

Town of Wilbraham
Department of Public Works
240 Springfield St.
Wilbraham, MA 01095
413-596-2800
DPW@wilbraham-ma.gov

**Public Works Excavation Notification Form
& Street Opening, Curb Cut / Tree Belt
Permit Application**

Fee Paid
Date Paid
Permit #
Approved By:
Date Issued:
Expiration Date:

DATE: _____

APPLICANT NAME: _____ PHONE #: _____

APPLICANT ADDRESS: _____

E-MAIL ADDRESS (optional): _____

CONTRACTOR/CORP. NAME (if different): _____

To excavate in the area of (give street location of proposed work site):

Scope of work (short description of the proposed work):

Type of Work (check all that apply): Street Opening Curb Cut / Driveway Apron
 Tree Belt Excavation Private Property or Other: _____

Estimated work start date: _____

Dig Safe Ticket No.: _____ (required prior to excavation)

The Department of Public Works (DPW), including the Town's municipal water, sewer & drainage divisions, are not Dig Safe member utilities and do not receive automatic notification for utility mark-out through the Dig Safe system. Those performing excavation activities in Town must separately notify the DPW via submittal of this form, or by contacting the DPW for emergency utility mark-out requests.

Excavation within the public right-of-way, including the street or tree belt, requires an applicant signature and issuance of this permit. An applicant signature and permit number are not required for work entirely upon private property, or other property not under the ownership or control of the Town.

Fees: Street Opening \$200. Curb Cut/Driveway or Tree Belt Excavation \$50. (Special rates may apply).
Payable to: Town of Wilbraham. Work entirely on Private Property or Other, no Fee.

By signing this permit application, the applicant signed below agrees to adhere strictly to the Town of Wilbraham standard permit conditions and other rules or regulations associated with work in the public right-of-way. The applicant further agrees to guarantee and maintain all work performed under said permit for a period of at least two years after completion of the final paving or restoration. A \$5,000 performance bond or deposit may be required at the DPW's discretion. In the case of a bituminous asphalt patch, the applicant agrees to seal the patch using infrared heating (or equivalent) so as to minimize deterioration.

CORPORATION NAME: _____

NAME OF AUTHORIZING PERSON (printed): _____

SIGNATURE OF AUTHORIZING PERSON: _____

Special conditions issued by the Department of Public Works (if any):

STANDARD PERMIT CONDITIONS & INSTRUCTIONS

(To be attached to all Street Opening, Curb Cut/Driveway, and Tree Belt Excavation Permits)

1. General Requirements

- Work shall not commence until the permit has been approved, signed, and all applicable fees, bonds, and insurance certificates are submitted.
- All work shall comply with M.G.L. c. 82 (Highways), c. 84 (Liability for Defects in Ways), and trench safety regulations under 520 CMR 14.00, as well as Town bylaws and DPW regulations.
- All work shall comply with any special conditions issued by the DPW, or any conditions, requirements, or enforcement orders issued by the DPW Director.
- Applicant/contractor must obtain a valid Dig Safe ticket prior to excavation and maintain compliance with M.G.L. c. 82, §40. Applicant/contractor is responsible for coordination with all utility companies and for protecting existing utilities.

2. Traffic & Public Safety

- Traffic details are assigned by the Wilbraham Police Department. The applicant/contractor must request details in advance through the Police Department.
- Proper signage, barricades, and lighting must be maintained at all times.
- Massachusetts Excavation & Trench Safety regulations (520 CMR 14.00) define a trench as “An excavation which is narrow in relation to its length, made below the surface ground in excess of three feet below grade and the depth of which is, in general, greater than the width, but the width of the trench, as measured at the bottom, is no greater than 15 feet.” Those engaging in trench excavation, shall apply for a trench permit with the DPW or Health Department. Additional fees for a trench permit may be waived for work in the public-way pursuant to 520 CMR 14.03(6).

3. Work Restrictions

- No work shall occur on moratorium streets (recently paved within 5 years) without DPW approval.
- No excavation shall remain open overnight without DPW approval and proper safety measures.
- No street opening or curb cuts shall be performed between November 15 and April 15, without the applicant/contractor first verifying that hot-mix asphalt is readily available from local plants on the day of the scheduled work. The DPW may postpone, prohibit, or conditionally allow street opening or curb cuts during periods of cold weather.

4. Tree Belt & Environmental Protection

- Tree roots, trunks, and canopies must be protected; damage may result in fines or replacement.
- Erosion and sediment controls must be installed where necessary to prevent runoff into wetlands, catch basins, watercourses, or onto property beyond the limit of work.

5. Restoration Standards

- Pavement cuts must be saw-cut, backfilled with suitable material, and compacted in lifts.
- Temporary patches must be placed immediately; permanent restoration must be completed within 30 days (or as directed by DPW).
- Sidewalks, curbing, and tree belt areas must be restored to equal or better condition with concrete, asphalt, or loam and seed as applicable.
- Applicant/contractor is responsible for maintenance of restored areas for two (2) years following completion.

6. Insurance & Bonding

- If requested by DPW, a Certificate of Insurance naming the Town of Wilbraham as additional insured may be required. A performance bond or cash/check deposit may be required to ensure proper restoration.

7. Restoration & Conditions

- Restore all disturbed areas (pavement, curbing, sidewalks, tree belt, loam/seed) to DPW standards. Privately owned features (sprinkler systems, fencing, landscaping...) shall be restored at the cost of the applicant/contractor to the satisfaction of the landowner or abutting landowner.
- Maintain the work site in a safe condition at all times.
- Guarantee restoration work for a period of two (2) years from completion.
- Comply with all applicable Town bylaws, DPW regulations, and Massachusetts General Laws.