

TOWN OF EAST LYME

APPLICATION FOR RIGHT-OF-WAY PERMIT

Town of East Lyme Engineering Department
108 Pennsylvania Avenue PO Box 519
Niantic, CT 06357
(860) 691-4118 (860) 739-6930 Fax



INSTRUCTIONS

The Town Right of Way is the land owned by the Town located between the homeowner's front property line and the edge of the road, and the roadbed itself. The distance from the edge of the road and front property line varies, but is normally 10 to 15 feet.

A Right of Way Permit is required for but not limited to:

- Any work performed in the Town Right of Way.
- New house construction.
- New or modified driveway; including sidewalk.
- Underground Utility work in the Town Right of Way (electrical, sewer, water, gas, drainage, & etc.)
- Planting or installing anything in the Town Right of Way
- Any other activity deemed by the Town Engineer to affect the Right of Way Permit.

A. Application: Please complete the Application for Right of Way Permit, attach a copy of the site plan, and provide a bond and Certificate of Insurance. Submit all of this information to the Engineering Department.

B. Site Plan: Attach a copy of a site plan to the Application for Right-of-Way Permit. Items on the site plan include but are not limited to:

- Existing conditions and proposed work to be completed.
- Existing and proposed topography (contours, elevations).
- Existing and proposed driveway locations with spot elevations.
- Location of proposed footing drains or sump pit with elevations.
- Any existing or proposed obstacles that might affect line of sight on a Town road for vehicles entering a Town road from a new driveway.
- Any other information deemed necessary by the Town Engineer.

Reference Details are available from the Engineering Department which include the current standards for temporary & permanent patch pavement repair, sidewalk details, and typical driveway apron.

C. Bond: There is no fee for the driveway permit, but a bond of \$1,000 is required for driveway aprons and smaller jobs in the Town Right of Way. A minimum \$5,000 bond is required for utility crossings and larger jobs in the Town Right of Way, or as may be set by the Town Engineer. Other jobs shall be bonded as determined by the Town Engineer. Refer to the attached *Bonding & Insurance Requirements* page for more information regarding the bond process.

D. Certificate of Insurance: The Contractor shall submit a copy of their Certificate of Insurance with the Application. The Certificate of Insurance shall be in the form and for not less than the amounts listed on the attached *Bonding & Insurance Requirements* page.

Please save this sheet for future reference. Any further questions can be addressed to 860-691-4118.

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Permit No.: _____
Date of Application: _____
Items Received: <input type="checkbox"/> Certificate of Insurance
<input type="checkbox"/> Bond <input type="checkbox"/> Site Plan
Date Permit Issued: _____

Complete this application form, attach a Site Plan, Bond, & Certificate of Insurance and return to the East Lyme Engineering Department. Work cannot commence until an approved right-of-way permit is received.

Application is hereby made in accordance with the provisions of the ORDINANCE REGULATING EXCAVATIONS, CUTS, FILL AND CHANGE OF GRADE IN PUBLIC HIGHWAYS adopted at a Town Meeting January 28, 1965 and the ORDINANCE CONCERNING DAMAGE TO HIGHWAYS, adopted September 21, 1975 to perform the following work:

Brief Description of Work: _____

Location of Work: _____
(Address or Map/Lot #)

Legal Property Owner: _____

Legal Property Owner's Address: _____

Mailing Address: _____ Phone #: _____

Contractor's Name, Mailing Address & Phone Number: _____

CERTIFICATION: *I hereby certify that: I am the owner of record of the named property or that the proposed work is authorized by the owner of record and/or I have been authorized to make this application as an authorized agent, and we agree to conform to all applicable laws, regulations and ordinances. All information contained within is true and accurate to the best of my knowledge and belief.*

Printed Name of Applicant: _____

Applicant Address: _____

Applicant Phone/Cell/Email: _____

Applicant Signature: _____ Date: _____

The undersigned bondholder is responsible for completion of work, to Town standards, indicated on the approved right-of-way permit to the satisfaction of the Town Engineer. The bond provided may be forfeited to the Town to rectify unsatisfactory conditions in the Town right-of-way caused by work done under this permit.

Signature of Bond Holder: _____ Date: _____

Town Use Only	Initial Inspection: _____	Date: _____
	Final inspected: _____	Date: _____
	Bond Released: _____	Date: _____

Refer to the attached form for the *Bonding & Insurance Requirements*.

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BONDING & INSURANCE REQUIREMENTS

BONDING REQUIREMENTS

A \$1,000 bond is required for driveway aprons and small jobs in the Town right-of-way. A minimum \$5,000 bond is required for utility crossings and large jobs in the Town right-of-way or an amount determined by the Town Engineer.

Check appropriate box for type of bond:

Bank check Surety Bond N/A

Bank checks must be payable to: Town of East Lyme OR *Your name* (Both names must be on the bank check with “OR” between them or it will not be accepted) Example: Pay to the order of: “The Town of East Lyme OR John Doe.” After acceptance of the completed project the bank check will be returned.

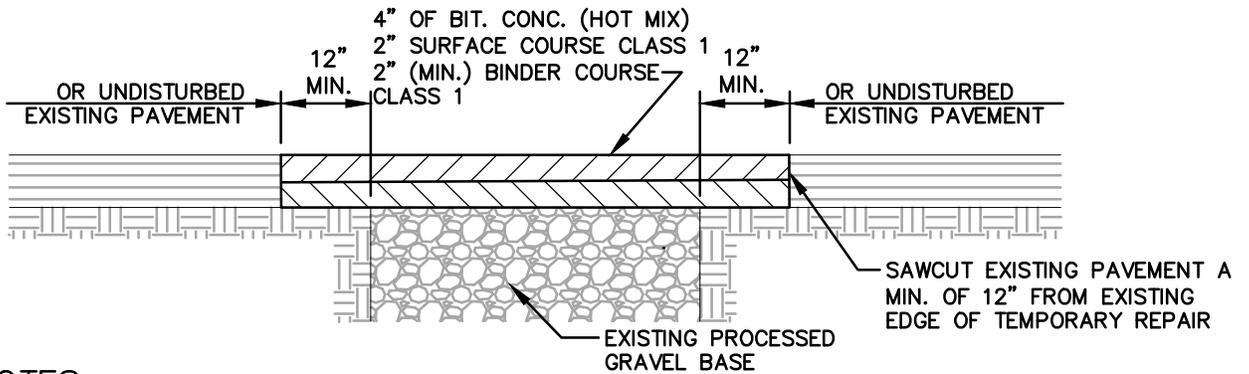
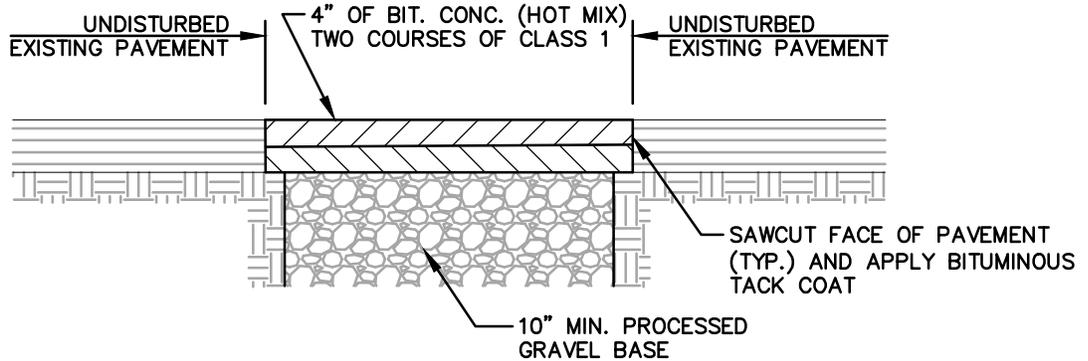
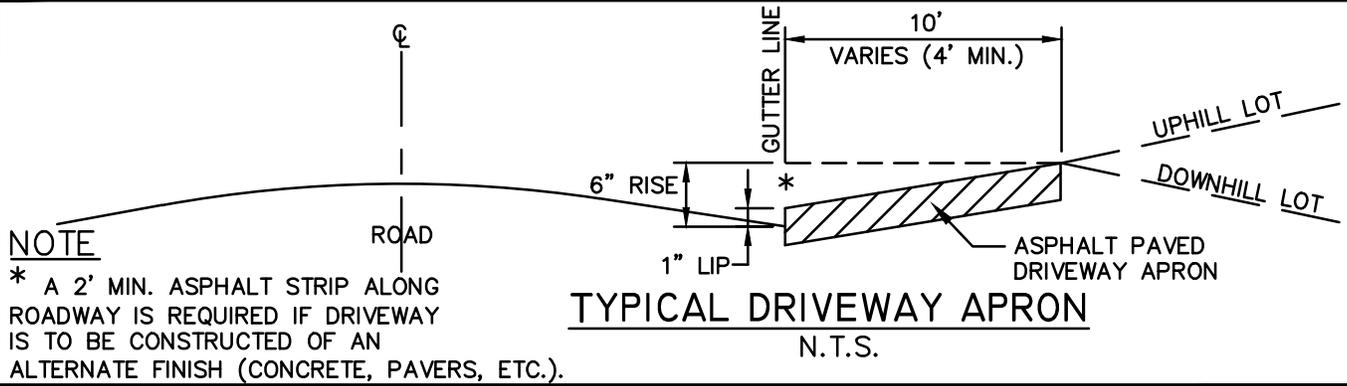
<p>For Surety Bond only</p> <p>Amount of Bond \$ _____</p> <p>Expiration Date _____</p> <p>Person or Company Named on Bond _____</p> <p>Note: Person named on bond must also sign permit</p> <p><i>Bond will be returned upon acceptance of completed project.</i></p>
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INSURANCE REQUIREMENTS

The applicant shall secure and maintain general liability injury, death or property damage, which may arise from performance of his service in the amount of at least:

- Comprehensive General Liability:
 - General Aggregate: \$2,000,000
 - Products/Completed Operations Aggregate: \$1,000,000
 - Each Occurrence: \$1,000,000
- Automobile Liability:
 - Each Accident: \$1,000,000
- Workers' Compensation and Employer's Liability:
 - Statutory Workers Compensation
 - \$1,000,000 each accident/\$500,000 disease-policy limit/\$100,000 disease-each employee

The Contractor shall designate the Town of East Lyme as additional named insured in their liability policy. The Contractor shall furnish the Town with a certificate or other proof of the required insurance and coverage limits. The provisions of these requirements shall apply to and be incorporated into any subcontracts.



PREPARED BY
THE EAST LYME
 ENGINEERING DEPARTMENT

TOWN ROAD DETAILS
 STANDARD DETAIL
 EAST LYME, CONNECTICUT

NOT TO SCALE

Date: JANUARY , 2016	Drawn By: P J G	Checked By: BS	Dwg. No.:	Sheet No.:
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