



Town of Hanson Highway Department



797 Indian Head Street
Hanson, Massachusetts 02341
(781) 293-2822 FAX (781) 293-5763
highway@hanson-ma.gov

To be completed by the Applicant. {see following page for Instructions}

1. Street Name and Number _____
2. Assessor's Map Number _____ and Lot Number _____
3. Description of property and/or facility for which access is sought _____

4. Description of work to be performed within Town Right of Way _____

5. Dig Safe Number _____

6. **Applicant Information**

**** 6 Property Owner**

Name _____

Name _____

Mailing Address _____

Mailing Address _____

Email: _____

Email: _____

Telephone No. _____

Telephone No. _____

*Emergency (24hr) _____

*Emergency (24hr) _____

Insurance Carrier _____

≠ Signature _____

Amt. of Liability Coverage _____

Date _____

≠ Signature _____

***** Complete this section only if the individual or business making application is other than the property owner.***

Date _____

PERMIT FEES: ROAD OPENING - \$100.00 ☐ / TRENCH - \$25.00 ☐ Check Box (s)

CURB CUT: (Commercial) - \$75.00 ☐ (Residential) - \$35.00 ☐ Check Box (s)

Office Use: Approved by: _____ Date: _____ Permit No.(s) _____

**** TOTAL OF FEES TO BE DOUBLED - If Permit is Issued after work has commenced (with the Exception of Emergency Utility Work) ****

GENERAL INSTRUCTIONS

The Town of Hanson is granted authority to issue Street Access (road opening, curb cuts, pole installation, etc.) permits by M.G.L. Chapter, 164, Section 70,74; M.G.L. Chapter 82A. 520 CMR 14.0. Hanson General By-Law Article 2-17, sections 3A-3E places the authority for that permitting with the Board of Selectmen, acting through the Director of the Highway Department.

For the puposes of the Town, access is defined as:

- (a.) Any physical work performed within the Town Right of Way.
- (b.) Provision for motor vehicles to enter or exit a Town Way.

Before any permit is granted, the applicant will be required to provide and include the following:

- 1) Access plans at an appropriate scale which clearly shows all proposed work including:
 - a. Road name and layout
 - b. Property corners and lot lines
 - c. Location and dimensions of proposed work
 - d. Location of existing drives or utilities
- 2) Certificate of Insurance for Liability
- 3) Workers Compensation Affidavit / Contractors (pg. 3)
- 4) A Dig Safe Number, (which is provided by Dig Safe 1-800-344-7233)
- 5) Assessor's Map Number and Lot Number
- 6) Department of Industrial Accident, Workers' Compensation Insurance Affidavit form.
- 7) **Check for Road Opening Permit Fee for \$100.00 - Payable to the Town of Hanson**
**** Additional fees for Trench Permits \$25.00 each and for Curb Cuts \$35.00 per Residential or \$75.00 Per Commercial Curb Cut.***

The Town of Hanson reserves the right to request additional information as part of its review of the application prior to granting a permit.

In addition, after review of the application, an applicant MAY be required to provide a surety bond or cash security to protect the Town of Hanson before any permit is granted (minimum \$500.00 up to \$5,000.00)

Construction guidelines and inspection requirements, including notifications, will be spelled out within the permit document.

RETURN COMPLETED APPLICATION AND FEE TO THE HIGHWAY OFFICE LOCATED AT:

**Hanson Highway Department
797 Indian Head Street
Hanson, MA 02341**

PLEASE CONTACT THE HIGHWAY DEPARTMENT IF ADDITIONAL INFORMATION IS REQUIRED

‡ By Signing this Application the Applicant acknowledges and agrees to the following Conditions pages 3-4.



Permit Approval is granted subject to the following conditions:

1. No work can start without 48 hours notification to the Highway Director.
2. Requests for road opening / curb cut permits will be in writing to the Highway 30 days in advance. Road opening permits will be issued for work between April 15th and November 15th NO EXCEPTIONS (unless approved by the Highway Director). All Roadway work and any permanent paving must be completed by December 15th. Permits are also subject to asphalt plant opening and closing dates or extreme weather conditions.
3. **Non-Conformance Fees:**
The total of all fees, including applicable Road Opening, Trench and or Curb Cut Permits will be Doubled for work that is performed without first obtaining the necessary permits.
4. No Street openings cuts, curb cuts or trenches shall be made through any surfaces less than five years old except in an emergency and if approved by the Highway Director.
5. The Owner or Contractor is responsible for all work-performed incidental to the permit for one full year from the date of work.
6. Pavement depth will equal existing pavement depth but in NO case will it be less than a total of 5 inches. Binder will be 3" (2courses 1 ½ "each). Top will be 2" (1 course 2"), all mix Mass DOT Super Pave Mix, Top course will require tacked joints that have been saw cut. Joints will be "notched" to the binder lift and extended a minimum of 6" beyond the edge of the excavated trench sidewall. If the Highway Director requires infrared, it will be at no cost to the Town.
7. Trench Backfill shall be in 6" lifts, compacted with suitable clean bank run material. Sub grade gravel will be a thickness of 16" (12" bank gravel and 4" of processed gravel). Flow fill is permitted with prior approval, and could be required by the Highway Director. All trenches must be filled at the completion of work each day.
8. All setups should follow the MUTCD guide. Set up s will be allowed from the hours of 7:00am to 3:00pm. Any setups being left past 3:00 PM require approval from the Highway Director.
9. Excavations in shoulder and natural areas will require that all disturbed areas be hand raked. Any disturbed lawns, shrubs, trees, or vegetation be replaced in kind. All disturbed curbs; berms, guardrails, fences or walls must be restored to existing condition. There will be no stock piling of materials on any street.

10. It is mandatory that a 48 Hour written notice be delivered to any resident who will have interrupted water service or will be inconvenienced by driveway, sidewalk or roadway excavation. A duplicate copy of the notice to be filed at the Highway Department's Office.
11. Detour requests require a minimum of 24-hour notice to Highway Directors Office and Police Department. Requests are to be made during normal business hours Monday thru Friday, in writing. All traffic control devices and detour signs are to be provided by permit and follow MUTCD guide and standards. If details are necessary the permittee is responsible for the hiring and paying of police details.
12. You are required to provide a 24-hour emergency telephone number to the Highway Director and Hanson Police in case you are required to make after hours repairs or correct unsafe road conditions.
13. The Highway Director may require Town Personnel to be present during any phase of the work and no work shall be done without such personnel present if he has so required. All trench inspection requests will be made 48 hours in advance to the Highway Office. In the case of a prolonged excavation, daily inspections and also a final inspection will be required.
14. Permits are effect for 60 days. You will inform the Highway director of a proposed start and end date of your work. If the completion date will exceed the end date on the permit, then a written request to the Highway Director for an extension is required.
15. A certificate of liability insurance, indemnifying and holding harmless the Town of Hanson in the amount of \$300,000.00 for each occurrence shall be provided in the following forms:
 - Comprehensive Form
 - Underground Explosion and Collapse Hazard
 - Products/Completed Operations
 - Independent Contractors
 - Broad Form Property Damage

In addition to the above, Excess Liability Insurance in Umbrella form shall be provided in the amount of \$1,000,000.00, for Workers' Compensation and Employers Liability Insurance.

All insurance certificates shall name the Town of Hanson as Certificate Holder. Any variations from the above requirements must be approved in writing by the Town prior to the commencement of any work. A blanket policy for all street openings during a specified period of time may be provided by agencies expecting to require multiple permits over a period of time. Any such policy shall be in effect for one year after the excavation has been closed with a permanent patch and approved and approved by the Highway Director.

‡ By Signing the Application the Applicant acknowledges receipt of and agrees to the terms of these conditions.