

HIGHWAY PERMITS

1 – Permit to Open, Occupy, Use and obstruct a portion of a public way

- No Street Opening permits allowed from Nov. 15th – April 1st
- No Street Opening permits allowed on streets recently paved { within 5 years }
(see: N:Highway/Streets/StreetsPaved)
- Fee - \$75 for first 28', + \$2 for each additional foot of trench.
- Bond – Minimum \$5,000
- Insurance (for Contractor) –
 - Showing Liability & Workman's Comp
 - Town of Westwood **DPW** listed as Additional Insured
 - Town of Westwood must be listed as Certificate Holder
- Dig Safe #
- Markouts:
 - Water – Dedham Westwood Water District – 781-329-7090
 - Sewer & Drains – 781-251-2589
- Signatures – Applicant and Excavator (If different from applicant)

See attached for repair of Utility Excavation work in Public Ways

Is it near Wetlands? Yes No

If within 125' on GIS need to see Karon before getting permit

If at any time during project it is determined to be within the 100' wetland buffer zone or 200' riverfront buffer zone, the contractor is responsible for going through the conservation agent.

Is it on a Scenic Way? Yes No

Canton Street, Dover Road, Downey Street, East Street, Everett Street, Grove Street, Milk Street, Mill Street, Sandy Valley Road, Summer Street, Woodland Road

If Yes (below applies to within the public right of way)

- Are they removing any trees greater than 4" caliper? Yes No

- Are they removing more than 15' of a stonewall? Yes No

If yes to any of the questions above, they need to see Nora in planning office prior to getting a permit.

If at any time during the project either of the above criteria is going to be met, the contractor is responsible for going through the planning board agent.

Are they connecting to the Town drain system? Yes No

See Article 18A for allowed connections

Sign indemnification form

Drawing to show how/what connecting

* Permit clearly states **Flowable fill** must be used on all roadway excavations. Delivery Slip for flowable fill showing job location must be turned in at end of job.

2 – Permit to open a trench on private property

Fee - \$10

Is it a trench? A trench is defined as a subsurface excavation greater than 3' in depth and is 15' or less between soil walls as measured from the bottom. (See attached from Commonwealth of Massachusetts)

___ Insurance (for Contractor) –

Showing Liability and Workman's Comp

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___ Dig Safe #

___ Markouts:

Water – Dedham Westwood Water District – 781-329-7090

Sewer & Drains – 781-251-2589

___ Signatures – Applicant and Excavator (If different from applicant) and

Must have Owners signature

Is it near Wetlands? Yes ___ No ___

If within 125' on GIS need to see Karon before getting permit

If at any time during project it is determined to be within the 100' wetland buffer zone or 200' riverfront buffer zone, the contractor is responsible for going through the conservation agent.

Is it on a Scenic Way? Yes ___ No ___

Canton Street, Dover Road, Downey Street, East Street, Everett Street, Grove Street, Milk Street, Mill Street, Sandy Valley Road, Summer Street, Woodland Road

If Yes (below applies to within the public right of way)

- Are they removing any trees greater than 4" caliper? Yes ___ No ___

- Are they removing more than 15' of a stonewall? Yes ___ No ___

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If at any time during the project either of the above criteria is going to be met, the contractor is responsible for going through the planning board agent.

3 – Curb cut permit (driveway)

Fee - \$10 (also need a street opening permit for work being done in public way, may need a trench permit depending on depth being dug for driveway)

Drawing showing existing and proposed driveway location

Can have a street opening permit for driveways only from 11/15-4/1

___ Bond – Minimum \$5,000

___ Insurance (for Contractor) –

Showing Liability and Workman’s Comp

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Town of Westwood must be listed as Certificate Holder

___ Dig Safe #

___ Markouts:

Water – Dedham Westwood Water District – 781-329-7090

Sewer & Drains – 781-251-2589

___ Signatures – Applicant and Excavator (If different from applicant) and
Must have Owners signature

See attached for repair of Utility Excavation work in Public Ways

Is it near Wetlands? Yes ___ No ___

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If at any time during project it is determined to be within the 100’ wetland buffer zone or 200’ riverfront buffer zone, the contractor is responsible for going through the conservation agent.

Is it on a Scenic Way? Yes ___ No ___

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- Are they removing more than 15’ of a stonewall? Yes ___ No ___

If yes to any of the questions above, they need to see Nora in planning office prior to getting a permit.

If at any time during the project either of the above criteria is going to be met, the contractor is responsible for going through the planning board agent.

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STANDARD CONDITIONS

Drain System Connection:

Owner/Applicant certifies that no pollutant and only the following exempt discharges will be carried through the drain connection to the public storm drain system;

Springs

Natural flow from riparian habitats and wetlands

Diverted stream flow

Rising groundwater

Uncontaminated groundwater infiltration as defined in 40CFR 35.2005(20)

Owner/Applicant certifies that no roof drains or any other storm water from the property is directly connected into the subject drainage system; and that no pump exists or will exist that pumps water into the public storm drain system.

Street Opening:

If a street needs to be closed to traffic at any time, a street closing permit must be filed with the Board of Selectmen's office at Town Hall.

Police details are the responsibility of the Excavator.

Excavator is responsible for maintenance on the trench for at least 1 year.

48 hours notification to Highway Department prior to working in the street

Town of Westwood DPW has the right to refuse work on a Friday based on severity of disruption to street and traffic.

If a sidewalk is disturbed, repair will be made with like material. Asphalt may be used as a temporary patch. Final repair shall be made within 30 days of completing work.

Driveway apron: If a sidewalk exists, driveway apron must meet existing grade on each side and be ADA compliant.

Street Trench Requirements:

Flowable Fill must be used on all roadway excavations. Delivery slip showing job location must be turned in at the end of the job.

Must match pavement depth, with a minimum of 2 ½ inches base and 1 ½ inches top

Edge of trench must be sealed with emulsified asphalt tack.

The Town of Westwood has the right to ask for any asphalt trench work to be infrared to seal all joints.