

**TOWN OF ROCKINGHAM**

**Application for Work Within the Highway Right of Way**

A "Work Within the Highway Right-of-Way Permit" must be obtained by anyone wishing to use or work within any part of the right-of-way of a Town Highway, including Class 3 and Class 4 roads. A deposit of \$100.00 payable to the Town of Rockingham must accompany all applications at the time of submittal. The deposit will be refunded upon inspection of the work and satisfactory completion. Return this form to the Municipal Manager's Office, P.O. Box 370, Bellows Falls, VT 05101

**APPLICATION:**

Applicant (Property Owner): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Location of Proposed Work: \_\_\_\_\_

A detailed drawing or map of location must accompany this application.

Company/Contractor/Individual Performing Work: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Reason for Work: (Check all that apply)

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> Excavation                          | <input type="checkbox"/> Grading               | <input type="checkbox"/> Cutting Brush                            | <input type="checkbox"/> Cutting Trees |
| <input type="checkbox"/> Laying Gravel                       | <input type="checkbox"/> Installing Culvert(s) | <input type="checkbox"/> Installing Pipe(s)                       | <input type="checkbox"/> Plowing       |
| <input type="checkbox"/> Grading/Re-Grading Driveway         |  | <input type="checkbox"/> Surfacing/Resurfacing Driveway           |  |
| <input type="checkbox"/> Installing Wire/Conduit Underground |  | <input type="checkbox"/> Filling/Grading Land Adjacent to Highway |  |
| <input type="checkbox"/> Diverting Flow of Water             |  | <input type="checkbox"/> Building Fence                           |  |
| <input type="checkbox"/> Other _____                         |  |   |  |

Dig Safe Must be Contacted Prior to Commencement of Work. Dig Safe Permit # \_\_\_\_\_

Work Within the Downtown District: Please specify work to be done, parking spaces to be utilized, sidewalk closure, etc.

\_\_\_\_\_ Bellows Falls Police Department must be notified prior to commencement of any work in the downtown area.

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

The Highway Superintendent must be notified in writing of any change to the above described work.

\_\_\_\_\_  
Applicant's Signature Date

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\$100 Deposit – Date Paid \_\_\_\_\_ Ck# \_\_\_\_\_ Received by: \_\_\_\_\_

Release of Deposit Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Payable to: \_\_\_\_\_

**TOWN OF ROCKINGHAM WORK WITHIN HIGHWAY RIGHT OF WAY PERMIT**

To Be Completed by Rockingham Highway Superintendent and Municipal Manager

Permission is hereby granted to: \_\_\_\_\_  
Company/Contractor/Individual Performing Work

to work within the highway right of way of the following location: \_\_\_\_\_

The applicant agrees to assume all responsibility for damage to persons and property resulting from the process of such work and to save the Town of Rockingham, Vermont harmless.

The Applicant agrees to replace the surface of the street/road/sidewalk in as good condition as it was at the commencement of work.

The Applicant agrees to properly light and barricade the excavation during the work process.

All excavation will be filled immediately after the job is completed with:

- Gravel, approved by the Highway Superintendent
- Hot Mix, as approved by the Highway Superintendent
- Cold patch (when weather permits, hot mix will replace cold patch)
- The area will be cleaned.

One way traffic must be maintained at all times.

Due to the narrowness of the street, the street may be closed to all traffic during the excavation.

Inspection of the completed excavation by the Town of Rockingham Highway Superintendent or the Municipal Manager, and a determination by the Town of Rockingham Highway Superintendent that the street/road/sidewalk surface has been replaced in as good a condition as it was at the commencement of work.

The sleeve under the road may be either:

- Cast Iron                       Ductile Iron                       Schedule 40 PVC
- Other (specify) \_\_\_\_\_

- The sleeve under the roadway shall be supported with ¾" stone
- Sand shall extend from the middle of the sleeve to one foot above the sleeve.
- Common fill may be used to fill the excavation up to the base material of the road. 1 ½' of bank run gravel shall be laid on top of the common fill and covered with 3" of crushed gravel and 4" of hot mix.
- All fill materials shall be compacted per Town requirement.
- Alternatively, the excavation may be filled to grade with 7" of crushed gravel to allow for compaction over a two week period. At the end of two weeks, the crushed gravel to be dug out to a depth of 4" below adjoining pavement grade, and the area filled with 4" of hot mix compacted in 2 lifts.
- The pipe shall be backfilled with clean fill not exceeding two inches (2") in size.

The Town of Rockingham is not responsible for any failure of pipe within the highway right-of-way.

Applicant shall be responsible for notifying the following agencies 48 hours prior to the beginning of excavation of the Town highway:

Dig Safe (1-888-344-7233)                      Town Highway Superintendent (802-376-6482)

In addition, the following shall be notified as applicable:

Water Department (802-463-1232)                      Wastewater Department (802-463-3044)  
Fire Department (802-463-4343)                      Police Department (802-463-1234)  
Rockingham Fire Dept & Saxtons River Fire Department via Mutual Aid (603-352-1291)

The time allowed for the above described work is: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Municipal Manager