

Date: _____

Highway Mod. Permit #: _____

PD/Traffic Permit #: _____

TOWN OF MONROE

HIGHWAY MODIFICATION PERMIT

FOR WORK TO BE PERFORMED WITHIN THE R.O.W.

Applicant: _____		Phone: _____	
Address: _____			
Location of Opening: _____		Size: _____ Feet	
Nearest Cross Street: _____		<input type="checkbox"/> Driveway	
Purpose: _____			
Starting Date: _____		Completion Date: _____	
CALL BEFORE YOU DIG 1.800.922.4455			
CBYD Ticket #: _____			
<p>The applicant agrees to indemnify and save harmless the Town's Agent and the Town of Monroe, its officers, servants, agents, and employees, from all claims, suits, liability and action for or on account of any injuries or damages received or sustained by any person or property in consequence of or resulting from work performed, or an act done by, or the negligence or omissions of the Permittee, his servants or agents, in conjunction with the work or activity to be performed under such permit. Further, the applicant agrees to all other conditions set forth in the Local Ordinance relating to Street Openings, adopted by the Monroe Town Council, April 15, 1969.</p>			
POLICE AND FIRE DEPT'S MUST BE NOTIFIED BEFORE COM- MENCEMENT OF WORK		Signed: _____ Date: _____ <div style="text-align: center;">(Applicant)</div>	
Insurance Carrier: _____			
Expiration Date: _____		Policy No: _____	
Amount of Bond: _____		(CASH) (SURETY)	
Expiration Date: _____		FEE PAID: _____	
Utility Company: _____		Cosign: _____	

ALLOW 3 DAYS FOR PROCESSING

TOWN USE ONLY	
PERMIT APPROVAL <input type="checkbox"/> Director of Public Works <input type="checkbox"/> Deputy Dir. Of Public Works <input type="checkbox"/> Town Engineer <input type="checkbox"/> Inland/Wetlands Agent (as required)	
Signed: _____ Date: _____	
Signed: _____ Date: _____	
<input type="checkbox"/> Pre Backfill Inspection <input type="checkbox"/> Temporary Patch Inspection <input type="checkbox"/> Permanent Patch Inspection	Date: _____ Date: _____ Date: _____
FINAL RESTORATION (required if checked) <input type="checkbox"/> Pave half width of roadway and 5 ft (or as determined by Eng. Inspector) either side of excavation inclusive of all striping <input type="checkbox"/> Pave full width of roadway and 5 ft either side of excavation inclusive of all striping <input type="checkbox"/> For roads 5 years old or less, pave full width of roadway and 25 ft either side of excavation inclusive of all striping <input type="checkbox"/> Please contact the Engineering Inspector before doing final restoration 203-731-7730 _____ _____	
<p>Please note: It is required to utilize HMA S0.375 for all pavement. Trenches and excavations are to be paved nightly. All joints are to be sealed with bituminous sealer. There will be no use of steel plates unless otherwise approved by the Director of Public Works.</p>	

THIS PERMIT ONLY APPROVES WORK TO BE PERFORMED WITHIN THE TOWN OF MONROE RIGHTS-OF-WAY

INFORMATION TO OBTAIN A HIGHWAY MODIFICATION PERMIT

1. Completion of Application provided by Public Works:

- ☐ The exact location of proposed work & nearest cross street
- ☐ The purpose for the excavation
- ☐ An estimate and plan/sketch (including square foot dimensions) of the anticipated area of excavation
- ☐ The start and end date of the work to commence and be completed
- ☐ The name, address, telephone number, fax number, & email address of the contractor & emergency contact
- ☐ **A Call Before You Dig ticket number**

2. Obtain a Traffic Permit:

- ☐ Applicant must visit the Monroe Police Department (MPD) to pay a \$5.00 traffic permit fee per street opening & MPD will provide a receipt
- ☐ Attach receipt to permit application

3. Highway Modification Permit Fee:

- ☐ A \$25.00 fee payable to The Town of Monroe is required prior to issuance of the permit

4. Performance Bond & Liability Requirements:

- ☐ The contractor performing the work must provide a certificate of insurance (COI) **listing the Town of Monroe as additionally insured**: liability insurance must be issued by a licensed, State of Connecticut insurance company and have a minimum coverage amount of \$500,000/\$1,000,000 for personal injury and \$50,000/\$100,000 for property damage.
- ☐ The contractor must also provide a performance bond issued by a licensed, State of Connecticut surety company for a minimum of \$5,000 (\$500 for driveway bonds) & is in force from January 1 to December 31.

5. Possible Additional Approvals:

- ☐ For utility work, Fire Marshal approval required
- ☐ For work in proximity of wetlands, Inlands/Wetlands approval required

6. Waiver of Requirements:

- If written verification of bonding with the Secretary of the State is provided, the following may make written request to the Director to waive the performance bond and permit fee (\$30 processing fee still applies):
 - Utility companies (required to maintain temporary patches and install the permanent patch within 6 months + settling period of the installation of the temporary patch)
 - Contractors performing work directly for utility companies (**the utility company must co sign the application**)
 - Contractors performing work directly for the Town
 - Contractors/developers working on developments approved and bonded with Planning & Zoning and/or Inland Wetlands
 - Individual town resident working without any assistance from a separate entity through the "Property Owner Waiver Arrangement"

No new permits will be issued after the Wednesday before Thanksgiving until Spring. All construction on all temporary restoration permits shall cease from December 1 - April 15 in observance of a winter shutdown period for asphalt facilities.