

TOWN OF HADLEY, MASSACHUSETTS  
HIGHWAY AND WATER DEPARTMENT

TRENCH PERMIT

FEE \$30.00

CHECK #  
Date

NO WORK TO START UNTIL SIGNED

This permit (License for digging up any street or sidewalk), is issued subject to the stipulations and/or regulations as set forth by the Board of Selectmen, Town of Hadley and the Highway and Water Superintendent.

SEE SPECIFICATIONS ON REVERSE SIDE (PAGE 2)

The applicant agrees to hold the Town of Hadley harmless and abide by the specifications on the back of this application. The applicant hereby agrees to protect all cuts with barricades and lights, and to protect and keep the Town of Hadley harmless from all claims for damages whatsoever arising from the occupation of the highway, until such time as the work has been approved and accepted by the Highway and Water Superintendent as provided for below, and in the case of private utility, to pay all charges for resurfacing.

Your right to do work in roadways of the Town of Hadley will be revoked unless this form is returned for FINAL approval by the Superintendent of Streets.

Dig Safe Number: \_\_\_\_\_  
Permit issued to: \_\_\_\_\_ Phone # \_\_\_\_\_  
Name of excavating Co. \_\_\_\_\_ Phone # \_\_\_\_\_  
Name of excavator operator \_\_\_\_\_ Phone # \_\_\_\_\_

MA Hoisting Equipment License # \_\_\_\_\_  
Grade \_\_\_\_\_  
Expiration date of hoisting license: \_\_\_\_\_  
Supervisor at worksite \_\_\_\_\_

Specific location of the trench \_\_\_\_\_

Insurance Company \_\_\_\_\_

Certificate of insurance received Yes No \_\_\_\_\_

Police Officer Required Yes No \_\_\_\_\_

Anticipated start date: \_\_\_\_\_

Marlo Warner, DPW Director  
Permitting Authority \_\_\_\_\_ Date Approved \_\_\_\_\_

Permit expiration date is 6 months from date of issue

-----  
**Completed Work and Repair/Replacement Acceptance**

Name of Applicant: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone No: \_\_\_\_\_  
Date of Completion: \_\_\_\_\_  
Marlo Warner, DPW Director. \_\_\_\_\_ Date \_\_\_\_\_ Approved  Disapproved

## SPECIFICATIONS FOR CARE OF STREET CUTS

1. A Trench Permit signed by the Highway and Water Superintendent and agreed to by this applicant must be on hand before any street or sidewalk surface is broken for repairs or construction.
2. The applicant will protect all cuts with barricades and lights and agrees to save the Town of Hadley harmless from all claims for damages whatsoever.
3. Before excavation is started, the bituminous or concrete street surface shall be cut vertically in a line parallel to the center line of construction, and slightly wider than the trench width, using an approved hand or power operated tool, so as to allow for trench excavation without disturbing the surface on either side of the trench. Cutback of pavement is to be a minimum of 6 inches on each side of the open cut before filling with gravel and blacktop.
4. The backfill will consist of the excavated material if it is declared suitable by the Superintendent of Highways. Backfill will be placed in successive layers not more than 6 inches in compacted depth. If, in the opinion of the Highway Superintendent, the excavated material is unsuitable, the entire material for filling shall consist of approved gravel or approved borrow as directed. After thorough tamping, the 6 inch layers of backfill will be thoroughly compacted as follows: If dry, shall be moistened and then compacted by tamping with mechanical rammers or by hand tampers having a tamping face not exceeding 25 square inches in area. The final filling will in all cases consist of approved gravel to match existing gravel on either side of trench, thoroughly tamped and made even with the surrounding surface. Excavation is to be topped off with blacktop to match existing blacktop in roadway (top mix only) and tacked.
5. Flowable Fill Controlled Density Fill (CDF), Type 2E, (Excavatable) will be required on the following roads when road trench cuts are made for water mains repairs, water taps, culvert pipe replacement or repairs, fire hydrant bench extensions or repairs, drainage pipe replacement or repairs, sewer main repairs or connections on the following roads:

Aloha Drive  
Bay Road  
Breckenridge Road  
Campus Plaza Road  
Cemetery Road  
Comins Road  
East Street  
High Meadow Road  
High Meadow Road  
Hockanum Road  
Huntington Road

Kentfield Drive  
Knightly Road  
Lady Slipper Lane  
Laurana Lane  
Lawrence Plain Road  
Maple Avenue  
Meadowbrook Drive  
Middle Street  
Mill Valley Road  
Morningstar Drive  
Mt. Warner Road

Newton Lane  
North Hadley Road  
North Lane  
North Maple Street  
River Drive  
Rocky Hill Road  
Roosevelt Street  
South Maple Street  
Stockbridge Street  
West Street  
Woodlawn Road  
Venture Way

Or anywhere else deemed necessary by the Highway & Water Department Superintendent. If the work is within the paved surface it shall be saw cut in neat, true lines along the length of the trench. The trench shall then be excavated, the utility repaired, and all backfill will be replaced with Excavatable Controlled Density Fill (CDF), Type 2E, Flowable (Excavatable). The CDF shall be brought to within three (3") inches of the finished grade of the roadway surface. The CDF must be batched at a concrete plant. Flowable Fill requires no vibrating, and must be excavatable without the use of power tools. The CDF shall flow under and around the pipe or conduit, providing uniform support without voids. The trench shall then be plated securely and ramped with bituminous concrete overnight to allow the Controlled Density Fill to cure. Sewer, water main, drainage, electric, and cable extensions for the length of the road may not be required: these will be determined on a case-by-case situation by the Highway Superintendent.

6. The permanent patch shall consist of one & one half (1 ½) inches of Class 1 Bituminous Concrete Base Course, Type 1-1 and one and one half (1 1/2) inches of Class 1 Bituminous Concrete Pavement, Type 1-1 (Top).
7. The applicant will continue to care for the safety of the public from all cuts **until the Highway Superintendent has been notified and the work approved for in the permit.** The Town of Hadley will at that time assume all future care of the cut.
8. The company requesting the cut shall agree to pay the schedule of repairing cuts as set forth by the Highway Superintendent.
9. If the Contractor requesting this permit refused to repair the road to the satisfaction of the Highway Superintendent, the Town will hire an outside Contractor to do the repair work and will bill the original Contractor.
10. The Contractor shall be responsible for contacting the Hadley Police Department for traffic control. A 24-hour notice will be required.

**Approved and amended this 17th day of January, 2008.**  
Board of Selectmen Hadley, Massachusetts