

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; publicworks@eltownhall.com; eltownhall.com

Town Use Only

Items Received: ☐ Site Plan
☐ Bond ☐ Certificate of Insurance
Date Permit Issued: _____

Complete this application form, attach a Site Plan, Bond, & Certificate of Insurance and return to the East Lyme Engineering Department. (Refer to the instructions on following page).

NOTICE: No work shall commence in the Town's Right-of-Way (ROW) until an approved permit is received in accordance with the East Lyme, Connecticut, Code of Ordinances; § 97.01 REGULATING EXCAVATIONS, CUTS, FILL AND CHANGE OF GRADE IN PUBLIC HIGHWAYS & § 150.070 DAMAGE TO HIGHWAYS.

Work Brief Description: _____

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

Owner Name: _____

Mailing Address: _____ Phone #: _____

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.*

Applicant Name: _____

Applicant Address: _____

Applicant Phone/Cell/Email: _____

Applicant Signature: _____ Date: _____

Contractor Name, Address & Phone Number: _____

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

Check appropriate box for type of bond: ☐ Cashier's Check ☐ Surety Bond

Cashier's checks must be payable to: Town of East Lyme OR *Your name* (Both names must be on the cashier's check). Example: Pay to the order of "The Town of East Lyme OR John Doe." **After acceptance of the completed project a check will be mailed to name and address listed below.**

Bond Amount: \$ _____

Bond (Surety Only) Expiration Date: _____

Bond Release Name and Address: _____

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



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INSTRUCTIONS

The Town Right-of-Way (ROW) is the land owned by the Town located between the homeowner's front property line and the edge of the road. This area may contain sidewalks, drainage, utility poles, signs, etc. The distance from the edge of the road and front property line varies, normally can be 10 to 15 feet, but is property specific.

A ROW Permit is required for but not limited to:

- Any work performed in the Town ROW.
- New or modified driveway (Alternate finish such as stone or pavers is allowed if provided with a 2-foot minimum asphalt strip between edge of driveway and edge of road - see Details).
- Sidewalk work.
- Underground Utility work in the Town ROW (electrical, water, sewer, gas, drainage, & etc.)
- Planting or installing anything in the Town ROW.
- Any other activity deemed by the Town Engineer to affect the ROW.

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

B. Site Plan or Sketch: Attach a site plan or sketch to the Application for ROW Permit. Items to include but are not limited to:

- Existing conditions and proposed work such as driveway to be completed.
- Location of proposed roof and foundation drain discharge (sump pit and/or perimeter footing drain).
- Any existing or proposed obstacles that might affect sight line at the driveway and road intersection.
- 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 administrative/processing 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 ROW, or as set by the Town Engineer. The bond may be produced via cashier's check (no personal checks accepted) or surety bond.

D. Certificate of Insurance: The applicant's Contractor 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:

1. Comprehensive General Liability:

- General Aggregate: \$2,000,000
- Products/Completed Operations Aggregate: \$1,000,000
- Each Occurrence: \$1,000,000

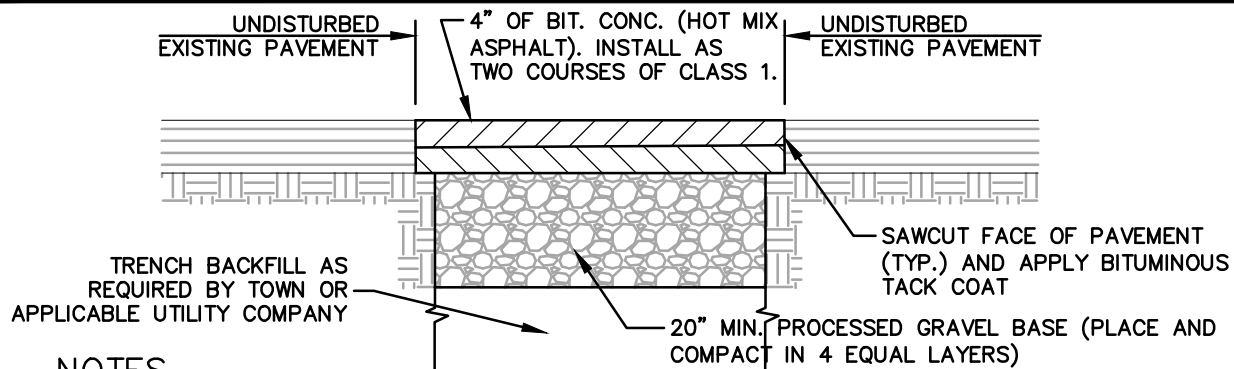
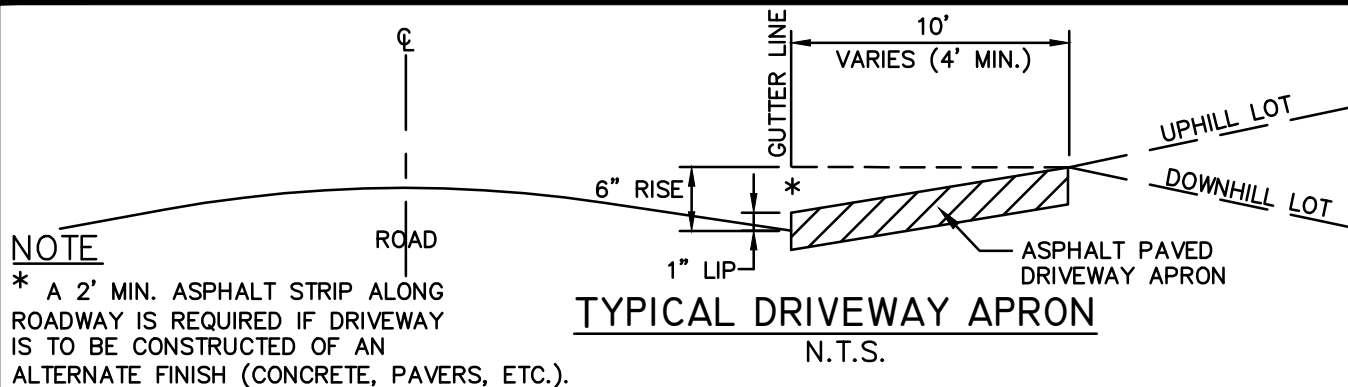
2. Automobile Liability:

- Each Accident: \$1,000,000

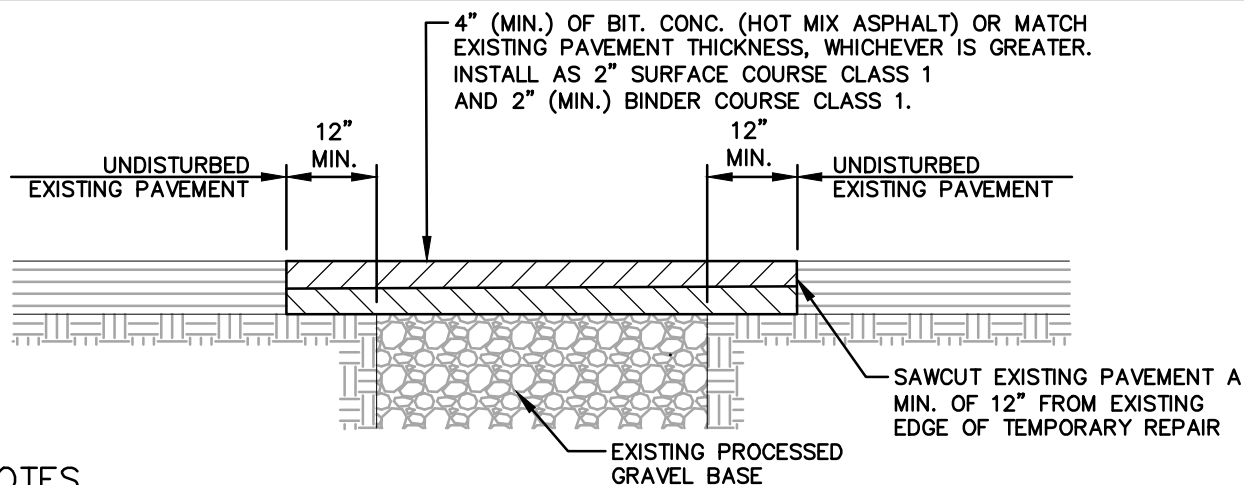
3. Workers' Compensation and Employer's Liability:

- Statutory Workers Compensation
- \$1,000,000 each accident/\$500,000 disease-policy limit/\$100,000 disease-each employee

The Contractor shall furnish the Town with a certificate or other proof of the required insurance and coverage limits. The provisions of these requirements shall apply to any subcontractors working in the Town ROW.



TEMPORARY PAVEMENT DETAIL (DWG. NO. U-1)



PERMANENT PAVEMENT DETAIL (DWG. NO. U-2)

PREPARED BY
THE EAST LYME
ENGINEERING DEPARTMENT

TOWN ROAD DETAILS
STANDARD DETAIL
EAST LYME, CONNECTICUT

NOT TO SCALE

Date:
SEPTEMBER, 2022

Drawn
By: PJG

Checked
By: BS

Dwg. No.:

Sheet No.: