

Town of Shoreham • 297 Main Street • Shoreham, VT 05770 • (802) 897-5841**TOWN ROAD ROW PRIVATE SERVICE-LINE PROJECT APPLICATION** [May 2024]*Permit fee plus \$15 recording fee must accompany.****Incomplete applications will not be processed until determined to be complete by Road Foreman.***

- A. No utility, corporation, firm, or individual shall perform, or cause to be performed, any excavation work in the public rights-of ways without a permit from the Town of Shoreham in accordance with *19 VSA §1111* and the Town ROW Project Ordinance#2023-01 (*Regulation of the Placement of Utility Facilities Within Town Road Rights-of-Way and Public Property*).
- B. The Owner has primary responsibility for ensuring compliance with installation of the Private Service-Line and other applicable provisions of the *ROW Ordinance*, as well as any applicable provisions in the *Shoreham Unified Development Regulations*, and any instructions or conditions imposed by the Road Foreman.
- C. The Owner is responsible for ensuring that all excavated surfaces are repaired and returned to their original condition or better. These repairs shall be made according to the construction methods noted in *ROW Ordinance #2023-01* or *VAOT A-76* unless amended by conditions in the work permit.

1. Owner: _____

Mailing Address: _____

Phone: _____ Email: _____

If delegating responsibility for items B and C above, indicate who: _____*Phone:* _____ *Cell:* _____ *Email:* _____**2. Applicant:** _____

Mailing Address: _____

Phone: _____ Email: _____

*Applicant, if not the owner, to submit letter from owner authorizing action on owner's behalf***3. Contractor/Subcontractor Name:** _____

Mailing Address: _____

Phone: _____ Cell: _____ Email: _____

4. 911 Address of property: _____ + _____**Parcel ID:** _____ **District:** ☐ LDR ☐ VRD ☐ VCD ☐ MDR ☐ AG ☐ SFHA**5. Type of work Application is for (check one or both):**☐ Right-of-Way Work. Work/excavation on or in an unpaved surface (*greenbelt, dirt road, etc.*)☐ Pavement Excavation. Excavation of a paved road surface.**6. Purpose of work:** _____

a. Project to begin: _____ **Expected completion date:** _____**b. Operating/work hours:** _____ **Weekdays working:** _____**c. Dig Safe ticket** pending or to be done shortly. **Ticket #** _____ (*to be added by Town when received*)

7. Describe how traffic control will be handled & by whom: _____

8. Included with this application (check all that apply):

Insurance—Required Coverages and Limits. The following liability insurance policies insuring the contractor as named insured and naming the Town of Shoreham, and its elected and appointed officers, officials, agents, and employees as additional insureds on the policies.

Name of insurance company: _____

Policy #: _____ **Issue Date:** _____ **Date Expires:** _____

- ☐ **A description of the project, work hours, traffic control measures**, page 1.
- ☐ **Start and end dates** on page 1.
- ☐ **A map or maps depicting the location and footage measurements** of the project, with a legend explaining any symbols used; a North point indicator.
- ☐ **Drawings depicting road cuts, and cross-sections of** trenching/drilling/boring of underground installations, including widths and depths;
- ☐ **Sketch/Maps/Drawings** of the project area including excavation area.
- ☐ **Neighbors, Fire/Rescue, Road departments** to be notified of any issues affecting travel on the road

Copies included of:

- ☐ **Letter of authorization from property owner, as applicable.**
- ☐ **Certificate of Insurance**
- ☐ **All applicable municipal hook-up permits, other local, State, Federal permits as applicable.**
- ☐ **State Wastewater/Water Permit** (amended for any increase in flow);
- ☐ **List of road cuts for utility connections** approved by the Road Foreman;
- ☐ **Copy of notice of issues affecting travel**, to be sent to neighbors, Town Office (date/times/who to contact).

Other materials included: _____

- ☐ **Permit fee of \$150 plus recording fee of \$15 .**

9. I/we hereby certify that the statements on this Application are correct and that I/we will comply with the Vermont and Shoreham regulations covering the work to be done.

[Owner(s) & Applicant, if different, must both sign.]

Signature of Owner: _____ **Date:** _____

Signature of Applicant (if other than Owner): _____ **Date:** _____

Signature of Delegated Responsible Party: _____ **Date:** _____