Town of Clarksburg
Department of Public Works

ROAD OPENING PERMIT
APPLICATION INSTRUCTION

These instructions accompany our "Road Opening Application". Please contact the Town DPW at (413) 663-3451 if you have any questions.

1. Read all documentation thoroughly. Your signature on the application indicates your understanding of same.

2. Any and all work performed on a town road must occur between April 1st and November 15th. All applications must be received by November 1st. Any exceptions may be approved at the sole discretion of the Board of Selectmen.

3. Payment of any applicable fees should be by check payable to "Town of Clarksburg", and submitted along with the signed application to Town of Clarksburg, 111 River Road Main Street, Clarksburg, MA 01247. No action will be taken on the application until the fee has been paid.

Application Fee (Non-Refundable): $50.00

4. Proof of **Liability Insurance** from your insurance agent must be delivered to the town prior to the issuance of any permit.

5. Any applicable **Road Cut Fees** will be calculated at the time of review by the DPW. The payment of these fees will be required before the issuance of a permit.

Road Cut Fee: **$200.00 for the first 100 Sq. Ft.**
$2.00 for each additional 10 Sq. Ft.

6. Accuracy is expected; errors can result in the delay of approval. The description of the work needs to be brief, providing all information as clearly as possible. A sketch of the scope of the work must be attached.

7. It is the responsibility of the applicant to schedule police details. For information or to schedule details, contact the Clarksburg Police Department at (413) 663-7795. Applications will be reviewed by the department and additional requirements may be established (i.e. detours). These will be done at the permit tee's expense.

8. When an excavation on any roadway, is to remain open overnight, steel bridging of sufficient strength will be required to maintain a normal traffic flow.

9. The Permit tee is forbidden to commence work until the above mentioned items have been complied with and the Permit tee has notified the Director of Public Works or his designee at least twenty-four (24) hours in advance of the exact date and hour they propose to begin work.

10. Nothing in this manual shall be construed to prevent the making of such excavations as may be necessary for the preservation of life or property, or for the location of trouble in a conduit or pipe, or for making repairs, provided the person making such excavation shall apply for such permit on the first working day after such work is commenced.

11. It is the responsibility of the applicant to obtain all other permits or permission required to perform the work as established by the town Bylaw or state or federal regulations prior to the commencement of work.

12. If your application is denied you may request an appeal to be heard by the Board of Selectmen. This appeal shall be in writing. Contact this office for further instructions.

13. Whenever the town has developed plans to reconstruct a street, the Town, or its representative, shall give written notice to all public utilities which have, or may wish to lay, pipes, wires, or other facilities in or under our roads. Upon receipt of such written notice, such person or utility shall have sixty (60) days in which to install or lay any such facility. A street that has been reconstructed, no permit shall be granted to open such a street for a period of five (5) years, unless an emergency condition exists or the necessity for making such installation could not reasonably have been foreseen at the time such notice was given. If a permit is granted, the Town may impose extraordinary conditions on the Permit tee to preserve the structural condition of the pavement and to blend the permanent patch with existing pavement.

14. All work will comply with the The Commonwealth of Massachusetts, Department of Public Works, Standard Specifications for Highways and Bridges (1995), plus any supplemental specifications issued since that time.

Please note, no applications will be processed without a dig safe number.

Town of

CLARKSBURG

Department of Public Works

Town Hall • 111 River Road

APPLICATION
ROAD OPENING PERMIT

DATE: ____/____/____ FEE: _____

APPLICATION IS MADE TO OPEN THE BELOW LISTED STREET IN ACCORDANCE WITH THE SPECIFICATIONS FOR ROAD OPENINGS AND PATCHING IN THE TOWN OF CLARKSBURG

STREET: _____ DIG SAFE #: _____

LOCATION FROM: _____ TO: _____

DATE OF OPENING FROM: _____ TO: _____

FOR THE PURPOSE OF: _____

_____

_____

IN CONSIDERATION OF THE ISSUANCE OF THE PERMIT APPLIED FOR, THE APPLICANT AGREES TO AND ACKNOWLEDGES THE FOLLOWING:

1. TO SUBMIT A PAYMENT OF THE FEE IN ACCORDANCE WITH SECTION SIX.

2. TO PROVIDE CERTIFICATION OF INSURANCE NAMING THE TOWN OF CLARKSBURG AS AN ADDITIONAL INSURED AS SET FORTH IN SECTION FOUR.

3. TO PERFORM ALL WORK IN ACCORDANCE WITH THE SPECIFICATIONS.

4. TO NOTIFY THE POLICE DEPARTMENT OF ALL WORK AT THE TIME OF APPLICATION (663-7795).

5. A MINIMUM OF TWENTY-FOUR (24) HOURS NOTICE TO THE DIRECTOR OF PUBLIC WORKS (663-3451) IS REQUIRED BEFORE STARTING OR RESTARTING ANY WORK.

APPLICANT: _____ TELEPHONE: _____

ADDRESS: _____ CITY/TOWN: _____

ZIP CODE: _____ SIGNED: _____