

CHRISTOPHER BOUCHARD, Director of Public Works

## GENERAL PERMIT REQUIREMENTS

The Applicant shall apply for a permit to DIGSAFE for marking of utilities within the area to be excavated and perform excavation in accordance with their requirements. DPW and the District 1 or 2, depending on location, of the work shall be notified directly for marking of utilities according to DIGSAFE timelines.

The Applicant shall contact the South Hadley Conservation Commission for determination of whether work is proposed in any jurisdictional areas of the Wetlands Protection Act.

The Applicant and/or their representative is required upon disruption to any utilities encountered to notify the following departments immediately:

South Hadley DPW Selectmen's Office	<b>538-5033</b> <b>538-5017</b>	South Hadley Police Dept.	<b>538-8231</b>
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The Applicant must also notify the owner of the utility. The following is a list of the various utility owners and their phone numbers:

Columbia Gas	<b>800-525-8222</b>	So. Hadley Electric Light	<b>413-536-1050</b>
So. Hadley Water District #1	<b>413-532-0666</b>	So. Hadley Water District #2	<b>413-532-9210</b>

### **A PLAN SHOWING DETAILS OF ALL WORK INCLUDING THE LIMITS OF ALL PAVEMENT CUTS MUST BE INCLUDED WITH THE PERMIT APPLICATION. NO PERMIT WILL BE APPROVED WITHOUT A PLAN SHOWING PROPOSED WORK.**

#### **ADDITIONAL REQUIREMENTS OF THE SOUTH HADLEY DPW**

- Provide DPW with 24 hrs. notice before work starts.**
- Contractor must call the Town Engineer @ 413-575-6048 and provide a **minimum of 4 hours' notice** for an inspection of work prior to backfilling. No backfilling of the trench is permitted before an inspection is made the Town Engineer or his/her agent.
- Traffic shall be maintained at all times. The holder of this permit shall contact the Police Chief prior to start of any construction work begins to determine if police will be required. The permit holder will be responsible for all police expenses.
- The permit holder shall provide adequate signs, barriers and lights to warn pedestrians and motorists of construction. The type and number shall meet current standards as approved by the Massachusetts Highway Department. The contractor shall hold the Town harmless for any deficiencies.
- The new overlay shall be placed immediately after the edges of the cut have been prepared with hot rubberized asphalt.
- An inspector shall be assigned, as deemed necessary, to the work area and the cost of the inspector shall be charged to the permit holder. The holder of this permit is obligated to pay all expenses in conjunction with this permit.
- When necessary in the opinion of the DPW, the permit holder may be required to notify residents in the area of the excavation, by certified letter, 48 hours prior to commencing work.
- The permitted work is approved for completion between April 1 and December 1 except by special permission of the Department of Public Works and per emergency permit provisions of this permit.
- All proposed hydrant locations or relocations shall be approved by DPW in the field prior to installation.
- For new or replacement utility pipelines that will cross existing sewer, sewer service lines, or drains within a public roadway, the DPW may require pipeline video to confirm utility and service line locations as a permit requirement.
- Fees are waived for public water, gas and electric utility service work.

**EMERGENCY PERMIT REQUIREMENTS FOR WINTER WORK**

- For all emergency winter repairs on South Hadley public roads, four (4) inches of compacted cold patch shall be the final layer of backfill. Permit holders must routinely inspect and maintain the emergency patched area until asphalt plants open and make repairs as necessary at which time the temporary cold patch material shall be removed and replaced with a finish product of hot mix asphalt in accordance with permit requirements.

**SOUTH HADLEY SELECT BOARD TRENCH CUT POLICY ON NEWLY PAVED ROADS**

- No trench cut shall be permitted in reconstructed roads or roads that have been overlaid for a period of 5 years from the date of completion.
- At the discretion of the Superintendent of Public Works, a roadway surface may be disturbed within the 5 year moratorium, as an exception, only under the strict adherence of the following conditions:
  1. All Trenches shall be backfilled with excavatable flowable fill.
  2. The full width of the roadway shall be cold planed to a depth of 2 inches for a total distance of 20 feet minimum from the outside edge of the trench in each direction longitudinal to the roadway.
  3. Two inches of bituminous concrete pavement (modified top) shall be installed in the cold planed area.
  4. Pavement markings shall be replaced as needed to meet prior striping.

**CONDITIONS RELATING TO PERMITS FOR INSTALLATION OF PIPES, AND CONDUITS**

- After any pipes, conduits, drains or other underground structures are laid, or any excavation is made in the roadway, the trenches or openings shall be properly backfilled with suitable material. The backfilling shall be thoroughly tamped and the surface of the road over said structures shall be left even with the adjoining ground. If the work is done in cold weather, no frozen material shall be used for backfilling.
- Where the service pipes are to cross the highway, the connections shall be made without disturbing the hardened surface of the roadway wherever possible. The method shall be by driving the pipes under the roadway or by carrying the service pipes under and across the road in a larger pipe ("sleeving" the service), unless otherwise approved by the Town Engineer or the DPW Superintendent.
- The permit holder shall maintain the surface of the road way over said structures as long as the Department may deem necessary until all signs of the trench settlement shall have been eliminated.
- This permit does not include the right to trench or open cut through the root system of any public trees without the express permission of the South Hadley Tree Warden. The contractor is required to properly protect and take precaution to protect the root structure of the tree system. This may include, but is not limited to, jetting, jacking or pushing of pipe through soil and/ or be prohibited in and around the root structure unless due to emergency conditions. No Materials or equipment shall be stored on the tree belt or public green without the approval of the Police Department and the Department of Public Works.
- This Permit also does not include the right to trench or open cut into wetlands or other lands deemed as protected by the Conservation Commission, State, or Federal Government. The Contractor shall contact and obtain permission (if appropriate) from all appropriate environmental agencies prior to beginning any excavation work.

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

- i. This permit must be posted in plain view on the site of the trench.
- ii. 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);
- iii. 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 open 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.
- iv. Persons engaging in any in any trenching operation shall familiarize themselves with the federal safety standards promulgated by the Occupational Safety and Health Administration on excavations: 29 CFR 1926.650 et.seq., entitled Subpart P “Excavations”.
  - v. 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;
  - vi. By applying for, accepting and signing this permit, the applicant hereby attests to the following: (1) that they have read and understands the regulations promulgated by the Department of Public Safety with regard to construction related excavations and trench safety; (2) that he has read and understands the federal safety standards promulgated by the Occupational Safety and Health Administration on excavations: 29 CMR 1926.650 et.seq., entitled Subpart P “Excavations” as well as 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 sections 40-40D of chapter 82A.

For additional information please visit the Massachusetts Department of Public Safety’s website at [www.mass.gov/dps](http://www.mass.gov/dps)