

TOWN OF WESTWOOD
DEPARTMENT OF PUBLIC WORKS

50 Carby Street
Westwood, MA 02090
Phone: 781-326-8661
Fax: 781-320-1070



Permit Number _____

Date Issued _____

Expiration Date: _____

Application For

- Permit to Open, Occupy, Use and obstruct a portion of a public way**
Town of Westwood: General bylaws of the Town Article 11 (as amended)
- Permit to open a trench on private property**
Pursuant to G.L.c.82A §1 and 520 CMR 7.00 et seq. (as amended)
- Curb cut permit (driveway)**

THIS PERMIT MUST BE FULLY COMPLETED PRIOR TO CONSIDERATION

Location(s) of Excavation:			
Street Address:			
Name of Applicant:		Phone: _____ Cell: _____	
Street Address:		City/Town	State _____ Zip _____
Name of Excavating Contractor:		Phone: _____ Cell: _____	
Street Address:		City/Town	State _____ Zip _____
Name of Equipment Operator:			
Street Address:		City/Town	State _____ Zip _____
Name of Owners (s) of Property:		Phone: _____ Cell: _____	
Street Address:		City/Town	State _____ Zip _____

Description, location and purpose of proposed trench:
Please describe the exact location of the proposed trench and its purpose (include a description of what is (or is intended) to be laid in proposed trench (eg; pipes/cable lines etc.)

Street address: _____

Description is as follows: Starting Point: _____ Finish Point: _____

Within town layout: Size of Opening: Width: _____ Depth: _____ Length: _____

On private property: Size of Opening: Width: _____ Depth: _____ Length: _____

For the purpose of: _____

Anticipated Start Time: Date: _____ Time: _____ A.M.

Anticipated End Time: Date: _____ Time: _____ P.M.

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.

Proof of Workman's Compensation: _____

Certificate of Insurance #: _____

(Certificate of Insurance and a copy of the endorsement to their insurance policy with the Town of Westwood named as additional insured.)

Name and Contact Information of Insurer: _____

Policy Expiration Date: _____

Bond Issued by: _____	Date: _____ Amount: \$ _____ (minimum \$5,000)
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Dig Safe # _____	Date # Received _____
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Yes

Westwood Highway Department Notified – Drain Locations Date: _____

Westwood Sewer Department Notified – Sewer Locations Date: _____

Dedham-Westwood Water District Notified – Water Locations Date: _____

BY SIGNING THIS FORM, THE APPLICANT, OWNER, AND EXCAVATOR ALL ACKNOWLEDGE AND CERTIFY THAT THEY ARE FAMILIAR WITH, OR BEFORE COMMENCEMENT OF THE WORK, WILL BECOME FAMILIAR WITH, ALL LAWS AND REGULATIONS APPLICABLE TO WORK PROPOSED, INCLUDING OSHA REGULATIONS, G.L. c. 82A, 520 CMR 7.00 et seq., AND ANY APPLICABLE TOWN OF WESTWOOD ORDINANCES, BY-LAWS AND REGULATIONS AND THEY CONVENANT AND AGREE THAT ALL WORK DONE UNDER THE PERMIT ISSUED FOR SUCH WORK WILL COMPLY THEREWITH IN ALL RESPECTS AND WITH THE CONDITIONS SET FORTH BELOW.

THE UNDERSIGNED OWNER AUTHORIZES THE APPLICANT TO APPLY FOR THE PERMIT AND THE EXCAVATOR TO UNDERTAKE SUCH WORK ON THE PROPERTY OF THE OWNER, AND ALSO, FOR THE DURATION OF CONSTRUCTION, AUTHORIZES PERSONS DULY APPOINTED BY THE MUNICIPALITY TO ENTER UPON THE PROPERTY TO MONITOR AND INSPECT THE WORK FOR CONFORMITY WITH THE CONDITIONS ATTACHED HERETO AND THE LAWS AND REGULATIONS GOVERNING SUCH WORK.

THE UNDERSIGNED APPLICANT, OWNER, AND EXCAVATOR AGREE JOINTLY AND SEVERALLY TO REIMBURSE THE MUNICIPALITY FOR ANY AND ALL COSTS AND EXPENSES INCURRED BY THE MUNICIPALITY IN CONNECTION WITH THIS PERMIT AND THE WORK CONDUCTED THEREUNDER, INCLUDING BUT NOT LIMITED TO ENFORCING THE REQUIREMENTS OF STATE LAW AND CONDITIONS OF THIS PERMIT, INSPECTIONS MADE TO ASSURE COMPLIANCE THEREWITH, AND MEASURES TAKEN BY THE MUNICIPALITY TO PROTECT THE PUBLIC WHERE THE APPLICANT, OWNER, OR EXCAVATOR HAS FAILED TO COMPLY THEREWITH INCLUDING POLICE DETAILS AND OTHER REMEDIAL MEASURES DEEMED NECESSARY BY THE MUNICIPALITY. THE UNDERSIGNED APPLICANT, OWNER, AND EXCAVATOR AGREE JOINTLY AND SEVERALLY TO DEFEND, INDEMNIFY, AND HOLD HARMLESS THE MUNICIPALITY AND ALL OF ITS AGENTS AND EMPLOYEES FROM ANY AND ALL LIABILITY, CAUSES OR ACTION, COSTS, AND EXPENSES RESULTING FROM OR ARISING OUT OF ANY INJURY, DEATH, LOSS, OR DAMAGE TO ANY PERSON OR PROPERTY DURING THE WORK CONDUCTED UNDER THIS PERMIT.

THE APPLICANT, OWNER, AND EXCAVATOR AGREE JOINTLY TO CONFORM TO THE STATUTES, BYLAWS AND/OR OTHER SPECIFICATIONS AND RULES AND REGULATIONS OF THE TOWN OF WESTWOOD, NOW OF HEREAFTER IN FORCE RELATIVE TO RESTORING THE STREET TO A SATISFACTORY CONDITION AND TO PROTECTING THE PUBLIC BY ADEQUATE LIGHTS AND SAFEGUARDS; TO FILE A BOND SATISFACTORY TO THE BOARD OF SELECTMEN OR THEIR REPRESENTATIVE AND TO INDEMNIFY AND SAVE HARMLESS THE TOWN OF WESTWOOD FROM ANY AND ALL LOSS, DAMAGE AND EXPENSE SUSTAINED BY REASON OF ANY ACT OR OMISSION BY THE LICENSEE HEREUNDER. THE CONTRACTOR SHALL PROVIDE A CERTIFICATE OF INSURANCE AND A COPY OF THE ENDORSEMENT TO THEIR INSURANCE POLICY NAMING THE TOWN OF WESTWOOD AN ADDITIONAL INSURED; AND A 30 DAY NOTICE TO THE TOWN OF WESTWOOD TO ANY CHANGES OR CANCELLATION OF COVERAGE.

APPLICANT SIGNATURE

_____ DATE: _____

EXCAVATOR SIGNATURE (IF DIFFERENT)

_____ DATE: _____

OWNER'S SIGNATURE (IF DIFFERENT)

_____ DATE: _____

PERMIT IS VALID FOR 180 DAYS FROM DATE OF ISSUE

FOR TOWN OF WESTWOOD USE – Do not write in this section	
PERMIT APPROVED BY	APPLICATION FEE \$ _____
PERMITTING AUTHORITY	DATE _____
CONDITIONS OF APPROVAL	

CONDITIONS AND REQUIREMENTS PURSUANT TO G.L.C.82A AND 520 CMR 7.00 et seq. (as amended)

By signing the application, the applicant understands and agrees to comply with the following:

- i. No trench may be excavated unless the requirements of sections 40 through 40D of chapter 82, and any accompanying regulations, have been met and this permit is invalid unless and until said requirements have been complied with by the excavator applying for the permit including, but not limited to, the establishment of a valid excavation number with the underground plant damage prevention system as said system is defined in section 76D of chapter 164 (DIG SAFE)
- ii. Trenches may pose a significant health and safety hazard. Pursuant to Section 1 of Chapter 82 of the General Laws, an excavator shall not leave any trench unattended without first making every reasonable effort to eliminate any recognized safety hazard that may exist as a result of leaving said open trench unattended. Excavators should consult regulations promulgated by the Department of Public Safety in order to familiarize themselves with the recognized safety hazards associated with excavations and open trenches and the procedures required or recommended by said department in order to make every reasonable effort to eliminate said safety hazards which may include covering, barricading or otherwise protecting open trenches from accidental entry.
- iii. Person engaging in any trenching operation shall familiarize themselves with the federal safety standards promulgated by the Occupational Safety and Health Administration on excavations: 20 CFR 1926.650 et.seq., entitled Subpart P "Excavations".
- iv. Excavators engaging in any trenching operation who utilize hoisting or other mechanical equipment subject to chapter 146 shall only employ individuals licensed to operate said equipment by the Department of Public Safety pursuant to said chapter and this permit must be presented to said licensed operator before any excavation is commenced;
- v. By applying for, accepting and signing this permit, the applicant hereby attests to the following: (1) that they have read and understand the regulations promulgated by the Department of Public Safety with regard to construction related excavations and trench safety; (2) that he has read and understand the federal safety standards promulgated by the Occupational Safety and Health Administration on excavations: 29 CFR 1926-650 et.seq., entitled Subpart P "Excavations" as well and any other excavation requirements established by this municipality; and (3) that he is aware of and has, with regard to the proposed trench excavation on private property or proposed excavation of a city or town public way that forms the basis of the permit application, complied with the requirements of section 40-40D of chapter 82A.
- vi. This permit shall be posted in plain view on the site of the trench.

For additional information please visit the Department of Public Safety's website at www.mass.gov/dps

SPECIFICATIONS

To

Dig or Break up the ground in a Public Way in the Town of Westwood

1. All person to whom permits are issued shall conform to the statues, ordinances, bylaws of specifications herein contained for the rules of any department involved; that the permit may be revoked or suspended at any time by the Board of Selectmen; that the violation of any specifications thereof or of any conditions herein contained shall work an immediate revocation of this permit; such revocation to be effective upon notice by the Superintendent of Streets, the Chief of Police or the Tree Warden.

2. The applicant shall file a bond of not less than \$5,000.00 satisfactory to the Board of Selectmen or their representative and to indemnify and save harmless the Town of Westwood from any and all loss, damage and expense it may sustain or be required to pay be reason of the work herein permitted, or by reason of any act or negligence on the part of the holder of this permit or his – its employees or agents, relating to such work, or by reason of any violation of any specification herein.

3. The applicant shall at least forty-eight hours, exclusive of Saturdays, Sundays and legal holidays, before making an excavation in a public way give notice in writing of the proposed excavation to natural gas pipe line companies and to such public utility companies as supply gas, electricity, water, or telephone service in the Town of Westwood. Such notice shall set forth the name of the street, or route number of the way, and a reasonably accurate description of the location in which the excavation is to be made. Copies of such notices together with a statement certifying that they have been mailed or delivered to such public utility companies shall be filed with the Board of Selectmen, Town of Westwood, Mass.

4. The holder of this permit shall place and maintain from the beginning of twilight through the whole of any night over or near the place so occupied or opened, obstructed or used, and over and near any gravel, dirt, or other material whatsoever involved in his operation, a light or sufficient lights to protect travelers from injury; shall place and maintain a safe and convenient way for the use of fool travelers and vehicles around or over such place; shall not allow the placing of any advertising matter within the limits of the space occupied, without proper authorization.

5. The holder of this permit shall not disturb or interfere with any pipes, wires, or drains, not injure or damage any tree, shrub, growth, or part thereof, and shall furnish in his conduits accommodations for all wires belonging to or to be used by the Town of Westwood, free of charge, whenever requested to do so, and shall remove wires and conduits whenever directed and not until directed, and shall follow the directions of the Tree Warden where excavation will, in his opinion, be likely to injure or damage any tree, shrub, growth or part thereof.

6. The holder of this permit shall use this permit for no other purpose than that stated; shall place no material so as to interfere with flowage to catch basins, storm drains, sanitary sewers or removal of covers of the same, nor to interfere with any hydrant, pole, post, or structure belonging to the Town of Westwood or any public service corporation, and shall protect such hydrants, poles, posts or structures from injury or defacement.

7. The holder of this permit shall clean and remove any refuse or rubbish when so directed in the immediate vicinity of his work; shall do the necessary watering or sprinkling to obviate dust and shall immediately backfill and excavation upon the direction of the Superintendent of Streets of the Town of Westwood, whose orders shall be final and conclusive.

8. The holder of this permit shall tamp all backfill. Any cold patch used as a temporary measure shall be removed before final patch in applied. The edge of the excavation shall be evenly cut back six inches on each side to form a bridge effect. The top of the excavation shall be finished with at least one foot of gravel and at least 1½ inches of base and 1 inch of top or equal former surface whichever is greater.

9. Subsequent maintenance, if necessary, as determined by the Superintendent of Streets, to correct defects occurring within one (1) year after the completion of the work done under this permit, shall be ordered by the said Superintendent of Streets and paid for by the user of this permit, and the surface of all streets disturbed shall be restored to the satisfaction of the Superintendent of Streets of the Town of Westwood, and payment therefore shall be made by the user of the permit.