

Town of Shoreham • 297 Main Street • Shoreham, VT 05770 • (802) 897-5841

TOWN ROAD ROW PROJECT/WORK APPLICATION [June2024]

Permit fee of \$150 plus \$15/page recording fee must accompany.

Incomplete applications will not be processed until Road Foreman has determined they are complete.

No utility, corporation, firm, or individual shall perform 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*). All work must comply with the State of VT AOT *Standard Specifications for Construction*, and the *Manual of Uniform Traffic Control Devices (MUTCD)*. The *Shoreham Zoning Regulations* and other Road Standards and Ordinances are incorporated by reference.

Applicant: _____ **Date:** _____

Title/Position: _____

Business Name: _____

Mailing Address: _____

Phone: _____

Email: _____

Project Supervisor: _____

Cell: _____

Email: _____

Subcontractor Name: _____

Mailing Address: _____

Phone: _____ Cell: _____

Email: _____

24/7 Emergency Contact: _____

Where located: _____

Address: _____

Phone: _____ Cell: _____

Parcel ID: _____ **Property Owner:** _____

Parcel ID: _____ **Property Owner:** _____

Parcel ID: _____ **Property Owner:** _____

Parcel ID: _____ **Property Owner:** _____

(use separate sheet for additional names)

Proposed date, place, & time of preconstruction meeting: _____

Persons/departments you will be inviting:

☐ Selectboard

☐ Town Wastewater Dept

☐ Road Foreman

☐ Tri-Town Water

☐ GMP

☐ _____

Roads/Locations involved: _____

(use separate sheet

for additional)

Work/Phases:

1. Project/Phase to begin: _____ Project/Phase work to be completed: _____
2. Project/Phase to begin: _____ Project/Phase work to be completed: _____
3. Project/Phase to begin: _____ Project/Phase work to be completed: _____

Project Description:

a. Operating/work hours: _____

b. Purpose: *(Briefly explain the project's purpose and any phases. Use a second sheet if needed)*

c. Sketch/Maps/ Drawings: *(of the project area including excavation dimensions and area)*

d. Materials, types of equipment to be onsite: _____

e. Traffic control measures, supplier: _____

f. Erosion mitigation methods: _____

g. Road cut alternatives explored: _____

Insurance

Required Coverages and Limits. Each utility occupying right-of-way or constructing any facility in the right-of-way shall secure and maintain the following liability insurance policies insuring the utility 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. Coverage limits shall be pursuant to the ROW Ordinance.

Name of insurance company: _____

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

Checklist: Included with this application, either on this form or separately (*check all that apply*):

- ☐ A description of the project, work hours, type of equipment to be onsite, traffic control measures;
- ☐ A break-out of project phases if any, with start and end dates;
- ☐ A map or maps depicting the location and footage measurements of the project, with notes as to what lines belong to which colocators; a legend explaining symbols used; a North point indicator;
- ☐ Drawings depicting cross-sections of trenching/drilling/boring of underground installations, including widths and depths; description and drawings of above ground installments;
- ☐ Descriptions of materials to be used and references to federal or state standards to be followed;
- ☐ Mitigation methods to control stormwater and erosion;

Copies of

- ☐ All applicable state and federal permits (including VTRANS);
- ☐ Agreements signed with owners of other utilities or facilities colocated within the work area;
- ☐ Copy of notification to property owners advising of the work in the portion of the ROW passing over the owner's property (ownership extends from the road centerline); the notice copy to include names and addresses of property owners so notified, a phone number they may call to request more information, and the date of notification;
- ☐ One complete hard-copy set of construction drawings and specifications and one electronic/PDF copy for the proposed work;
- ☐ Other materials included: _____

- ☐ Permit fee of \$150, and State recording fees of \$15 per page.

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 sign.]

Signature of Business Rep/Owner: _____ Date: _____

Signature of Subcontractor: _____ Date: _____

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

Permit & Recording Fees: \$150_ + \$15/page = Paid: \$ _____ **Date:** _____ **Check:** _____ **Rec'd by:** _____