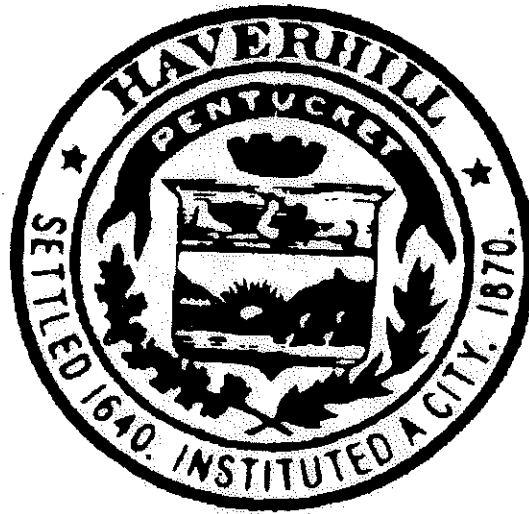


PERMIT MANUAL



*City of Haverhill, MA
Department of Public Works
Management Services
April, 1999*

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I. PURPOSE OF PERMITS

City highways have been established and are maintained primarily for the purpose of movement of vehicles and pedestrians. It is also desirable to allow individuals and utility companies to utilize highway rights of way for purposes other than transportation. However, to prevent recurring, dangerous and annoying interruptions to traffic and pedestrians, and to avoid interference with future road construction and construction methods, it is necessary that strict control be maintained and standard procedures be followed for excavations, construction, and maintenance of City highways.

II. DEFINITIONS

Excavation

"Excavation" shall mean any opening the surface of a public place make in any manner whatsoever, except and opening in a lawful structure below the surface of a public place, the top of which is flush with the adjoining surface and so constructed as to permit frequent opening without injury of damage to the public place.

Public Place

"Public Place" shall be any public street, way, place, alley, sidewalk, park, square, plaza, or any other similar public property owned or controlled by the City and dedicated to public use.

City

"City" shall mean the City of Haverhill and/or its Superintendent of Highways & Parks.

Substructure

"Substructure" shall mean any pipe, conduit, tunnel, duct, manhole, vault, buried cable, or wire, or any other similar structures located below the surface of any public place.

Facility

Facility shall mean any pipe, pipeline tub, main, service, trap, vent, manhole, meter, gauge, regulator, valve, conduit, wire, tower, pole, pole line, anchor, cable, junction box, or any other material, structure, or object of any kind or character whether enumerated herein or not, which is or may be lawfully constructed left, placed or maintained in, upon, along, across, under, or over any public place,

Person

"Person" shall mean any person, firm partnership, association, corporation, company, or organization of any kind.

II. DEFINITIONS - (cont.)

Utility

"Utility" shall mean a private company, corporation, or quasi-municipal corporation under the direction and control of the public Utilities Commissioner.

Newly, Constructed, Reconstructed, or Repaved Streets

"Newly constructed, reconstructed, or repaved streets" shall mean any street which has been newly constructed, reconstructed, or repaved within the past (5) years.

III. APPLICATION FOR PERMIT

An application for permit must be filed with the City of Haverhill before preliminary investigation will be made for permit issue. Standard application forms for this permit maybe secured from the Haverhill Highway Department. Each application form shall be completely filled in, signed, and delivered to the office of the Haverhill Highway Department. An explanation of the application and sketch shall be made either in the space provided on the application form or a separate sheet in duplicate which the Applicant shall attach to the application. Such diagrams or sketches shall show the location of the work to be done in relation to the outstanding features of the road, such as property lines, intersections, pavement lines, sidewalks, trees, drainage structures, and utility poles by number and the character and extent of the work. The Applicant will be required to disclose the methods and materials proposed to be used. In the event the Permittee discovers that additional work or repairs not designated in the original permit must be done in the same location, the Permittee must make application to the City of Haverhill for a permit to authorize the additional work in the same manner as the first permit. When the work proposed includes excavation in the public way the sketch will show the proposed outlines including dimensions and the relation to existing buildings or other features. The application will include sieve analysis and proctor of proposed backfill material meeting State Specification M1.03.0, 03.0; Type C Permits will be issued only to the Permittee doing said work in the public way.

Plans and Specifications

When applications are made for permits involving work of major scope, plans certified by a Professional Engineer and specifications must be submitted in duplicate with the application form. They should be detailed so that the exact location of the various parts of the work, the risk of injury to road users, and the probability of damage to trees, highway structures, and private property can be ascertained. A copy of the Department of Public Works Engineering Plan requirements may be obtained for assistance.

III. APPLICATION FOR PERMIT (cont.)

Rejection of Application

When it appears that the work called for in an application would not conform to City Regulations, or cause substantial or needless damage to a public way, or create excessive disturbances to traffic, or exceptionally dangerous conditions not commensurate with the benefits to the Applicant, the request for permit will be denied. The Superintendent of the Highway Department, or his designee, may refuse to issue a permit to any person, company, or utility when, in his opinion, work performed under a permit theretofore issued to the Applicant has not been properly executed, or when said Applicant has failed to reimburse the City for recoverable charges billed under terms governing the previous permit.

IV BOND REQUIREMENTS

Prior to the issuance of a permit, the Applicant shall deposit with the City a Bond in an amount and form that has been determined by the City Council. The Bond amount shall be so that the City will be protected against loss in the event of the failure of the permit holder to complete the work or reimburse the City for restoration involving the work or encroachment authorized by the permit.

IV. BOND REQUIREMENTS (cont.)

The amount of bond shall be set on the basis of cost required to make proper restoration or repairs. An annual blanket bond, acceptable to the City Council, may be deposited to avoid the inconvenience and expense of obtaining individual bonds for each permit issued. The bond shall be released to the permit holder upon the expiration of the guarantee period. The guarantee period shall be for a period of five (5) years following the replacement of the permanent patch. During the guarantee period, the Permittee shall be responsible for the restoration, repair, and maintenance of his work. The bond amounts are \$25,000.00 performance, and \$1,000,00.00 contractors liability insurance on file in the City Clerk's Office.

V. INSURANCE REQUIREMENTS

An Applicant for a permit to work within City highways or lands shall furnish to the City, prior to the issuance of the permit, certificates of minimum insurance including automobile, property damage liability, bodily injury liability, and workmen's compensation insurance in the amounts determined by the Superintendent of the Highway Department. Insurance coverage shall be reviewed and updated periodically. These certificates shall contain a provision that the insurance company will notify the certificate holder, by registered mail, at least 15 days in advance of any cancellation or material change.

V. INSURANCE REQUIREMENTS (cont.)

Workmen's Compensation Statutory
Bodily Injury Property Damage
Comprehensive Automobile \$100,000 \$50,000 each person each occurrence
Liability \$300,000 each occurrence
Comprehensive General
Liability including blanket
Contractual Liability and \$300,000 \$50,000
Completed Operations each occurrence each occurrence Coverage

VI. FEES

The Department of Public Works shall levy charges and fees as determined by the Highway Superintendent and/or his agent(s) for right of way permits. A \$35.00 fee for single (right of way) permit typical trench. Multiple trenches fee will be determined in accordance with the size of the excavation.

VII. ISSUANCE OF PERMIT

A permit shall be issued.

- a. After completion of all aspects of the application for permit.
- b. Upon receipt of a Bond and insurance in the correct amounts.
- c. Payment of fees as required by the Superintendent of the Highway Department.

A permit form must be sign by the Superintendent of the Highway Department or his designee, before it becomes valid. Approved permits will be issued by the Public Works Department two (2) full working days after application for permit has been received in good order. The Permittee is forbidden to commence work until the above mentioned items have been complied with and the Permittee has notified the City Inspector at least twenty-four (24) hours in advance of the exact date and hour he proposes to begin work. All right of way excavations are to be done in accordance to O.S.H.A. standards.

VIII. EMERGENCY REPAIRS

Nothing in this manual shall be construed to prevent the making of such excavations as may be necessary for the preservation of life or property, or for the location of trouble in conduit or pipe, or for making repairs, provided that the person making such excavation shall apply to the City for such permit t on the first working day after such work is commenced. Before any excavation work is started, the person or utility excavating must contact all utilities and the City for on the spot locations.

IX. REVOCAION OF PERMITS

Any permit issued by the City of Haverhill is revocable immediately upon written notification to the Permittee.

X. DISPLAY OF PERMITS

A copy of the permit shall be at the job site at all times for inspection by local police, Public Works personnel, and other interested persons. To be valid, the permit must show the effective and expiration dates and must be signed by the Superintendent or the Highway Department or his designee. This regulation will also apply to public utilities and their subcontractors.

XI. EXTENSION OF TIME

All required work shall be completed in a manner satisfactory to the City before the expiration date shown on the permit except in cases where permanent repairs, such as loaming and seeding must be made at a future date. Otherwise, the permit holder shall request the City to allow him an extension of time. Extension of time may be granted upon written request by the Permittee stating the reason(s) for the request.

XXII. INDEMNIFICATION

The applicant agrees as a condition governing the issuance of a permit, that he will hold harmless the City of Haverhill Superintendent of the Highway Department and/or his agent(s), and employees from any kind of claims and actions whatsoever arising from the experience of said permit.

XIII. CLEARANCE FOR VITAL STRUCTURES

The excavation work shall be performed and conducted so as not to interfere with access to fire hydrants, fire stations, fire escapes, water gates, underground vaults, valve housing structures, traffic signal cables and loops, and all other vital equipment as designated by the City.

XIV. PROTECTIVE MEASURES & TRAFFIC CONTROL

Safety to Traffic

It shall be the duty of the Permittee to make certain that the security of the traveling public is safeguarded and its rights are not unreasonably curtailed. Unless specifically indicated in the permit or authorized by the Inspector; the traveled path shall not be obstructed. Storage of material shall not be allowed within the traveled way. The portions of the highway, which are excavated or are otherwise unsafe for public travel, shall be adequately protected at all times to avoid the possibility of accidents. Such areas shall be marked at night by barricades or traffic barrels with flasher beacons, or other warning devices approved by the Inspector. When portions of the traveled way are made dangerous for the movement of vehicles or pedestrians, a sufficient number of uniformed police officers shall be employed by the Permittee to direct the traffic safely through the areas. The work shall, if possible, be planned to avoid such conditions.

XIV PROTECTTVE MEASURES & TRAFFIC CONTROL (cont.)

Detours

When, in the opinion of the Superintendent of the Highway Department, a City highway maybe obstructed by the permit applicant's proposed operations to such an extent as to unduly restrict vehicular traffic or make hazardous its use, a parallel City road b) pass may be designated All expense incurred by the Permittee as a result of this bypass establishment, use and restoration of said detour shall be the entire responsibility of the Permittee. The Permittee shall notify the Police and Fire Department of the layout and expected time of the use of the detour. The Permittee shall supply and maintain such signs at his expense as may be necessary to clearly outline the detour. Preliminary to detouring of traffic over a road bypass, an inspection shall be made by the Permittee and a representative of the City to determine the adequacy of the signs and the structural condition of the road involved. A second inspection shall be made by the same person when the detour is terminated so that there will be an agreement as to the extent of repairs, if any, to be made by the Permittee to restore the conditions equal or better to those existing prior to the establishment of the detour.

Protective Measures and Routing of Traffic

The Permittee shall, in general, maintain safe crossing for two (2) lanes of vehicular traffic at all street intersections where possible, and safe crossings for pedestrians at intervals of not more than two hundred (200) feet. Adequate crossings shall be maintained for vehicles and pedestrians when an excavation is made across any public street, alley, and sidewalk. When an excavation or minor arterial takes up more than one-third (1/3) of the roadway, and is to remain open overnight, steel bridging of sufficient strength will be required to maintain a normal traffic flow. The Permittee shall take appropriate measure to assure that during the performance of the excavation work, traffic conditions are as near normal as possible, and shall be maintained at all times so as to minimize to the occupants of the adjoining properties and to the general public. When traffic conditions permit, the Superintendent of the Highway Department, or his designated representative, will permit the closing of streets and alleys to all traffic for a period of time prescribed by him, if in his opinion, it is necessary. The written approval of the Superintendent of the Highway Department of the City may require that the Permittee give notification to various public agencies and to the general public in cases of an emergency on week nights, weekends, or holidays, the facility owner having such emergency shall contact the Police and Fire Departments by phone before closing a street to traffic. Warning signs shall be placed far enough in advance of the construction operation to alert traffic within a public street. Cones or other approved devices shall be placed to channel traffic in accordance with the instructions of the Superintendent of the Highway Department, after his review of the proposed traffic control measures for the project.

XV. RELOCATION AND PROTECTION OF UTILITIES

The Permittee shall not interfere with any existing facility without the written consent of the City and the owner of the facility. If it becomes necessary to relocate an existing facility, this shall be done by its owner. No facility owned by the City shall be moved to accommodate the Permittee, unless the cost of such work be borne entirely by the Permittee. The cost of moving privately owned facilities shall be similarly borne by the Permittee unless it makes other arrangements with the person owning the facility. The Permittee shall support and protect to the protect to the satisfaction of the owner of the facility, all pipes, conduits, poles, wires, or other apparatus which may in any way be affected by the excavation work and do everything necessary to support, sustain, and protect them under, over, along, or across said excavation work. The Permittee shall secure approval of the method of support and protection from the owner of the facility. In case any of said pipes, conduits, poles, wires, or apparatus should be damaged, and for this purpose pipe coating or other encasement or devices are to be considered as part of a substructure, the Permittee shall promptly notify the owner thereof. All damaged facilities shall be repaired by the agency or person owning them and the expense of such repairs shall be charged to the Permittee. It is the intent of this paragraph that the, Permittee shall assume all liability or damage to facilities and injury to persons. The only exception will be such instances where damage is exclusively due to the negligence of the owning company. The City shall not be made party to any action because of this paragraph. The Permittee shall inform himself as to the existence and location of all underground facilities and protect the same against damages.

XVI. PROTECTION OF PUBLIC PROPERTY

The Permittee shall not remove, even temporarily, any trees, shrubs, traffic signs or survey bounds, which exist in the street area without first obtaining the consent of the appropriate City Department or City Official having control of such property.

XVII CARE OF EXCAVATION MATERIAL

All material excavated from trenches, and piles adjacent to the trench or in any street, shall be piled and maintained in such manner as to not endanger pedestrians, or users of the street, and so that as little inconvenience as possible is caused to those using the street adjoining properties. Whenever, necessary, in order to expedite the flow of traffic or to abate the dirt or dust nuisance, toe boards or bins may be required by the City to prevent spreading of dirt into traffic lanes. Where the confines of the area being excavated are too narrow to permit the piling of excavated material beside the trench, the City shall have the authority to require that the Permittee haul the excavated material to a storage site and then re-haul it to the trench site at the time of backfilling. It shall be the Permittee's responsibility to secure the necessary permission and make all necessary arrangements for all required storage and disposal sites.

XVIII BREAKING THROUGH PAVEMENT

Breaking through Pavement in Street

- (a) All excavation on paved street surfaces shall be precut in a neat straight line with a pavement breaker or saw. The minimum width of any excavation shall be 24".
- (b) Heavy duty pavement breakers may be prohibited by the City when the use endangers existing substructures or other property.
- (c) Cutouts of the trench line must be normal or parallel to the street line.
- (d) Pavement edges shall be trimmed to a vertical face and neatly aligned with the centerline of the street.
- (e) Unstable pavement shall be removed over cave-ins and over breaks, and the sub-grade shall be treated as the main trench.
- (f) The Permittee shall not be required to pay for repair of pavement damage existing prior to the excavation unless his cut results in small floating sections that may be unstable, in which case, the Permittee shall remove the unstable portion and the area shall be treated as part of the excavation.
- (g) The Maximum length of open trench permissible, at any time, shall be two hundred (200) feet, and no greater length shall be opened for pavement removal, excavation, construction, backfilling, patching, or any other operation without written permission of the City.
- (h) Excavation shall be a minimum of 24" from the face of the curb. If the excavation is less than 24" from the face of the curb, then the repair must go to the curb.
- (i) No trenches are to be left open overnight
- (j) Steel plates may be used only when approved by the Superintendent of the Highway Department and/or his agent(s).
- (k) Steel plates must be anchored to the roadway.

Breaking through Pavement in Sidewalks

- (a) All parts of the above section shall apply to sidewalk excavation.
- (b) On Haverhill cement concrete sidewalks, all cuts shall be from the nearest joint or score line.

XVIII.A. BREAKING THROUGH PAVEMENT - RIGHT OF WAYS EXCAVATION CLASSIFICATIONS

Class A Trenches - All Main Streets

All main streets require controlled density fill (CDF), and permanently paved and infra-red bonding.

Trench cut for Gas Pipe

A trench cut for gas pipe shall be backfilled with sand to a point 6" over the pipe. The remainder of the trench is to be filled with controlled density fill (CDF), or fresh gravel. All work is to be done and completed as directed by the Superintendent of the Highway Department and/or his agent(s).

XVIII. BREAKING THROUGH PAVEMENT - RIGHT OF WAYS EXCAVATION CLASSIFICATIONS – cont'd

All work done will be in accordance with section XIX. Backfilling of Excavation of this manual.

Class B & C Trenches - Arterial Streets

Arterial streets shall not require controlled density fill (CDF), and will require fresh clean gravel when directed by the Superintendent of the Highway Department and/or his agent(s).

XIX. BACKFILLING OF EXCAVATION

Backfill material within the street right of way shall not have stones any larger than two (2) inches in diameter. Backfill shall be placed in lifts of six (6) to eight (8) inches and thoroughly compacted to not less than 95% of maximum density by approved mechanical compactor(s). The City may require soil tests to be furnished by a recognized testing laboratory or registered professional engineer specializing in soil mechanics, when in its opinion, backfill for any excavation is not being adequately compacted. In order for the resurfacing to be permitted, such tests must show that the backfill materials meet the minimum requirements as prescribed by the City. All expenses for such tests shall be borne entirely by the Permittee.

XX. REPAIR OF ROADWAY EXCAVATIONS

Temporary Repairs

As soon as the excavation has been backfilled and compacted, the pavement shall be replaced temporarily by the Permittee. The temporary pavement shall consist of two (2) inches of hot laid bituminous concrete Type-I when available at local batch plants, and placed in accordance with the Department of Public Works Specifications. During the winter months when hot bituminous plant mix is not available, the temporary pavement shall consist of at least two (2) inches of cold patch meeting DPW standards.

No traffic is to pass over an area in which an excavation has been made until the temporary pavement has been placed. In the event of non acceptable maintenance of temporary repairs the Permittee will be notified of such situations. **Upon notification, the Permittee will make required improvements within twenty-four (24) hours before being billed for City improvements. In emergency situations, the City will make immediate repairs and the Permittee will be billed directly.**

All temporary material shall conform closely to the level of the adjoining paved surface and shall be compacted so that is hard enough and smooth enough to be safe for pedestrian travel over it, as well as for vehicular traffic to pass safely over it at a legal rate of speed. The Permittee shall maintain the temporary paving for a period of ninety (90) days after backfilling is completed or as directed by the Department to conform with the schedule on Appendix (A), and shall keep same safe for pedestrian and vehicular traffic until the excavation has been resurfaced with permanent paving.

XX. REPAIR OF ROADWAY EXCAVATIONS (cont.)

Permanent paving

Upon completion of backfilling and temporary resurfacing of an excavation, the Permittee will be required to permanently resurface that portion of the street surface damaged by his excavation. The permanent resurfacing shall be done in a manner and under specifications prescribed by the City, and subject to inspection by the City, and shall be completed within a period of one hundred twenty (120) days from the date of the temporary patch or as directed by the Department conform with the schedule to Appendix B.

When two (2) or more openings are made in sequence fifteen (15) feet or less between each adjacent opening, the Permittee shall neatly cut out and remove the area of pavement between these adjacent openings and shall patch it all as one trench. When trenches are one hundred (100) feet or more in length permanent repair requirements areas follows:

1. The minimum repair width shall be 8 feet.
2. When one side of the trench is within 5 feet of the curb or berm line, the permanent patch shall extend to the face of granite curb or one foot from bituminous berm.
3. All trenches of more than 100 feet in length shall be paved with a self-propelled mechanical spreader and rolled with a power-driven steel wheel roller. After completion of permanent patch repairs, the Permittee will file a Certificate of Permanent Restoration Form attesting that his pavement repair has been completed in full compliance with these regulations.

XXI. DRIVEWAY OPENING

- (a) The driveway within the limits of the City right-of-way shall slope towards the gutter as noted in City standards.
- (b) (b) Drainage ditches or gutters shall not be altered or impeded in anyway. Where a driveway shall cross an open ditch, the Applicant shall provide suitable drainage structures as determined by the Superintendent of the Highway Department.
- (c) When existing sidewalk or curbing has to be removed to construct a driveway, such sidewalk or curbing shall be removed for its full depth and to formed joints. The breaking and removal of parts of sidewalk slabs or parts of curbing will not be permitted. All curbing removed is the property of the City of Haverhill and must be returned to the City's storage yard.
- (d) Under unusual circumstances as decided by the Superintendent of the Highway Department, the above regulations may be varied.

XXI. DRIVEWAY OPENING (cont.)

- (e) If in the opinion of the Superintendent of the Highway Department a proposed driveway will jeopardize public safety the request may be denied.

XXII. PROMPT COMPLETION OF WORK & REPORT

After an excavation has commenced, the Permittee shall prosecute with diligence and expedition all excavation work covered by the excavation permit, and shall promptly complete such work and restore the street as specified herein. The Permittee shall perform such work so as not to obstruct, impede, or create a safety hazard to either pedestrian or vehicular traffic.

Permittee upon completion of work will submit to the Highway Department, said report. Failure to comply will result in non issuance of future permits.

Completion of Work

You may proceed with the work described within this Permit which has been issued to you by the Haverhill Highway Department.

Your attention is called to the time fame allowed for completion of said work. If am extension of time is required or alterations to any of the permit conditions becomes necessary, application for such changes should be make as soon as possible to the Superintendent of the Highway Department and/or his agent(s).

Upon completion of the work, please fill out this form and forward it to: Haverhill Highway Department 500 Primrose Street, Haverhill, MA 01830.

IF THIS NOTICE IS NOT RETURNED, THE LIABILITY ASSUMED UNDER THIS PERMIT WILL CONTINUE

By Authority of the Superintendent of the Highway Department.

Dear Sir:

I hereby notify you that the work outlined and authorized under the tents and conditions of Permit No. _____ has been completed in accordance with all requirements of the City of Haverhill.

The date of completion: _____.

Permit Grantee: _____

Signed: _____ Date: _____

Final Inspection: _____ Date: _____

XXIII. NOISE, DUST, DEBRIS

Each Permittee shall conduct and carry out excavation work in such manner as to avoid unnecessary inconvenience and annoyance to the general public and occupants of the neighboring property. The Permittee shall take appropriate measure to reduce, to the fullest extent practicable, noise, dust, and unsightly debris between the hours of 7:00 p.m. and 7:00 a.m. He shall not use, except with the express written permission of the City or in case of an emergency as herein otherwise provided, any tool, appliance, or equipment producing noise of sufficient volume to disturb the sleep of the neighboring property.

XXIV. PRESERVATION OF MONUMENTS

Any monument set for the purpose of locating or preserving the lines of any street or property subdivision, or a precise survey reference point, or a permanent survey reference point, or a permanent survey benchmark within the City; shall not be removed or disturbed without first obtaining permission, in writing, from the City to do so.

XXV. GRANITE CURB

No person or utility shall remove, damage, haul away, or cause misalignment of any granite curbing, including radius curb and catch basin stones, or cobblestones, for any reason whatsoever without first receiving a permit from the Superintendent of the Highway Department.

XXVI. BITUMINOUS CURB

Any person or utility damaging bituminous concrete curbing during the course of excavation, or for any other reason, shall be charged for the replacement of the bituminous concrete curbing.

XXVII EXCAVATION DURING WINTER

No person or utility shall be granted a permit to excavate or open any street or sidewalk from November 15th of each year to April 1st of the next year unless an emergency of special condition exists and permission is obtained, in writing, from the Superintendent of the Highway Department. Any person or utility wishing to obtain an excavation permit between the aforementioned dates shall first explain fully, in writing, the nature of the emergency situation to the City before permission is granted. If a hazardous condition, which would endanger life and/or property, exists, excavation work shall not be delayed by this section of the manual. However, a written explanation shall be delivered to the City as soon as possible and an excavation permit obtained for the opening made.

XXVIII INSPECTIONS

The City shall make such inspections as are reasonably necessary in the enforcement of these regulations. The City shall have the authority to promulgate and cause to be enforced such rules and regulations as maybe reasonably necessary. If more that one

XXVIII INSPECTIONS – cont'd

(1) Inspection is necessary, the Permittee will be charged in accordance. Prior to any backfilling operations, the Permittee must notify the Haverhill Highway Department.

XXIX EXCAVATION ON A RESURFACED STREET

Whenever the City has developed plans to reconstruct a street, the City, or its representative, shall give written notice thereof to all abutting property owners, the City department, and to all public utilities, which have, or may wish to lay pipes, wire, or other facilities in or under the highway. Upon receipt of such written notice, such person or utility shall have sixty (60) days in which to install or lay any such facility. If an extension of time is needed by a person or utility for the installation of such facilities, the person or utility shall make a written application to the City explaining fully the reasons for requesting such an extension of time. At the expiration of the time fixed and after such street has been reconstructed, no permit shall be granted to open such street for a period of five (5) years, unless an emergency condition exists or the necessity for making such installation could not reasonably have been foreseen at the time such notice was given. If a permit is granted, the City may impose extraordinary conditions on the Permittee to preserve the structural condition of the pavement and to blend the permanent patch with the existing pavement. All permits must be approved by the City Council.

XXX. PENALTY

Any person, firm, or corporation who violates any of the regulations of this manual shall be fined not less than \$ 200.00. Each day such violation continues shall constitute a separate offense. If the work, or any part thereof, mentioned in the preceding sections shall be unskillfully and poorly done, and will require the City to repair, and expense cost will be kept thereof and, in such case, such person or utility shall pay the City an amount equal to the whole of said expense incurred by said City with an additional 50% to cover indirect costs. Thereafter, upon completion of the work and the determination of the costs thereof, the City shall issue no further permits to any person or utility until it shall receive payment of said costs.

Any person or utility who continues to violate any regulation of this manual shall receive no further permits, and a recommendation will be given to the Mayor and the City Council, from the Superintendent of the Highway Department, to have his/her right to open public ways (license) revoked in the City of Haverhill. No further permits will be issued until such time as the City is satisfied that the person or utility shall comply with the terms of this manual.

APPENDIX A
SCHEDULE OF PERMANENT PATCHING
PERMIT ISSUED FROM PERMANENTLY PATCHED BY

April 1 - April 30 August 1
May 1-May 31 September 1
June 1-June 30 October 1
July 1-July 31 November 1
August 1- August 31 November 15
September 1-September 30 November 15
October 1- October 15 November 15
October 15 - December 30 May 15 the following year
December 30-April1 May 15

All infrared work is to be completed in the spring of the following year.

APPENDIX B
CITY OF HAVERHILL
DEPARTMENT OF PUBLIC WORKS

Specifications for Repairing Utility Patches and Trenches in City Streets and Sidewalks

GENERAL

The Permittee will be required to furnish all materials and will be responsible for the job to be done in a workmanlike manner. Before any work will be acceptable to the City all improvements must be placed in as good condition as, or better than, before the work was started, as determined by the Superintendent of the Highway Department and/or his agent(s).

SPECIFICATIONS FOR PATCHING BITUMINOUS CONCRETE ROADWAYS

Backfill: The material will meet State Specifications M 103, Type C, with stones no larger than two (2) inches in diameter (see Drawing I). All material shall be laid in 8 to 10 inch layers and thoroughly compacted by mechanical compactors.

Temporary Patch: The top surface of backfill shall be covered with two (2) inches of bituminous concrete Type-I (Drawing I) immediately following completion of the backfill. The Permittee shall be required to maintain this patch for at least ninety (90) days or until the permanent patch is placed. The patch should be such that all vehicular and pedestrian traffic are able to pass over safely at a legal rate of speed.

SPECIFICATIONS FOR PATCHING BITUMINOUS CONCRETE ROADWAYS

Permanent Patch: After the contractor has placed a temporary patch, he shall allow ninety (90) days for settlement or as directed by the Superintendent of the Highway Department before placing a permanent patch. The permanent patch shall be extended one foot on all sides of the temporary patch area. The pavement shall be cut in a neat straight line with a pavement saw only. The cut shall be square or rectangular with edges parallel and perpendicular to the street line. Cuts shall be straight and vertical. (See Drawing II). A tack coat shall be applied to the vertical faces of the existing pavement before placing permanent patch. The permanent patch material shall be applied in two (2) layers. The first layer shall be two (2) inches of bituminous concrete base Type-I The top layer shall be two (2) inches of bituminous concrete surface Type-I. The two (2) layers of bituminous concrete shall be compacted separately. Mechanical compactors will be permitted for patches less than ten (10) square yards; patches exceeding ten (10) square yards shall be rolled with an appropriately sized power driven, steel wheeled roller. The contractor shall be required to correct trench settlement and faulty pavement patches, for a period of five (5) years after permanent patch is placed, at the direction of the Superintendent of the Highway Department

APPENDIX B (cont.)

SPECIFICATIONS FOR PATCHED DRIVEWAYS

GENERAL

Subgrade: The subgrade for sidewalks and driveways shall be shaped parallel to the proposed surface of the walks and driveways and thoroughly compacted. All depressions occurring shall be filled with suitable material and again compacted until the surface is smooth and hard.

Foundation: After the subgrade has been prepared, a foundation of gravel shall be placed upon it. After being compacted thoroughly, the foundation shall be at least twelve (12) inches in thickness and parallel to the proposed surface of the walk.

Patching of Bituminous Concrete Driveways:

Patching of bituminous concrete driveways shall be done in accordance with subsection 701.63, of the Standard Specifications for Highway and Bridges of the Massachusetts Department of Public Works.

PERMIT MANUAL ADDENDUM #1

MONITORING WELLS

Monitoring wells located in the City right of ways:

1. Shall have an access cover mark "Monitoring Wells."
2. Said cover shall be capable of handling H-20 traffic loading.
3. Entire installation shall be maintained for the life of the well.
4. When the well is no longer needed, the well shall be filled to the depth of pavement with Controlled Density Fill (CDF) and permanently paved.

PERMIT MANUAL ADDENDUM #2

REQUIREMENTS FOR DUMPSTER OBSTRUCTING THE STREET

1. Street Obstruction Permits to be issued to owner of dumpster only.
2. 72hours required to review Permit Application.
3. On arterial streets obstructed area must be lighted by lights mounted on the dumpster.
4. The following information needs to be prominently displayed:
 - a. Name of Company
 - b. Emergency phone number
 - c. Size
 - d. Reflective tape on all sides
5. Certificate of Insurance

PERMIT MANUAL ADDENDUM #2-cont'd

6. Winter Conditions:

In conformance with the winter parking ban, containers will only be placed on the side of the street where on street parking is allowed. Container shall always be placed at the curb; any pre-existing snow windrow must be removed by the Permittee prior to placement of the container.

Container must be removed prior to the commencement of plowing operations when a plowable storm of two (2) inches or more is predicted. Once plowing operations have ceased, container can be removed, however, snow windrow must be removed to allow placement of work.

Should the Permittee not remove the container as required, DPW shall have the container removed and charge the Permittee for removal of the container and any snow removal costs.

CITY OF HAVERHILL

PERMIT FOR:	
STREET OPENING	
STREET OBSTRUCTION	
DRIVEWAY	
STREET CLOSING	

APPLICATION FOR PERMIT - NOT VALID IF OVER 30 DAYS -

PERMIT NOT VALID
UNLESS SIGNED AND
APPROVED BY INSPECTOR

DIG SAFE # _____

UTILITIES GIVEN 72 HOUR NOTICE YES NO
CITY COUNCIL APPROVAL GIVEN YES NO

NAME _____ PHONE NO. _____ EMERGENCY NO. _____

ADDRESS _____

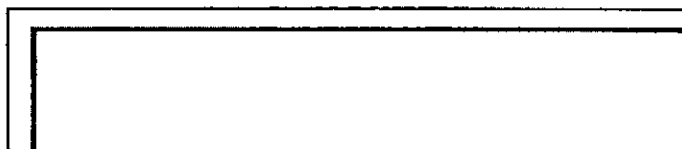
LOCATION OF PROPOSED WORK _____ ZIP CODE _____

CONSTRUCTION REQUIREMENTS	
CONCRETE WALK	
ASPHALT WALK	
GRANITE CURB	
LONG TRENCH CONDITIONS	
NEW STREET CONDITIONS	
LOCATION CODE	
ROAD DESIGNATE	
POLICE REQUIRED	
TRAFFIC CONTROL DEVICES REQUIRED	X

NAME OF LICENSED PAVER _____

DESCRIBE FULLY NATURE OF PROPOSED WORK

DRAW SKETCH OF PROPOSED WORK OR FURNISH 2 COPIES OF SEPARATE DRAWING. SHOW LOCATION AND EXTENT OF PROPOSED WORK. INDICATE RELATIONSHIP TO EXISTING LIGHT POLES, HYDRANTS, TREES, TRAFFIC SIGNALS, ETC. SHOW RELATIONSHIP TO NEAREST INTERSECTION IF WITHIN 50 FEET. SHOW NORTH ARROW.



DESIRED STARTING TIME _____ APPROX. COMPLETION TIME _____

NAME OF INSURER _____ DATE OF EXPIRATION _____

NAME OF SURETY _____ AMOUNT _____ DATE OF EXPIRATION _____

THIS IS TO CERTIFY THAT I AM FAMILIAR WITH THE RULES, REGULATIONS, AND ORDINANCES OF THE CITY OF HAVERHILL AND ATTEST THAT I WILL DO ALL WORK IN CONFORMANCE WITH SAID RULES, REGULATIONS AND ORDINANCES.

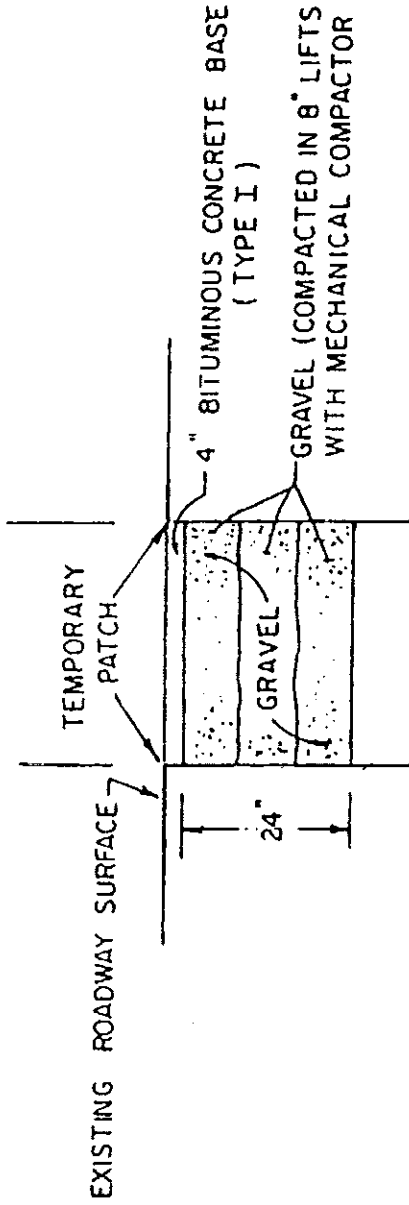
APPLICANT'S SIGNATURE _____ DATE _____

APPLICATION FOR PERMIT APPROVED CHECK NO. _____
 APPROVED AS NOTED AMOUNT PAID _____
 DENIED DRAIN PERMIT NO. _____

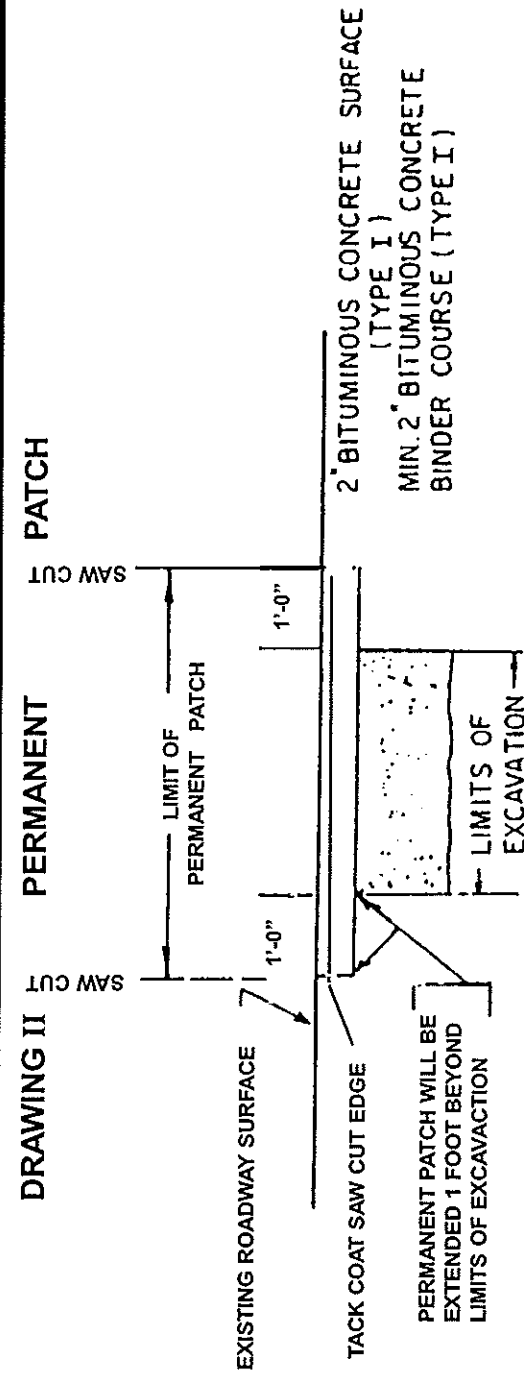
COMMENTS: WILL BE USED BY INSPECTOR TO NOTE SPECIAL CONDITIONS UNDER WHICH PERMIT IS ISSUED OR TO EXPLAIN REASONS FOR DENIAL

INSPECTOR'S SIGNATURE _____ DATE _____

DISTRIBUTION: WHITE - OFFICE (alphabetical order) YELLOW - (numerical order) GOLD - (contractor) PINK - (pavement restoration form)



DRAWING I TEMPORARY PATCH

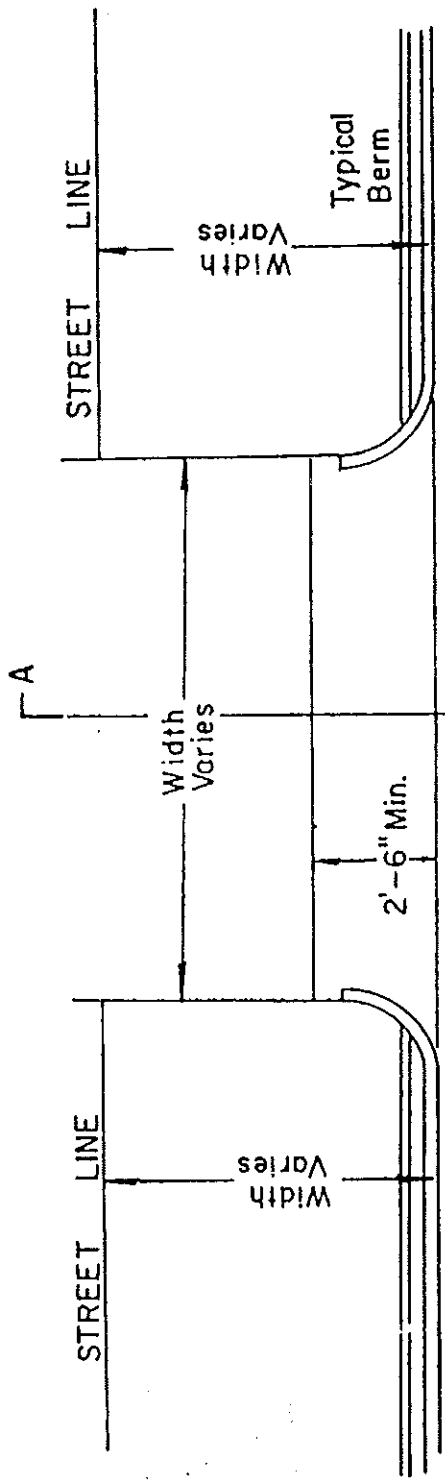


DRAWING II PERMANENT PATCH

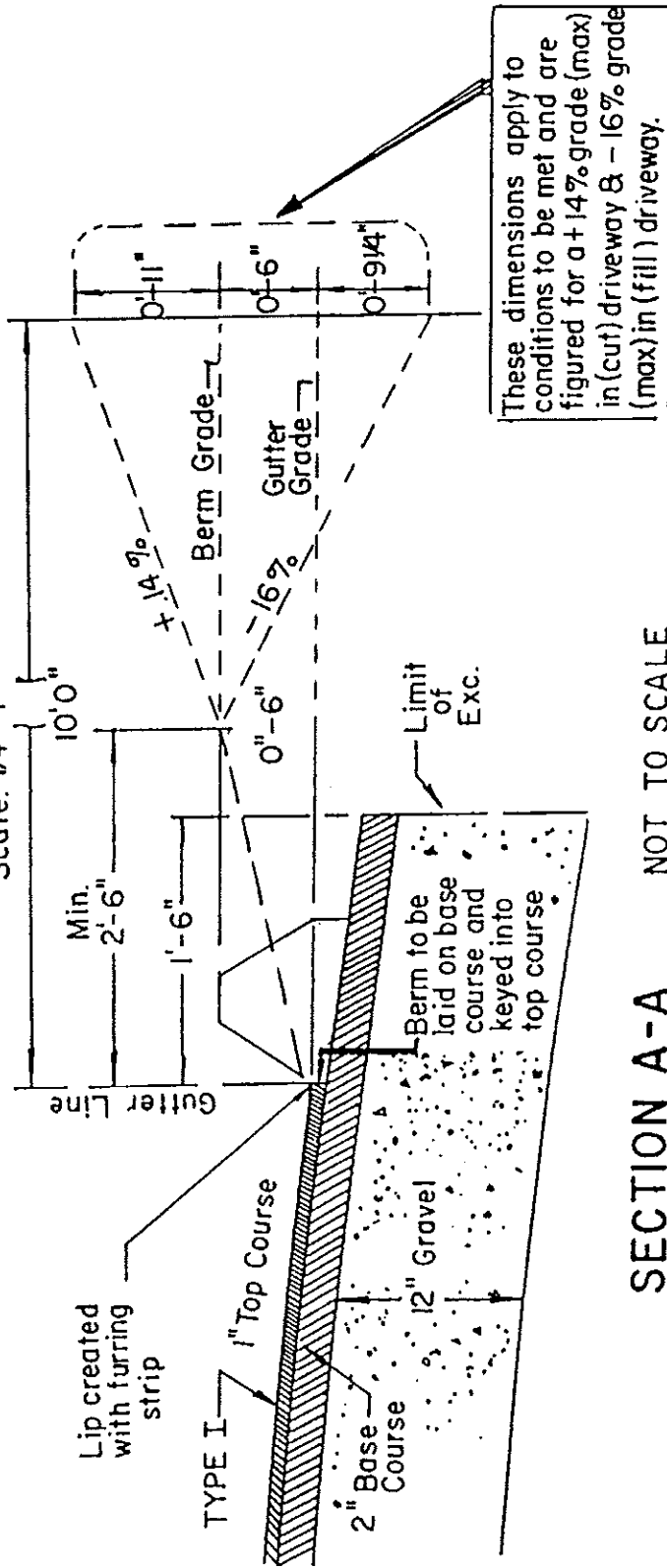
NOTE:

PERMANENT PATCH FOR ROADS HAVING A PAVING BLOCK OR CONCRETE BASE SHALL INCLUDE A LAYER OF CONCRETE EQUAL TO THE DEPTH OF THE EXISTING CONCRETE OR PAVING BLOCK. IN SUCH CASES THE DEPTH OF GRAVEL BACKFILL SHALL NOT BE LESS THAN 12 INCHES.

TYPICAL TEMPORARY / PERMANENT PATCH DETAIL FOR ROADWAY



PLAN
Scale: 1/4" = 1'



SECTION A-A NOT TO SCALE

HAVERHILL
DEPARTMENT OF PUBLIC WORKS
HIGHWAY
DEC 1987 REVISED

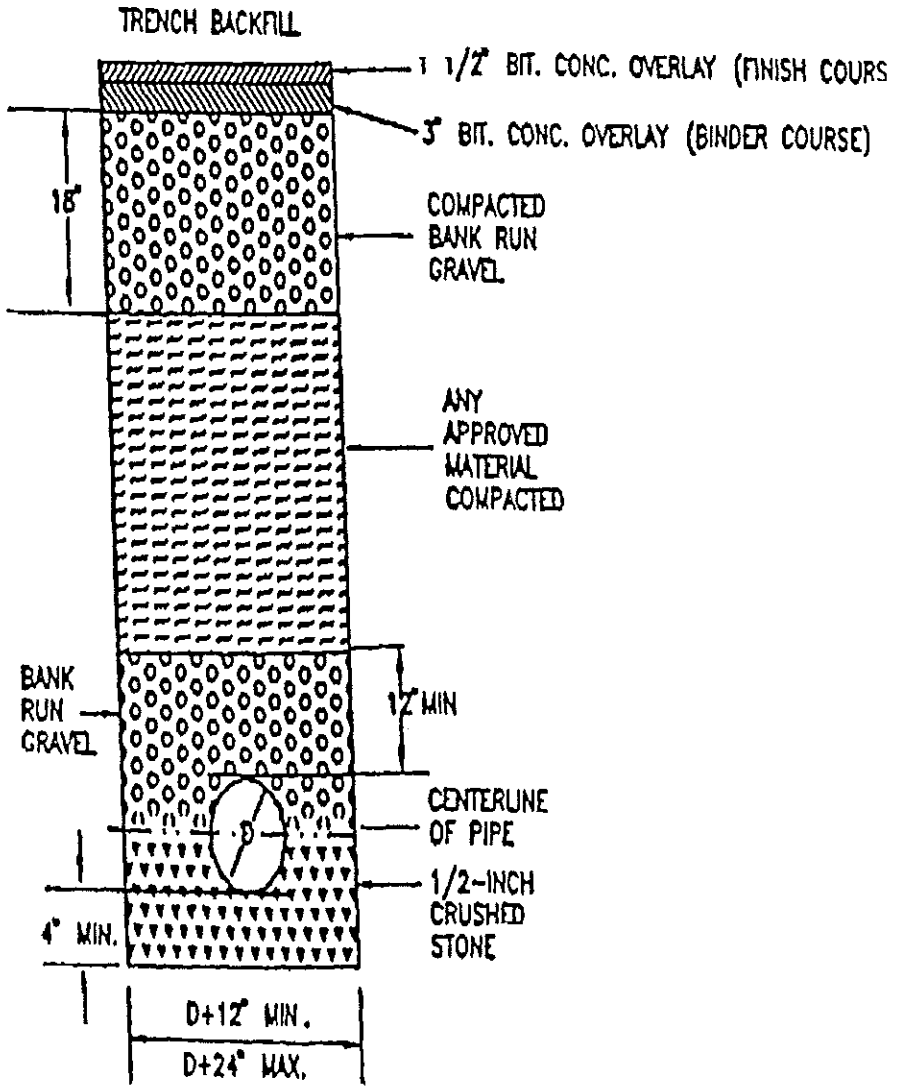
TYPICAL DRIVEWAY

NOTES:

BACKFILL TO BE IN 6-INCH COURSES OF SUITABLE MATERIAL AS SPECIFIED BY THE SUPERINTENDENT OF HIGHWAY DEPARTMENT, OR HIS AGENTS, AND EACH COURSE POWER TAMPED TO MAXIMUM COMPACTION UNDER THE SUPERVISION OF THE SUPERINTENDENT OF HIGHWAY DEPARTMENT OR HIS AGENTS. MECHANICAL COMPACTION IS MANDATORY.

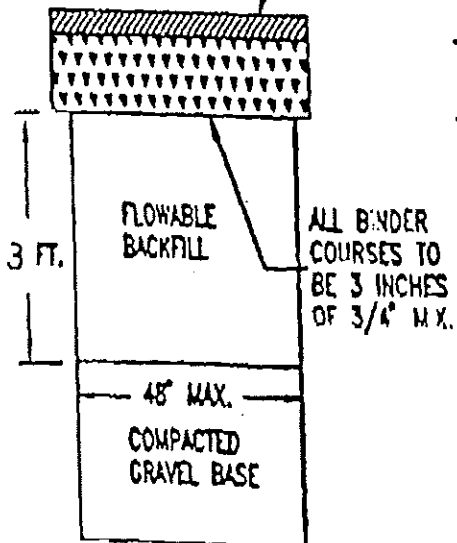
CALL HIGHWAY GARAGE PRIOR TO BACKFILLING. (978) 374-2364

ALL TRENCHES WILL USE A 3 INCH BINDER COURSE, USING 3/4" MIX.

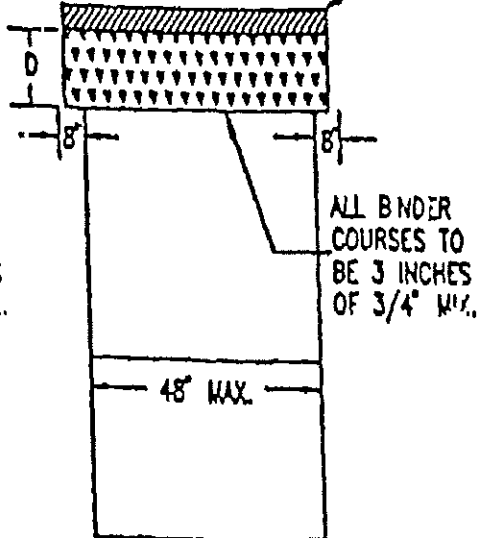


TOP TRENCH AS INDICATED BELOW

CLASS A' TRENCH TOPPING
2 1/2" BIT. CONC. PAVEMENT
INFRARED REQUIRED



CLASS B' TRENCH TOPPING
2 1/2" BIT. CONC. PAVEMENT
REPAIR BY INFRARED HEATER METHOD.



CLASS C' TRENCH TOPPING
EXISTING PAVEMENT
2 1/2" PLANT MIX

