

**TOWN OF TOPSFIELD**  
**STREET OPENING PERMIT**

FEE: \$25.00

Number: \_\_\_\_\_

**TO:** \_\_\_\_\_  
(Applicant)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Day Phone Number)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Night Phone Number)

**TO OPEN:** \_\_\_\_\_  
(Street)

\_\_\_\_\_  
(Federal Identification Number)

**PURPOSE:** \_\_\_\_\_  
(Type of Work)

**DATE WORK WILL START:** \_\_\_\_\_

**BONDING COMPANY AND AMOUNT:** \_\_\_\_\_

**CERTIFICATE OF INSURANCE:** \_\_\_\_\_

**DIG SAFE NUMBER:** \_\_\_\_\_

Police Department Approval: \_\_\_\_\_

Water Department Approval: \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Highway Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairman, Board of Selectmen

\_\_\_\_\_  
Date

Payment Received: \_\_\_\_\_

## **CONDITIONS**

### 1. **STREET BOND**

Each person or company making a request for a street opening permit must have, in effect at the time of application, a Street Bond in the amount of at least \$20,000. in a form acceptable to the Town to guarantee the Town that the excavation will be repaired in accordance to the rules which are contained herein.

### 2. **CERTIFICATE OF INSURANCE**

Each person or contractor making a request for a street opening permit must have in effect and give the Town of Topsfield a certificate of insurance with the following limits of liability:

Comprehensive minimum general liability coverage in the amount of \$500,000 each occurrence, \$500,000 aggregate and \$250,000 property damage, or combined limited in the amount of \$500,000. Certificate shall state explicitly that the insured is covered in the amounts above against liability resulting from damage or injury sustained as a result of: on premises operations, underground explosion of fire, and collapse of trenches, caissons, or other temporary structures erected by the insured.

Automobile insurance coverage for any vehicles that are registered to the applicant must have the minimum liability coverage provided in the certificate as follows: \$250,000 per person, \$500,000 per accident, and \$100,000 property damage.

The applicant must also provide a certificate showing workmens compensation coverages.

The Certificate of insurance shall list the Town of Topsfield as certificate holder and as an additional insured party, protected under the terms and benefits of the Policy.

### 3. **DISCLAIMER**

The applicant agrees to hold the Town, agents, and employees harmless from any and all claims made as a result of any action or inaction taken pursuant to the application by the applicant or anyone working through or under said applicant: including agents, employees and sub-contractors, but not in limitation thereof.

### 4. **APPLICATION FEE**

An application fee of \$25.00 shall be payable to the Town of Topsfield and submitted with the application.

5. **APPROPRIATE EQUIPMENT AND TRAINING**

The applicant must have the appropriate equipment and supplies at the site or on hand before beginning the work. All equipment working within the public right of way shall be properly registered and insured.

All work performed by virtue of this permit shall be performed by people appropriately trained to perform such work. Equipment shall only be operated by properly licensed operators.

6. **REVOCAION FOR CAUSE**

The Town reserves the right to immediately revoke this permit at any time when the activities covered by this permit are deemed to be not in the interest of public safety.

**TOWN OF TOPSFIELD**  
**STREET OPENING PERMIT**

**RULES AND STANDARDS**  
**EFFECTIVE JANUARY 1, 2005**

**THE APPLICANT OR CONTRACTOR SHALL:**

1. Notify the Highway, Police and Water and Departments seventy-two (72) hours in advance of starting the project.
2. Notify Dig Safe (888-344-7233) seventy-two (72) hours in advance.

**THE APPLICANT OR CONTRACTOR SHALL SUPPLY THE FOLLOWING:**

1. Barricades, lighting and traffic cones as required.
2. Sufficient quantities of approved gravel for backfill.
3. Hot Top
4. 1½" steel plates (if necessary).
5. Police Detail (if necessary).
6. The trench must be properly cut before digging. Wheel cutting or saw cutting is preferred.

**BACKFILL**

1. Backfill must be made with approved materials and compacted in one (1') foot lifts with a mechanical device to obtain 95% compaction.
2. Drainage or water work shall be inspected before backfilling.
3. Trenches shall be closed every night except by permission of the Highway Superintendent.
4. A temporary patch shall be placed immediately after backfilling with two (2") inches of hot top and rolled properly with a roller.
5. Permanent repair shall be made within six months of the street opening.

**PERMANENT REPAIR**

1. The trench shall be dug down eighteen (18") inches and replaced with twelve (12") inches of approved gravel and compacted.
2. Four (4") inches of bituminous concrete dense binder shall be installed in two lifts of two (2") inch layers, and rolled with a one-ton roller.
3. Two (2") inches of bituminous concrete top mix shall be installed, rolled and all joints sealed with emulsion.
4. Any damage done to sidewalks, shoulder or berm of the road shall be repaired to the satisfaction of the Highway Superintendent, or his authorized agent.

5. Permanent repairs shall be infrared heat-treated. The only exception will be roads which are not bituminous concrete.
6. Applicant or Contractor shall be responsible for any repair work required for a period of one (1) year after completion of the permanent repair.

### **APPROVAL OF MATERIALS**

1. All materials that require approval shall be inspected and approved by the Highway Superintendent or his designated agent.