material.
7. In the case of transverse or diagonal trenching, the pavement shall be sawn to provide a flat diamond-shaped patch with a 2 foot minimum overlap on undisturbed material that will permit only one wheel of a vehicle at a time to strike the patch area. Within the sawn limits of the final patch, the existing pavement and temporary patch material shall be removed and replaced with an equal depth of type I-1 asphalt concrete, laid and compacted to meet the existing pavement edge exactly. Saw cuts for final patching shall be as directed by the Director of Public Works.

8. In other areas the present surface type shall be restored by placing similar material in top of trench to a depth equal to that existing before excavation. Any existing grassland additionally shall be fertilized and reseeded. Any asphalt or concrete sidewalk shall have surface of equal depth, kind and quality placed. 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 2 years following the completion of the project.
9. Suitable unrestricted ingress and egress to properties abutting the highway shall be maintained at all times. Two-way traffic shall be maintained weekends and holidays. Any pavement damage or open trench in paved section (traveled way) must be backfilled and patched with hot top or cold patch the same day.
10. Traffic must be maintained during the performance of the work. All signs shall be kept in good repair at all times. Signs and warning devices shall conform to the latest State of New Hampshire Department of Public Works and Highways Construction and Warning Devices standards, a copy of which shall be supplied by the Applicant/Utility Owner and placed on file with the Surety Bond.
11. Certified Flaggers or Traffic Control Officer shall be provided whenever two-way traffic cannot be maintained, or at the request of the Director of Public Works or the Police Chief during any time they deem necessary for the protection of the public.
12. At all times a stand-by crew shall be available for the protection of the public and the maintenance of traffic. One or more telephone numbers which will reach the stand-by crew shall be furnished to the following people:
 1. The Police Chief
 2. The Director of Public Works
 3. The Communication Center
13. We, the Applicant/Utility Owner, agree to the following:

Due to weather conditions, (snow, sleet, freezing rain, rain, fog or any other act of God) this permit shall be void subject to a review of the area by the Director of Public Works and/or the Police Chief. Permission to continue construction may be allowed on a day to day basis after said review, but subject to instructions from the Director of Public Works or his representative.
14. The Applicant/Utility Owner agree to save harmless the Town of Hollis from any and all claims arising from the construction, maintenance and operation of the said project and its appurtenances and agree to obtain permits from the Director of Public Works before performing any future excavation for maintenance or renewal of the said project or other appurtenance thereto within the highway limits.
15. The Applicant/Utility Owner agrees to furnish a continuing Surety Bond in the amount of \$5,000.00 guaranteeing the fulfillment of the provisions, instructions and regulations contained herein. The Surety Bond will be returned at the end of 1 year, upon satisfactory completion of a preliminary patch. The Bond will be used to cover additional costs, should it be necessary, as the Town may incur due to the maintenance, operation, renewal or extension of said project or other appurtenances thereto within the highway limits.

16. Inspections will be performed by inspectors supplied by the Town of Hollis, with the expenses being borne by the Applicant. If required per the Director of DPW the amount will be determined and a cash escrow account filed with the Town of Hollis will be utilized for this purpose.
17. It is understood and agreed that this permit is for the right of construction, occupancy, operation and future maintenance of the said project and is by sufferance only, with the town reserving the right to require, in event of future alterations, relocation, or complete removal of said project, and the Applicant/Utility Owner agrees to perform such work promptly and at their own expense.
18. Permission for the above described construction, maintenance and operation is granted subject to the instructions, regulations, conditions and agreements above. It shall be void and to no effect pending filing of said Surety Bond with the Department of Public Works by the Applicant/Utility Owner.
19. Construction shall be considered still in progress until written notification is received by the Director of Public Works at which time the Surety Bond will be extended to cover a period of 2 years as per item #8.