



South Burlington Public Works
104 Landfill Road
South Burlington, Vermont 05403
Tel: (802) 658-7961
Fax: (802) 658-7976

Permit #: _____
(For office use only)

PERMIT TO OPEN STREETS OR RIGHT-OF-WAY – PART A

_____ requests a permit to excavate or disturb _____
(Applicant) (Street Name)

Street, in vicinity of _____, for the purpose of _____
(Street # or intersection)

(Description of Work; Attach Plans as Necessary)

This application is limited to _____ excavation(s) of approximately _____ square feet of pavement surface,
(#)
_____ linear feet sidewalk, _____ linear feet curb and _____ square feet of greenbelt. The area has
been called into Dig Safe and has been issued permit number _____. A certificate of insurance from
_____ is included with this application.
(Insurance Company Name)

Company: _____ Contact Person: _____
Address: _____ Phone Number: _____
_____ Email address: _____

Contractor Name (if other than applicant): _____ Contact Person: _____
_____ Phone number: _____
_____ Email address: _____

I certify that the information provided above is accurate and I agree to the general conditions and requirements and any special conditions / restrictions included with this permit. I understand that this permit can be revoked at any time and that work can't begin until a signed copy of this permit is received from the Public Works Director, or their designee.

_____ Date: _____
Applicant Signature

Permit Fee Structure:

Permit Fee:	\$100	Pavement/Concrete Square Foot Fee:	\$22.00
Inspection Fee:	\$100	Green Space Square Foot Fee:	\$2.50
Penalty for Working in ROW without Permit:	\$100		

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General Conditions and Requirements

Fees are required and will be paid at the time of application. Adjustments based on the square footage of impact will be made, as necessary, upon project completion. Lates fees of 3% will be assessed on a monthly basis if payment is not remitted within 45 days of permit issuance. Failure to pay required fees may result in revocation of this permit. All outstanding balances must be paid by the applicant prior to the issuance of additional / future permits to open streets or Right Of Way (ROW).

The Department of Public Works shall be contacted at least 2 business days, except for emergencies, prior to any work so that any special conditions and inspection times for this permit can be determined. If the request will impact the public's ability to use public transportation infrastructure (e.g. will result in road closures) then the application must be received at least 5 business days before any planned work.

This permit is valid for 30 days. If the permitted work does not commence within 30 days a new permit shall be required. An applicant may request a single, no cost, 30-day extension. A second 30-day extension may be requested, but an additional \$100 will be assessed. Permits expire after 90 days and the ROW must be restored to the satisfaction of the Director of Public Works at that time.

No Utility, Corporation, Firm or Person shall perform any excavation work in the ROW of the City of South Burlington, in accordance with 19 V.S.A. § 1111, and any relevant City ordinances, without a permit from the Director of Public Works or their designee. All work is to comply with the latest versions of South Burlington Specifications and/or State of Vermont Agency of Transportation Standard Specifications for Construction and the Manual of Uniform Traffic Control Devices (MUTCD). All traffic control measures must be MUTCD compliant. The applicant shall comply with all applicable Federal OSHA and State VOSHA Health and Safety Regulations and Rules. The applicant will have a supervisory representative present any time work is being completed and that individual will understand the requirements of this permit. The applicant shall be responsible for all damages to persons or property as a result of the work authorized by this permit. The City may modify or revoke this permit at any time for safety-related reasons, without rendering the City liable in any way.

Before any permit is issued for excavation in the City ROW all other methods of construction must be considered. Where services are to cross the highway the connections shall be made without disturbance to the road surface, by installing the service with a method of construction that will not disturb the traveled portion. Except as herein authorized, no excavation shall be made or obstacle placed within the limits of the ROW in such a manner as to interfere unnecessarily with the traveling public.

All the work herein contemplated shall be done under to the satisfaction of the City of South Burlington. Erosion prevention and sediment control measures must be in place as necessary to prevent the discharge of sediment to the City's drainage system or surface waters. Any plans of work shall be attached to this permit for review by the Department of Public Works. If the permitted party does any work contrary to the orders of the Director or their designee and, after due notice, fails to correct such work, the permitted party shall reimburse the City for any expense incurred in correcting the work. The applicant shall warranty the work for a period of one year after its completion.

This permit authorizes an applicant to work in the City ROW, but does not grant them exclusive rights to occupy locations in the ROW indefinitely. When the City issues a utility relocation or adjustment order in accordance with law in connection with highway maintenance or construction activities, and a utility fails to move or adjust its facility within the time specified in the order, that utility shall be liable to the City for damages that the City is required to pay a contractor for delay caused by the failure.

PERMIT #: _____

Public Works Director (or their Designee)

Approval Date: _____

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PERMIT TO OPEN STREETS OR RIGHT-OF-WAY – PART B

Part B must be completed if the applicant is requesting permission to impact the public's use of transportation facilities (i.e. roads, sidewalks, shared use paths) in order to complete work as described in Part A of this application.

The applicant is requesting permission to impact the public's use of: Streets Sidewalk Shared Use Path
(select all that apply)

Name of the streets involved, or in the case of sidewalk / shared use path provide the name of the closest street(s):

Please describe the extent (i.e. single lane, both directions, full closure, etc), duration (specific dates), and time (the hours of the day, e.g. 10:00 am to 2:00 pm) of the requested closure: _____

Describe why this closure is necessary: _____

- Attach a Traffic Control Plan and map showing any detours and necessary signage.

I certify that the information provided above is accurate and I agree to the general conditions and requirements and any special conditions / restrictions included with this permit. I understand that this permit can be revoked at any time and that work can't begin until a signed copy of this permit is received from the Public Works Director, or their designee.

Applicant Signature

Date: _____

Permit Approval – FOR STAFF USE ONLY

For full road closures, staff must contact the following entities to inform them of the road closure. This contact must be made at least 3 business days prior to the road closure date:

- | | |
|--|---|
| <input type="checkbox"/> South Burlington Police Dispatch (802-846-4111) | <input type="checkbox"/> Chittenden County Traffic Alert (trafficalert@ccrpevt.org) |
| <input type="checkbox"/> UVM Rescue (802-656-4287, rescue@uvm.edu) | <input type="checkbox"/> Adjacent schools and businesses |
| <input type="checkbox"/> South Burlington School Bus Garage (802-652-7498) | <input type="checkbox"/> South Burlington Outreach Coordinator (802-846-4107) |
| <input type="checkbox"/> South Burlington Fire Department (802-846-4110) | |

Public Works Director (or their Designee)

Approval Date: _____

