

***City of Springfield  
Department of Public Works  
Engineering Division***



***Manual for Occupancy of  
Public and Private Ways  
within the City of Springfield***

***June 5, 2017***

<b>INDEX</b>		
<b>SECTION 1</b>	<b>PERMIT OVERVIEW</b>	<b>PAGE</b>
<b>1-A</b>	<b><i>Intended Use of this Manual</i></b>	<b>5</b>
<b>1-B</b>	<b><i>Permit Overview</i></b>	<b>5-7</b>
<b>1-C</b>	<b><i>Applying for a Street Occupancy Permit</i></b>	<b>7-8</b>
<b>1-D-0</b>	<b><i>Street Excavation Permit</i></b>	<b>8</b>
<b>1-D-1</b>	<b><i>Becoming a Licensed Contractor in the City of Springfield</i></b>	<b>8-9</b>
<b>1-D-2</b>	<b><i>DigSafe</i></b>	<b>8-9</b>
<b>1-D-3</b>	<b><i>Applying for A Street Excavation Permit</i></b>	<b>9-10</b>
<b>1-E</b>	<b><i>Procedure for Yearly Permit Applications</i></b>	<b>10-11</b>
<b>1-F</b>	<b><i>Mobile Food Truck Vendor Permit</i></b>	<b>11-14</b>
<b>1-G</b>	<b><i>Fees and Requirements</i></b>	<b>14</b>
<b>1-G-1</b>	<b><i>Permit Fee Calculations</i></b>	<b>14-16</b>
<b>1-G-2</b>	<b><i>Continuity of Vehicular / Pedestrian Traffic</i></b>	<b>16-17</b>
<b>1-G-3</b>	<b><i>Police Officers</i></b>	<b>17</b>
<b>1-G-4</b>	<b><i>Revocation of Permit and or License</i></b>	<b>17</b>
<b>1-G-5</b>	<b><i>Duration of Permit</i></b>	<b>17-18</b>
<b>1-G-6</b>	<b><i>Final Inspection</i></b>	<b>18-19</b>
<b>1-G-7</b>	<b><i>Winter Permit Restrictions</i></b>	<b>19</b>
<b>1-G-8</b>	<b><i>Penalties / Fines</i></b>	<b>19-20</b>
<b>SECTION 2</b>	<b>SPECIFICATIONS FOR THE REPAIR OF VARIOUS PARTS ON THE PUBLIC WAY</b>	<b>PAGE</b>
<b>2-A</b>	<b><i>General</i></b>	<b>22</b>
<b>2-B</b>	<b><i>Specifications for Patching Bituminous Concrete Roadways</i></b>	<b>22</b>
<b>2-C</b>	<b><i>Inlayed or Imprinted Crosswalks</i></b>	<b>22-23</b>
<b>2-D</b>	<b><i>Grassed Areas</i></b>	<b>23</b>
<b>2-E</b>	<b><i>Sidewalk Construction</i></b>	<b>23</b>
<b>2-F</b>	<b><i>Residential Driveways</i></b>	<b>24</b>
<b>2-G</b>	<b><i>Damage to Private Property</i></b>	<b>24</b>
<b>2-H</b>	<b><i>Signage and Barricades</i></b>	<b>24</b>
<b>2-I</b>	<b><i>Pavement Markings</i></b>	<b>25</b>
<b>SECTION 3</b>	<b>AUTHORITY</b>	<b>PAGE</b>
<b>3-A</b>	<b><i>General Laws of the Commonwealth of Massachusetts</i></b>	<b>27-29</b>
<b>3-B</b>	<b><i>Revised Ordinances of the City of Springfield</i></b>	<b>29-30</b>
<b>3-C</b>	<b><i>Architectural Access Board</i></b>	<b>30</b>
<b>3-D</b>	<b><i>Installation of Wheelchair Ramps</i></b>	<b>30-32</b>

<b>APPENDICIES</b>		
<b>A</b>	<b><i>Street Occupancy Permit Application Form</i></b>	
<b>B</b>	<b><i>Yearly Licensed Contractor Application Form</i></b>	
<b>C</b>	<b><i>Street Excavation Permit Application Form</i></b>	
<b>D</b>	<b><i>Restoration Details</i></b>	
<b>E</b>	<b><i>Mobile Food Truck Vendor Permit Application Form</i></b>	



# SECTION 1

# PERMIT OVERVIEW



# SECTION 1 – GENERAL

The City of Springfield Department of Public Works (DPW) – Engineering Division has developed this “Manual for the Occupancy of Public and Private Ways within the City of Springfield” to assist the citizens, contractors and any other entity wishing to occupy and / or excavate within the right-of-way of any City designated public or private way.

This manual includes procedural outlines for obtaining necessary permits, identifies costs for applying for permits, as well as information on safety, surface restoration and final inspections.

Our goal as a City is to ensure that all activities completed within the City’s right-of-way are done so in a safe manner and any excavations that occur include proper oversight, and that roads are properly restored to serve both the pedestrians and vehicles that use the City’s roadways on a continual basis.

## 1-A INTENDED USE OF THIS MANUAL

The use of this manual is directed to all persons (general contractors, special maintenance and service people, special organizations, utility companies and municipal utility departments, city residents, etc.) that would, from time to time, have cause to utilize or occupy city sidewalks, tree belts, public roadways, private ways, City of Springfield right-of-ways and any other municipal and/or public property under the jurisdiction and regulation of the Springfield Department of Public Works. This manual pertains to activities both within areas identified as both public and private ways within the City of Springfield.

City of Springfield Street Permits fall under two categories: Street Occupancy Permits and Street Excavation Permits. The following identifies the processes required to obtain and maintain valid permits for the intended activities.

## 1-B PERMIT OVERVIEW

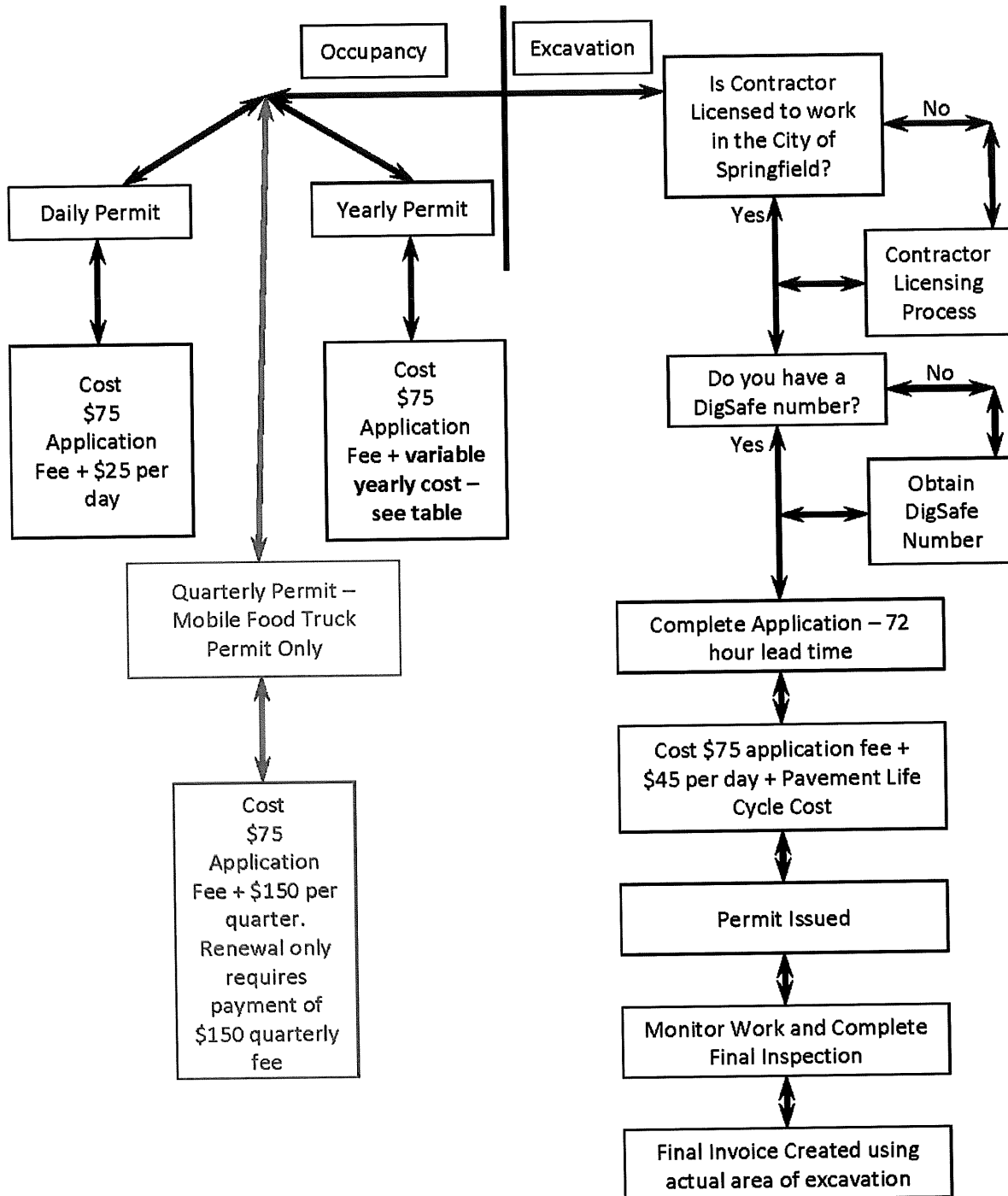
All persons who intend to occupy the public way for any reason must apply for and obtain a **Street Occupancy Permit** from the Department of Public Works – Engineering Division. All persons intending to perform excavations within public ways will require a **Street Excavation Permit**. The application requirements for each of these permits are discussed in other sections of this document. See also the Occupancy Permit Flowchart on page 6.

Section 40, Chapter 502 of the General Laws of the Commonwealth of Massachusetts requires all persons who are subject to applying for said license (Street Occupancy Permit or Street Excavation Permit) must establish at least a seventy-two (72) hour advance notification of any excavation within the public way, unless so noted for certain permits.

An information packet and appropriate applications for either a Street Occupancy or an Excavation Permit may be obtained at the Department of Public Works – Engineering Division, located at 70 Tapley Street, Springfield, MA at any time during normal working hours. An application for permit will be accepted in the DPW – Engineering Division from



**CITY OF SPRINGFIELD DPW – ENGINEERING DIVISION  
STREET OCCUPANCY FLOWCHART**



7:00 a.m. to 2:00 p.m. with a proper application. The **approved Colored Occupancy Permit Card** issued by the DPW - Engineering Division must be posted at the job site in a location that is visible to a City Inspector and / or City Police. In those cases where a posting is not feasible, (i.e. parade) the Permittee, or his/her representative, must be present and must have the Street Occupancy Permit on his/her person. Not properly being able to produce a valid Occupancy Permit, may cause the City to revoke any approved permit.

If, at any time during the period covered by an approved permit, emergency conditions prevail which would invalidate the requirements of the original permit, the Department of Public Works – Engineering Division must be notified immediately regarding either modifying the existing permit or issuance of a new permit.

If, at the discretion of the Department of Public Works – Engineering Department, a sketch and/or detailed survey plan may be required to properly define the area and extent of the occupancy including roadway or pedestrian detour routes, the applicant shall furnish same accompanying the information sheet for street occupancy license.

## **1-C APPLYING FOR A STREET OCCUPANCY PERMIT**

All individuals, companies, businesses, contractors, or any other entity that wishes to occupy any portion of the City designated right-of-way on a public or private way, must apply for a “Street Occupancy Permit”. Appendix A within this document includes a “Street Occupancy Permit Application Form”. This form is also available at the DPW – Engineering Division at 70 Tapley Street in Springfield.

Events such as parades, block parties, political rallies, religious events, road races, etc., fall under our event permit category, while placement of dumpsters, cranes / lifts, delivery of materials or building services fall under our work permit category. Contractors, individuals, etc. who apply for a work permit must submit copies of Certificates of Insurance as part of the permit application process. In applying for both types of permits, the permit application fee is \$75, and an additional fee of \$25 per day of occupancy. In both instances it is the permittee’s responsibility to ensure that the DPW - Engineering Division is notified if occupancy extends past the dates identified on the granted permit. It is also the permittee’s responsibility to notify the DPW – Engineering Division that the permitted activities are complete so that a final inspection can take place.

Individuals and / or entities who wish to apply for a Mobile Food Truck Vendor permit will be required to fill out an application located in Appendix E of this document. Specific requirements and / or restrictions for the approval of a Mobile Food Truck Vendor permit and discussed in Section 1-D-1 and 1-F of this document.

For street occupancies that occur on a more regular or constant basis, the City has included an option of obtaining a yearly permit. This permit would allow utility companies, contractors, etc. to perform work within manholes and / or vaults that do not require excavation, without having to obtain an individual permit. These entities still have a requirement to notify the Department of Public Works to obtain specific approval for a proposed location, and provide the Department with a traffic control, if necessary. Businesses, companies, etc. that have

overhangs, signage, kiosks, etc. that occupy a public way must also apply for a yearly permit. The cost for various types of Yearly Occupancy Permits is shown on page 15 of this document.

In all cases, the entity that will be occupying the public way is the entity that is required to obtain the permit. For example, a building owner or property manager cannot obtain a permit for a contractor performing work at their site. Mobile Food Truck Vendor Permits do not qualify under the yearly permit category.

## **1-D-0 STREET EXCAVATION PERMITS**

The City of Springfield has updated its requirements for street excavation permits. Applicants must meet all requirements prior to applying for a street excavation permit.

## **1-D-1 BECOMING A LICENSED CONTRACTOR IN THE CITY OF SPRINGFIELD**

Prior to being able to apply for a street excavation permit, applicants are required to become a “licensed contractor” in the City. Application forms and required submission material are located in Appendix B of this Document. No excavation permits can be processed until a contractor is determined to be fully licensed. Applications for contractor licensing approval and excavation permits applications for the same contractor will not be processed simultaneously.

Licensed contractor status is in place for a given calendar year only and every contractor must re-apply for approved status each year. It is the City’s intent to notify all licensed contractors in the fall of each year to remind them to re-apply for the upcoming year, however, it is the Contractor’s responsibility to ensure that all required submissions are made, and all material on file with the City is up to date. Contractor’s submitted insurance certificates and or/ bonds that expire during the course of a calendar year must be updated as required showing compliance for the remainder of the calendar year. A contractor whose insurance certificate/ bond that is out of date will not be considered to be in approved status.

Please be advised that the DPW – Engineering Division does not have the ability to waive any of the requirements outlined in the application process, especially related to insurance and / or bonding requirements. Given the material required to be submitted, the process involved for approving a given contractor may take an extended period of time. Please consider applying early in a given year to ensure that excavation permits can be issued in a timely basis.

Please be advised that contractor’s who continuously fail to follow required standards or any requirements of a particular permit, may have their “approved contractor” status revoked by the Department of Public Works that will bar them from performing work within the City of Springfield until approved by the Director.

Mobile Food Truck Vendors applying for a permit will be required to submit Certifications that the vehicle has passed all necessary inspections required by the Springfield Fire Department, City’s Health and Human Services Department, obtained a Hawker and Peddlers license from the Springfield Police Department, and has a valid Certificate of

Insurance providing general liability insurance listing the City as an additional insured, and a copy of the Vehicle's Registration. Vehicles must be registered in the State of Massachusetts. Out of State registrations will not be allowed. Other required materials needed as part of the application are listed on the application in Appendix E of this document.

### **1-D-2 DIGSAFE**

All excavations occurring in the City of Springfield require that DigSafe notification be completed. The City of Springfield is now part of the DigSafe notification program and will have access to all notices applied for in the City. Contractors will not be able to apply for an excavation permit until a DigSafe number has been applied for and obtained. It should be noted that the Springfield Water & Sewer Commission is not part of the DigSafe program, and will have to be notified directly by the applicant regarding mark-out of those utilities.

### **1-D-3 APPLYING FOR A STREET EXCAVATION PERMIT**

Once a contractor has obtained "licensed contractor" approval status, a street excavation permit can be applied for. Applicants should be made aware that applications for contractor licensing approval and excavation permits applications for the same contractor will not be processed simultaneously.

Permits must be applied for by the entity that is performing the actual excavation. An owner, property manager, construction manager, etc., cannot apply for a permit on behalf of another entity. Any entity who obtains a permit, then has a different entity perform the actual work, will cause both entities to be in violation of the City's Occupancy Permit program and both entities will be subject to fines. Under no circumstances will the City process separate permits for contractors to perform separate segments of work at a single location. (i.e. One contractor performs excavations and pipe repair, and another contractor perform surface restoration). The contractor applying for an excavation permit must be the contractor responsible for trench repair and surface restoration.

Any and all utility companies who perform their own work will apply for the permit in the name of the utility company. Utility companies who have contractors perform work for them are required to apply for, and obtain the permit in the name of the contractor performing the work. All non-emergency activities will require that an actual permit be on site at the time of the excavation and 72-hour application notification be adhered to. Any utility company that applies for a permit in the utility's name then has a contractor perform the work, must notify the City prior to the work in order that the permit can be modified. If the City is not notified, the contractor in the field will be issued a stop work order and be subject to fines until a proper permit can be obtained.

The City of Springfield has been part of the DigSafe notification program since 2012 and will have access to all notices applied for in the City. Contractors will not be able to apply for an excavation permit until a DigSafe number has been applied for and obtained. The City of Springfield under Section 40, Chapter 502 of the General Laws of the Commonwealth of Massachusetts, requires all persons who are subject to applying for an excavation permit

must apply for a permit at least a seventy-two (72) hour advance for any excavation within the public way.

Appendix C of this document outlines the requirements for obtaining an excavation permit in the City of Springfield. The City requires a completed application form, a location map / sketch to best identify the location, as well as a sketch that shows the approximate limit of excavation in order to determine life cycle pavement cost. A final sketch will be prepared by the City of Springfield and a revised bill will be sent to the contractor if the actual excavation ends up being larger than stated in the application. Applications that do not include a sketch cannot be processed and sketches must show limit of excavation along with limit of "T" patch.

Contractors are required to notify the DPW – Engineering Division if excavation extends past the dates specified on the permit. The Contractor is also responsible for contacting the DPW – Engineering Division for notification that work is complete. Failure to notify the DPW – Engineering Division will result in additional "per day" fees being charged to the contractor. If the contractor fails to notify the DPW – Engineering Division that a project has extended past the closing date of an existing permit, will be required to apply for a new permit and pay new fees, at a minimum, or at the discretion of the Director, may be issued a fine for working without an approved permit.

## **1-E PROCEDURE FOR YEARLY PERMIT APPLICATIONS**

In order to more easily facilitate occupancies that occur on a more regular or permanent basis, the City of Springfield Department of Public Works – Engineering Division has developed a yearly permit that will allow a person / company and / or utility to obtain a blanket permit on a yearly basis. Items such as signs or awnings, permanent monitoring wells, Valet Parking, overhead utility related work, tree work, etc., all fall under the City's Yearly Occupancy Permit requirement. The process for applying for and obtaining a yearly permit is as follows:

1. Letter of Application: Submit a letter of application to the Director of the Department of Public Works. If opening a new business, the applicant must also register at the City Clerk's Office. For example, the letter of application must state the location, size, color, height and type of mounting, etc, for a proposed sign occupancy permit.
2. Necessary Forms: When the Director, or his designee, approves the application letter, the Department supplies Bond Forms and Application Forms to be completed by the person applying for the permit. Sample copies of both these forms may be obtained from the Department of Public Works, 70 Tapley Street.
3. Permit to Place and Maintain a Canopy Projecting Over a Public Way: The application forms for this permit must be submitted to the City Council for approval.

The Bond Forms must be completed by the applicants' insurance company and returned to the Department with a record of the Bond Number (actual Bond remains with the insurance Company).

4. Yearly License Permit and Bill: When the above steps 1, 2, and 3 have been completed, both a Yearly License Permit and the bill for this permit can be obtained from the Department of Public Works – Engineering Division, 70 Tapley Street. A sample copy of the permit or license may be obtained from the Department of Public Works – Engineering Division.
5. Annual Renewal of Yearly License: Once a yearly Permit or License has been issued, it must be renewed each year and a new Permit or License Forms completed by the Applicant. The annual renewal process is automatically done by the Department upon expiration of each License. Copies of the renewal letters may be obtained from the Department upon expiration of each License. Copies of the renewal letters may be obtained from the Department of Public Works – Engineering Division.
6. Blanket Manhole Yearly Permit: Any holder of such permit will notify the Department at least 72 hours in advance of occupying any primary or secondary arterial street. Failure to do so may result in the blanket permit being revoked. A street occupancy permit would then have to be applied for on a day-by-day basis for each location subject to the daily rate. Any entity that obtains a yearly permit to work in any location within a street is still required to contact the DPW – Engineering Division to inform that City that work will be occurring and a determination will be made if additional signage and / or detours may be required. The 72-hour notification rule also applies to this work.

## **1-F Mobile Food Truck Vendor Permit**

The general goal of this section of the manual is to provide guidelines for Mobile Food Truck Vendors to operate on a regular and legal basis throughout the City of Springfield. The following outlines how occupancy permits will be issued, managed and what requirements the individual vendors will be required to adhere to. The requirements are as follows:

1. Items listed in this document are under the control of the City of Springfield Code, Article VII of Chapter 279: Mobile Food Trucks of the City Ordinances.
2. The provisions of this section shall not apply to canteen, coffee, or ice cream trucks that move from place to place and are stationary in the same location for no more than thirty (30) minutes at a time or food vending push carts and stands.
3. The provisions of this section shall not apply to mobile food operations that receive a temporary one-time event permit issued by the Health and Human Services Department or any other Department within the City.
4. A Mobile Food Truck shall mean a food establishment that is located upon a vehicle, or which is pulled by a vehicle, where food or beverage is cooked,

prepared and served for individual portion service, such as a mobile food kitchen. Independent push cart entities that are not towed are not allowed to occupy and roadways for the sale of any items at any times

5. Hours of Operation: 7:00 a.m. to 1:00 a.m.. No sale or giving away of any product may occur outside of the hours of operation. Mobile Food Trucks may occupy the permitted space no more than one-hour prior to and / or one-hour after the stated hours of operation. Under no circumstance shall any mobile food vendor be allowed to leave / park any Mobile Food Truck on the street in the City of Springfield in the approved space or at any other location outside of the hours stated above. The mobile food truck will not be allowed to occupy a permitted space if it is not open for business.
6. Location:
  - a. Mobile Food Truck Vendors will be only be allowed to operate within a paved roadway, unless otherwise approved by the Director. Under no circumstance will a mobile food truck vendor be allowed to operate on other areas of City Rights of Way including sidewalks and non- paved areas.
  - b. Mobile Food Truck Vendors will not be allowed to operate within or abutting any residentially zoned area, or within 500' of any residentially zoned area.
  - c. Mobile Food Truck Vendors will only be located within existing designated parking spaces and vehicles cannot exceed 20' in length in non-striped parking spaces and vehicles cannot exceed the designated length in striped parking spaces.
  - d. Mobile Food Truck Vendors will not be able to be located within 500' of any "bricks and mortar" food establishment properly permitted and regulated within the City.
  - e. The City will designate specific areas within the downtown area when specific locations and / or limitations of locations for the use of food trucks are deemed appropriate. The listed requirements on locations apply for all proposed locations within the City.
  - f. A vendor can apply for a specific location (currently approved parking space) within the City, or for one of the designated locations (currently approved parking space) within the Downtown Area at any time. The DPW will act on an application within 21 days. Reviews of applications may also be required by the Fire Department, Police Department, Park Department and / or the Health and Human Services Department. The applicant is required to obtain all other permits prior to submitting application to the DPW. Permits will be issued in 3 month increments (June - August; September - November; December – February; & March - May). If a location is approved, the DPW will install specific signs for that parking space indicating "Mobile Food Truck Vendor Parking Only".



- g. The Downtown Area shall mean the area of the City of Springfield whose western boundary is the Connecticut River, whose eastern boundary Chestnut Street, whose northern boundary is Liberty Street and whose southern boundary is Union Street. Within the Downtown Area there shall be no more than ten (12) permits granted at any one time pursuant to this chapter. The permits shall be issued in the following manner:
    - I. Six (6) permits may be issued for the parking spaces located at Riverfront Park
    - II. Six (6) permits may be issued for the parking spaces located on Lyman Street and Kaynor Street.
  - h. Vendors who obtain a permit will have “first rights” to their existing permitted space as long as a new permit or permit extension is applied for at least 30 days prior to the expiration of an existing permit. This new permit or extension will require resubmission of all previously submitted documentation as well as payment of additional fees.
  - i. If a the mobile food truck is towed to the location by another vehicle, the mobile food truck must be detached immediately and any vehicle towing the mobile food truck must then adhere to all parking rules and regulations of the City of Springfield. The towing vehicle is not covered as part of the permit and cannot be parked in the permitted space.
7. Utilities: All utilities required by the Mobile Food Truck must be self- contained and / or mounted to the vehicle and under no circumstances will any external connections be allowed (i.e. power extension cords, portable lighting, etc.) to any remote or adjacent location. Power generators must be contained in, or attached to the mobile food truck. Portable generators will not be allowed to be placed on the street, road, sidewalk, etc.
8. Condiments, plates, silverware, cartons, napkins, etc. must be stored at all times on or within the mobile food truck. Free standing tables, kiosks, etc. for placement of items list is not allowed.
9. All trash generated by the mobile food truck or any patron of the mobile food truck is the responsibility of the mobile food truck vendor. Proper trash receptacles must be provided by the vendor. The vendor has the responsibility to keep the immediate area, including street and sidewalks, of the permitted space clean of trash at all times. Trash must be properly bagged and must be removed from the location by the vendor at the close of business every day. The City of Springfield will not be responsible for the removal of any trash generated by the vendor. The vendor is not allowed to pile trash, bagged or otherwise, on the street or sidewalk at any time. Vendor who do not properly dispose of trash at the end of every day may have their permit either suspended or revoked.

10. Mobile Food Truck Vendors will not be allowed to place any chairs, tables, kiosks, or other items around their vehicles.
11. No external speakers for announcements, playing of music, etc. will be allowed. Any and all noise generated by the mobile food truck will be monitored for proper compliance.
12. Mobile Food Truck Vendors must also comply with any and all Temporary Parking Restrictions imposed by the City of Springfield. (i.e. Street Cleaning, Construction, Snow Emergencies, etc.) Depending upon the Circumstance, the City may provide an alternate location for the vendor.

**1-G-0 PERMIT FEES AND REQUIREMENTS**

The following section details the City of Springfield’s permit fees and requirements.

**1-G-1 PERMIT FEE CALCULATIONS**

In order for the City to be able to maintain our streets and avoid un-necessary excavations, the City has established the following that outlines the cost of obtaining a permit.

**OCCUPANCY PERMITS**

	Item	Cost
<b>Daily Permit</b>	Permit Application Fee	\$75 per application
	Daily Occupancy Fee	\$25 per day
<b>Yearly Permit</b>	Public Utility	\$1,000 per year
	Awning/ Canopy/ Sign	\$75 per year
	Parking / Delivery/ Emergency Services	\$75 per year
	Permanent Monitoring Well	\$40 per year
	General Obstruction (Yearly)	\$75 per year
	Public Services	No Charge
	Marvin Street Residential Parking	\$100 per year
	Valet Parking	\$2.50 per LF plus meter fees
<b>Quarterly Permits</b>	Mobile Food Truck Vendor Permit	\$75 Permit Fee +\$150 per quarter or portion thereof.
		\$150 per quarter Permit Renewal if application submitted 30 days or more prior to end date of existing permit

**EXCAVATION PERMITS**

Item

Cost

<b>DPW Contractor License</b>	Application Fee to become DPW Licensed Contractor	\$125 per application
<b>Daily Permit</b>	Permit Application Fee	\$75 per application
	Daily Inspection Fee	\$45 per day
<b>Yearly Permit</b>	Private Property Trenching	\$75 per year
<b>Life Cycle Fee</b>	Pavement 3 years old or less No Excavation Allowed except on an emergency basis or with DPW Director / Designee Approval	\$120 per sf if allowed
	Pavement 4 or 5 years old.	\$65 per sf
	Pavement greater than 5 years old but less than 10 years old	\$30 per sf
	Pavement more than 10 years old	\$15 per sf

**Notes:**

1. **The City of Springfield has a 3 year moratorium on excavation within all city streets and a 5 year moratorium on excavation within City, State or Federal funded roadway reconstruction projects. The designation of a particular street as to a 3-year or 5-year excavation moratorium is at the sole discretion of the Department of Public Works.**
2. **The City of Springfield will use a date of September 1 as a paving date for all roadways paved / overlaid in a given year, if an exact date is not available.**
3. **Square foot calculation for life cycle fee will be based upon information / sketch provided by the applicant. Calculation of square footage will include area for overlap "T" joint repair. Final Calculation of pavement area to occur at final inspection**

The Director of Public Works or his designee possesses the ability to waive the Life Cycle Payment Fee for any utility company or other party if the utility, or other party, can demonstrate to the Director their ability to satisfactorily maintain the pavement in question. For the purpose of this ordinance, a "Utility Company" is defined in Massachusetts General Law Chapter 25, Section 3.

1. The Utility Company or other party must have real property and/or facilities located in Springfield assessed at \$5,000,000 or greater.
2. The Utility Company or other party shall possess or prove the ability to obtain the necessary personnel and equipment to satisfactorily repair and/or maintain the roadway surface in accordance with this and all other pertinent ordinances.
3. Any Utility Company that has a Pavement Life Cycle Fee waived for any reason, will be responsible for the maintenance and repair of the excavation and surface roadway moving forward until a point in time where the City resurfaces / paves / repairs the roadway.

If a contractor does not meet the above stated criteria and, seeks a waiver of the Life Cycle Pavement Fee the following must be complied with:

- I. A roadway reconstruction plan must be submitted and approved by the Engineering Division.
- II. The roadway area affected by the excavation, curb to curb, must be removed and properly discarded.
- III. The gravel base must be brought to grade and properly compacted.
- IV. 3 inches of bituminous concrete (or other thickness designated by the Department of Public Works) shall be placed by machine and properly rolled according to Massachusetts Department of Public Works Standards.

#### **1-G-2 CONTINUITY OF VEHICULAR / PEDESTRIAN TRAFFIC**

Under normal conditions (i.e. any occupancies between the hours of 6:00 a.m. and 5:00 p.m., Monday through Friday) at least one normal travel lane for moving traffic must be maintained at all times, unless otherwise noted on permit. The licensee will be required to coordinate activities with the Springfield Police Department to determine if police services are required for the safety of pedestrians and the driving public, over and above any requirements stated by the Engineering Division as part of the permit. Occupancies of City Rights-of-way that require total or partial closing of the roadway to vehicular traffic may, at the discretion of the Department of Public Works, be restricted to hours outside of the "normal conditions" to ensure public safety. If it becomes necessary to close a road for excavation and / or repair at any time, the contractor is required to contact the Department of Public Works – Engineering Division to initiate the road closure process. The contractor must provide the DPW with a copy of the road closure notice prior to the intended closure to ensure that proper coordination with other departments can be made. Additionally, the contractor may be required to submit a "Detour Plan" for approval by the DPW – Engineering Division. Please be advised that a minimum of 72 hour notice must be given by Contractor to the City prior to the closure of any roadway so that proper notification to the public can be made. Please be aware that a Police Officer working the detail does not have the authority to close a roadway without the approval of the Department of Public Works.

Unless otherwise approved or in the case of an emergency situation, all work to be performed within the public way in the "Downtown Business District" and the "X" Business District shall be performed between the hours of 6:00 p.m. and 6:00 a.m. The "Downtown Business District" is defined as the area that is bounded by the "Arch" on the northerly side, State Street on the southerly side, East Columbus Avenue on the westerly side and Dwight Street on the easterly side. The "X" Business District is the area defined by Sumner Avenue from Cliftwood Street to Ormond Street, Dickinson Street from Grenada Terrace to Cliftwood Street, Belmont Avenue from Burlington Street to Ormond Street. Work in other areas may also be restricted to the above mentioned hours at the discretion of the Director of Public Works.

Wherever sidewalks exist, pedestrian passage ways (unless otherwise approved or in an emergency situation) must be maintained at all times via either existing sidewalks or approved methods of detours. If sidewalk must be closed for any reason, proper signage and barricades as discussed in section 2-H of this document must be followed.

### **1-G-3 POLICE OFFICERS**

Whenever required by either the Director of Public Works, or his designee, or as a condition of the Street Occupancy / Excavation Permit, police officers for traffic and/or pedestrian control are to be furnished **at the expense of the Permittee.**

Upon arriving on any occupancy / excavation work within the City right-of-way in which police services are required, the police officer assigned will be required to inspect the permit issued by the Department of Public Works – Engineering Division. If a proper permit has not been obtained, the work area will be shut down and secured until a proper permit is obtained. Fees for police services will still be required to be paid based upon the hours requested by the permittee / contractor.

Please be aware that detail police officers do not have the authority to close roadways. If an officer requests that a roadway be closed, it is the contractor's responsibility to contact the Department of Public Works and obtain the necessary approvals.

### **1-G-4 REVOCATION OF PERMIT AND OR LICENSE**

A Street Occupancy Permit may be revoked at any time by the Director of the Department of Public Works, or by his designee, if the Permittee is in violation of any of the rules and regulations either set forth herewith or as a condition of the permit, or if a dangerous and / or unsafe condition arises that would jeopardize the safety of the general public resulting from poor construction procedures and practices, or if the Licensee does not resolve a hazardous condition in a reasonable length of time, after being instructed to do so by the Department of Public Works, the issued license may be revoked..

The license revocation may be appealed by the Permittee through a hearing and review by the Director of Public Works or his designee.

If a permit is revoked, the contractor is required to stop work immediately, and secure the work site. The permit will be reissued once the site, in the opinion of the DPW Director or his designee, has been deemed safe for work to continue. The contractor will be liable for all "per-day" fees during the time of any work shutdown.

### **1-G-5 DURATION OF LICENSE / PERMIT**

The Permittee shall not allow his original Street Occupancy License to expire before the work area in the public way is completely clear of all construction material and equipment so as to be safe for normal use by traffic and pedestrians, and/or the public way has been restored to its condition prior to execution of any work authorized by said Permittee.

The Department of Public Works – Engineering Division shall charge a fee for the occupancy of a public way. The fee is based on a per-day rate as established, approved and passed by the Springfield City Council. Each day that the occupancy is in effect shall be calculated in the total amount, including Saturday, Sundays and all Holidays. The number of days required for the occupancy must be estimated by the applicant as close as possible. Extensions of the original permit may be applied for, but no abatements or refunds for over estimating will be issued. Permittees whose occupancy are not completed within the period of times identified on their permit, and who have not notified the Department of Public Works – Engineering Division of the extension, will be charged will be charged at the day rate, and / or may be liable for additional permit fees if so determined by the Director.

Mobile Food Truck Vendor permit will be issued for three month period as follows:

- June 1 – August 31
- September 1 - November 30
- December 1 – February 28 (29)
- March 1 – May 31

Mobile Food Truck Vendor permits will not be issued for any partial periods less than three months and extensions for permits will not be issued for partial time frames less than three months.

Mobile Food Truck Vendors who obtain permits but do not occupy the designate space for any 30 day period will have the permit voided and an entire new application will be required.

## **1-G-6 FINAL INSPECTION**

Upon completion of any excavation, replacement of concrete sidewalk and/or roadway or driveway, or any other permitted occupancy / excavation, the Permittee shall notify the Department of Public Works to make a final inspection of the area / construction to determine that all permit requirements have been complied with. The Street Occupancy Permit and associated fees shall continue in effect until such inspections are made and approval is obtained. Permittees who do not notify the Department of Public Works – Engineering Division regarding completed work will be held liable for all daily fees until notification is completed.

Any deficiencies found during this inspection shall be corrected by the Permittee. Should any deficiencies not be corrected by the Permittee, the Director of Public Works or his designee may, may at his discretion, cause any repairs to be made with city forces at the full expense of the Permittee. Any permittee whose work must be completed by City forces, will not be able to apply for any additional permits, or have their yearly status renewed until full payment for required services has been received by the City.

All work shall be done in accordance with the Department of Public Works – Engineering Division’s “*Manual for Occupancy of Public Ways within the City of Springfield*” and the Massachusetts Highway Department and / or Massachusetts Department of Transportation Standard Specifications. Additional requirements may be specified at the discretion of the

Director of Public Works or his designee. Standard repair details are attached to this document in Appendix D.

### **1-G-7 WINTER PERMIT RESTRICTIONS**

Any construction involving excavation of roadway surfaces shall not be permitted during the period of December 1 of one year to April 1 of the next year. Any exceptions to the above may be granted only by the Director of Public Works, or his designee. Any emergency excavation that is required must include immediate notification of the City of Springfield DPW – Engineering Division and will require the submission of Application for Excavation Permit. The contractor is responsible for the maintenance of any and all excavations until final approved pavement patching is completed. Temporary winter patching (cold patch, etc.) must be maintained by the contractor throughout the winter season. The Contractor must immediately address any pavement issues that occur due to rain, sanding or salting operations, snow, snow plowing, etc. that may result in water ponding, potholes, or etc or any other unsafe roadway condition. When the City determines that a particular excavation requires attention, per-day rates will be charged to the contractor until the situation is addressed. The Contractor is required to notify the DPW – Engineering division when final paving will occur in the spring.

### **1-G-8 PENALTIES / FINES**

Any person, company, and / or utility, found to be occupying any City Right-of-way without an appropriate permit, will be required to stop work immediately, secure the project site, and obtain a permit from the Department of Public Works – Engineering Division. When applying for the appropriate permit, a penalty fee / fine of \$750 will be charged and the start date of occupancy / excavation will be retroactive to the date found to be occupying the right-of way illegally. It may take as long as 72 hours to issue a permit, during which time the violator will be responsible for securing work location and will be held liable for any and all accident occurring due to work within right-of-way. Any person / company and / or utility who has obtained a yearly contractor approval, and is found to be working within the City's right-of-way without appropriate permits, will have their yearly approval contractor status revoked, and will be required to reapply for contractor approval and will be required to pay appropriate application fees. During this period the person / company and / or utility will be required to secure all work and will be liable for all incidents occurring due to the work. If it is determined by the City that a dangerous condition exists, the City may repair the area, and charge services back to said person / company and / or utility.

Continuous violations of said regulations by the same person, firm or corporation shall result in the denial of any further Street Occupancy Licenses. Mobile Food Truck vendors who operate without a proper Occupancy Permit issued by the DPW, or who operate in a non-approved location will be subject to a \$750 fine along with a \$100 per day fine as long as the vendor continues to operate illegally. Vendors who continue to operate illegally will also have the Certification issued by the City's Health and Human Services Department, Police Department and Fire Department revoked.

Mobile Food Truck Vendors who do not comply with the regulations listed in section 1-F of the manual will be subject to a \$100 per day or per instance fine, and subject to the

discretion of the Police Department and the Director, and will have the issued occupancy permit revoked and the vendor will not be eligible for any new permits until the next quarterly time period for permits begins.

Mobile Food Truck Vendors who continuously fail to comply with the rules and regulations of this manual will no longer be issued any occupancy permits.





## SECTION 2

# CITY SPECIFICATIONS FOR THE REPAIR OF VARIOUS PARTS OF THE PUBLIC WAY

## 2-A GENERAL

The Permittee will be required to furnish all materials and will be responsible for excavation and repair work to be done in a workman-like manner. Before any work will be acceptable to the City, all improvements must be placed in a condition as good or better than before the work was started, as determined by the Director of Public Works or his designee. Contractors will be required to adhere to the surface restoration details for specific excavations as shown in Appendix D

## 2-B SPECIFICATIONS FOR PATCHING BITUMINOUS CONCRETE ROADWAYS

Backfill: The material shall be a good quality as determined by the inspector. The base shall consist of good clean bank gravel equal in depth to the gravel excavated, but not less than 18 inches. All material shall be laid in eight (8) to ten (10) inch layers and thoroughly compacted by mechanical compactors. "The material shall be compacted to a minimum density of ninety-five percent (95%) for the full depth of the trench."

Temporary Patch: Conditions may warrant the necessity of a temporary patch due to extenuating circumstances. If the Director or his designee so orders the excavation shall be backfilled in accordance with the preceding paragraphs and the top surface shall be covered with two (2) inches of bituminous concrete Type-I. The Licensee shall be required to maintain this temporary patch until a permanent patch is placed. The patch shall be such that all vehicular and pedestrian traffic are able to pass over safely at a legal rate of speed.

Permanent Patch: All pavement joints shall be saw cut straight and vertical, as shown on the Surface Restoration Details in Appendix D, cleared of all foreign material, dry, tacked with emulsion and sealed after completion of the pavement patch with emulsion.

Replacement of Bituminous Concrete Roadways: The following minimum specifications shall be met:

Residential Streets: Twelve (12) inches of gravel and three (3) inches of bituminous concrete to be installed in two (2) equal lifts.

Main Arterials: Twelve (12) inches of gravel, two (2) inches of bituminous dense base, and three (3) inches of bituminous concrete surface course to be used. The three (3) inch bituminous layer shall be installed in two (2) equal lifts.

All work to be done in accordance with the "Standard Specifications for Highways and Bridges of the Massachusetts Highway Department or Massachusetts Department of Transportation", current edition.

The contractor shall be required to correct trench settlement and faulty pavement patches, for a period of two (2) years after permanent patch is placed, at the direction of the Department of Public Works, regardless if a pavement life-cycle fee has been paid.

## 2-C INLAYED OR IMPRINTED CROSSWALKS

Throughout the City of Springfield, most specifically in the downtown area, many roadways have been improved and contain either inlayed or imprinted pedestrian crosswalks. If any excavation occurs that disturbs or removes any of the existing inlayed or imprinted crosswalks, the contractor will be required to replace the inlay or imprint, as directed by the DPW Director or his designee. The exact limits of replacement will be determined at the time of application and the contractor will be required to match patterns, pavement types, colors, etc. Contractor may be required to submit samples and / or installation procedures prior to the actual construction.

## **2-D GRASSED AREAS**

All unpaved areas disturbed as part of any excavation, shall be graded, loamed with at least four (4) inches of loam, after compacting, and seeded with a suitable cover of seed as specified in the "Standard Specifications for Highways and Bridges of the Massachusetts Highway Department or Massachusetts Department of Transportation", current edition.

Whenever a slope condition exceeds 30% in an area where seeding is necessary, a covering of tobacco netting or similar soil stabilization technique shall be utilized to prevent soil erosion.

The licensee shall be required to maintain grassed areas until a substantial cover has been achieved. A substantial cover is obtained when all areas are completely covered and a vigorous growth of four (4) inches has been obtained and at least one mowing has occurred.

## **2-E SIDEWALK CONSTRUCTION**

Sidewalks shall be pitched at the rate of three-sixteenth (3/16) inch to the foot, from the right-of-way line to the top of the curb.

Partial patching of concrete walks shall not be allowed. If any part of a concrete walk is broken or damaged in any way, the entire slab to the nearest expansion joint (actual or visual) shall be removed and replaced with concrete. A slab is defined as that portion of a concrete walk outlined by a scoring pattern. If an expansion joint is not present then the concrete shall be cut by use of a concrete saw along the nearest scoring line. Jack hammers or other impact cutting tools shall not be allowed for this purpose. The saw cut shall be made prior to any attempt to break up or remove the slab.

Wherever sidewalks or curbs are being constructed or reconstructed, handicapped access and curb cuts must be provided. Further, whenever one corner of an intersection is being constructed or reconstructed, handicapped access shall be provided on ALL other corners at the same time.

Proper reinforcement of sidewalk will be required as shown on the Surface Restoration Details in Appendix D.

See Section 4-C of the manual for further specifications on this item.

## **2-F RESIDENTIAL DRIVEWAYS**

1. Driveway to be located a minimum of 25 feet from any corner radius of intersecting street.
2. Driveway to have a minimum width of 10 feet and a maximum width of 20 feet between curb return corners.
3. Standard 2-foot granite curb returns shall be utilized unless otherwise approved in writing by the Director of Public Works or his/her designee.
4. Entire driveway, including 2-foot curb returns, must be within the property lines extended from the property, which the driveway serves except as approved in writing by the Director of Public Works or his/her designee.
5. Driveway apron must meet sidewalk grade.
6. Portion of driveway within the public way must be constructed according to City specifications.
7. If any trees, poles, signs or utilities are located within the limits of the proposed driveway, the appropriate City Department and/or Utility Company shall be notified for the removal or relocation of such at the applicant's expense.
8. Conditions may tend to alter proposed width and location of driveway. Any variations from the Standards shown must be approved by the Director of Public Works or his designee.
9. Patching of bituminous concrete and/or cement concrete driveways (sidewalks) shall be done in accordance Standard Specification for Highways and Bridges of the Massachusetts Highway Department / Massachusetts Department of Transportation. Where a new driveway meets the existing roadway, roadway pavement must be "saw-cut" to match new pavement.
10. The rate of change of grade from the property line to the pavement line shall not be over one (1) foot per ten (10) feet of distance. There should be a minimum of eleven (11) inches pitch from gutter line to street line except as approved in writing by the Director of Public Works or his designee.
11. In those instances where a driveway crosses over a concrete sidewalk, refer to Section 2-D of this manual (Standard Sidewalk Construction at Driveways).

## **2-G DAMAGE TO PRIVATE PROPERTY**

If at times during the course of any occupancy / excavation work, private property becomes damaged, it will be the responsibility of the contractor to repair the area to the satisfaction of the impacted property owner and / or the City of Springfield.

## **2-H SIGNAGE AND BARRICADES**

Any signage, barricades, directional or safety devices required to properly identify the work zone or alternate routes, etc., must comply with all standards and requirements of the Massachusetts Highway Department / Massachusetts Department of Transportation and with the Manual of Uniformed Traffic Control Devices (MUTCD).

If directed by the Director of Public Works or his designee, the contractor may be required to submit a traffic control plan or detour plan that would specifically locate all signs, barricades, etc.

## **2-I PAVEMENT MARKINGS**

The contractor is required to re-apply any and all pavement markings that are removed and/or damaged as part of any excavation, regardless of the size / length of the removal. Pavement marking replacement type must match existing type, style, width, color, etc., including pavement legends.



## **SECTION 3**

# **AUTHORITY**

**3-A. GENERAL LAWS OF THE COMMONWEALTH OF MASSACHUSETTS**

THE COMMONWEALTH OF MASSACHUSETTS

Advance Copy

1980

Acts and Resolves

MICHAEL JOSEPH CONNOLLY, State Secretary

CHAP. 502. AN ACT FURTHER REGULATING EXCAVATIONS IN PUBLIC WAYS.

Be it enacted, etc., as follows:

SECTION 1. Chapter 82 of the General Laws is hereby amended by striking out section 40, as amended by section 1 of chapter 403 of the acts of 1968, and inserting in place thereof the following section:-

SECTION 40. No person shall, except in an emergency, contract for, or make an excavation, which shall include, but not be limited to, the discharge of explosives and the demolition of any structure by which shall not be deemed to include gardening or tilling the soil in the case of privately owned land, in any public way, any public utility company right of way or easement, or any privately owned land under which any public utility company, municipal utility department, or natural gas pipeline company maintains underground facilities, including pipes, mains, wires or conduits, unless at least seventy-two hours, exclusive of Saturdays, Sundays and legal holidays, but not more than sixty days, before the proposed excavation is to be made such person has given an initial notice in writing of the proposed excavation to such natural gas pipeline companies, public utility companies, and municipal utility departments as supply gas, electricity, or telephone service in or to the city or town where such excavation is to be made. Such notice shall set forth the name of the street or the route number of said way and a reasonably accurate description of the location in said way or on private property the excavation is to be made. If such notice cannot be given as aforesaid because of an emergency, it shall be given as soon as may be practicable. Copies of such notices together with a statement certifying that they have been mailed or delivered to such public utility companies as required by the preceding provisions of this section shall be filed with the officer or board having charge of any such public way before a permit to excavate may be approved or issued, except in case of an emergency.

Where an excavation is to be made by a contractor as part of the work required by a contract with the commonwealth or with any political subdivision thereof or other public agency, for the construction, reconstruction, relocation or improvement of a public way or for the installation of a railway track, conduit, sewer or water main, such contractor shall be deemed to have complied with the requirements of this section by giving one such notice setting forth the location and the approximate time required to perform the work involved to each of said companies.

## ACTS 1980 – CHAP. 502

Within seventy-two hours, exclusive of Saturdays, Sundays and legal holidays, from the time said notice is received or at such time as said company and the excavator agree in writing, said company shall respond to the original written notice or to subsequent oral or written notice by designating at the locus, the location of pipes, mains, wires or conduits, in that portion of the public way, public utility company right-of-way or easement or privately owned land in which the excavation is to be made, and the providing of such designation by the company shall constitute prima facie evidence of an exercise of reasonable precaution by the company as required by this section.

Any such excavation shall be performed in such manner, and such reasonable precautions taken to avoid damage to the pipes, mains, wires or conduits in use under the surface of said public way, public utility company right-of-way or easement, or privately owned land, including, but not limited to, any substantial wire, or conduit, penetration or destruction of any pipe, main, wire or conduit or the protective coating thereof, or the severance of any pipe, main or conduit.

When any damage to any pipe, main wire or conduit or its protective coating occurs, the public utility company, natural gas pipeline company, or municipal utility department shall be notified immediately by the person or public agency responsible for the excavation causing the damage.

The making of an excavation without providing notice or notices required by this section with respect to any proposed excavation which results in any damage to a pipe, main, wire or conduit or its protective coating shall be prima facie evidence in any legal or administrative proceeding that such damage was caused by the negligence of such person.

Notice to the public utility underground plant damage prevention system pursuant to section seventy-six D of Chapter one hundred and sixty-four, which notice provides the information required by this section with respect to any proposed excavation and which is given at least seventy-two hours, exclusive of Saturdays, Sundays and legal holidays, but not more than sixty days, before the proposed excavation is to be made, shall constitute compliance with the notice requirement of this section.

Nothing contained in this section shall be construed to affect or impair local ordinances or by-laws requiring permits to be obtained before excavating in a public way, except that, notwithstanding any contrary provision of local ordinances or bylaws, no permit to excavate in a public way shall be approved or issued by the officer or board having charge of any such way, except in an emergency, until such time as copies of such notices to public utility companies are filed by the applicant for a permit as required by this section.



ACTS 1980 – Chap. 502

Whoever violates any provision of this section shall be punished by a fine of two hundred dollars for the first offense and not less than five hundred dollars nor more than one thousand dollars for any subsequent offense.

SECTION 2. Section forty-one and forty-two of said Chapter eighty-two are hereby repealed.

SECTION 3. Chapter 164 of the General Laws is hereby amended by inserting after Section 76C, inserted by Chapter 645 of the acts of 1968, the following section:-

SECTION 76D. All natural gas pipeline companies and public utility companies, as defined in section three of chapter twenty-five, shall create, participate in and be responsible for the administration of a utility underground plant damage prevention system. Said system shall be operated during normal business hours each day of the year, exclusive of Saturdays, Sundays and legal holidays, for the purpose of receiving notices of proposed excavations in public ways, utility rights-of-ways, and in privately owned land under which any public utility company, municipal utility department or natural gas pipeline company maintains underground facilities, including pipes, mains, wires or conduits, as are required by the provisions of section forty of chapter eight-two. Said system shall be responsible, upon receipt of such notices, for immediately notifying such natural gas pipeline companies, public utility companies, and municipal utility departments as supply gas, electricity or telephone service in or to such city or town where such excavation is to take place of such proposed excavation. The cost of operating the utility underground plant damage prevention system shall be apportioned equitably among all natural gas pipeline companies, public utility companies and municipal utility departments as supply gas, electricity or telephone service within the commonwealth according to a formula to be fixed by agreement of the companies.

The department is authorized to investigate the operation of said system and to adopt procedures necessary and appropriate to hear and resolve complaints for failure and appropriate to hear and resolve complaints for failure to comply with the provisions of section forty of chapter eighty-two.

Approved July 14, 1980

**3-B. REVISED ORDINANCES OF THE CITY OF SPRINGFIELD**

Sec. 22-45 DIGGING UP STREETS AND SIDEWALKS: PLACING MATERIAL THEREON.

No person, except the superintendent of streets and engineering, in the performance of his duties, shall break or dig up or cause to be broken or dug up the pavement or ground in any public street, or any sidewalk or common in the city, or erect or cause to be erected any staging for building thereon, or place or cause to be placed any materials or rubbish thereon, without first obtaining from the superintendent of streets and engineering a written

license stating the space in the street or other public place that may be occupied, and the time allowed for such occupancy, and such other provisions as they may deem best, and filing with the superintendent of streets and engineering a written agreement under seal, approved by the superintendent of streets and engineering, to comply strictly with the terms of the license and indemnify the city from all loss, cost or expense that it may suffer by reason of such occupancy.

(R. O. 1956, ch. 26, & 49.)

### **3-C. ARCHITECTURAL ACCESS BOARD**

A. APPLICABLE TO ALL FACILITIES: the following Regulations shall apply to all facilities:

#### **SITE CONDITIONS**

Curb cuts: Curb cuts are required wherever sidewalks or curbs are being construct-ed or reconstructed, and they shall comply with the following:

Location: Curb cuts shall be located, one (1) at each corner of each intersection, adjacent to the radius of the corner and at all street crossings; and in no case at a distance greater than fifteen (15) feet from the intersection of the curb lines. When curbs or sidewalks are constructed or reconstructed on only one side of the street, curb cuts shall be installed on the opposite side(s) of the street.

Slope: Slope of curb cuts shall not exceed one in twelve (1 in 12), and slope shall blend to a common level with the street. Where sidewalks are too narrow to install a straight-line curb cut at a slope of one in twelve (1 in 12), the flared or fanned sides of the curb cut shall also slope at one in twelve (1 in 12).

Width: Width of curb cuts shall be not less than forty (40) inches, not including sloped sides.

Sides: The sides of curb cuts shall be sloped no less than eighteen (18) inches in width at the curb.

Curb Height: Curb height at intersections shall not exceed six (6) inches.

Texture: Detectable warning panels are required for all wheelchair ramps.

### **3-D INSTALLATION OF WHEELCHAIR RAMPS**

As part of some excavations, existing wheelchair ramps may be impacted. If any portion of any existing ramp is impacted, the Contractor will be required to replace the ramp in its entirety and comply with all current rules and regulation. The contractor will be responsible for obtaining all of the current detail and specifications required to replace the ramp. Some of the current rules and regulations in place include:

1. THE SIDEWALK CROSS-SLOPE MUST NOT EXCEED  $\frac{1}{4}$ " PER FOOT FOR BRICK AND CEMENT CONCRETE AND  $\frac{3}{16}$ " PER FOOT FOR BITUMINOUS CONCRETE. (REFER TO **STANDARD SPECIFICATIONS FOR HIGHWAYS AND BRIDGES**, SECTION 700.) IN NO INSTANCE SHALL THE SIDEWALK CROSS SLOPE EXCEED 3% EXCEPT THE RAMP AREA PROPER WHICH IS EXEMPT.
2. AN UNOBSTRUCTED PATH OF TRAVEL WITH A MINIMUM WIDTH OF 36" SHALL BE MAINTAINED.
3. THE WHEELCHAIR RAMP SLOPE AND SIDE SLOPES (TRANSITIONS), MUST NOT EXCEED 1:12, HOWEVER THESE SLOPES MAY BE FLATTER THAN 1:12 WHEN WARRANTED BY SURROUNDING CONDITIONS.
4. WHERE THE ROAD PROFILE EXCEEDS 5% THE HIGH SIDE TRANSITION LENGTH (L<sub>fh</sub>) WILL BE A MAXIMUM OF 15'.
5. IN NO CASE, WHERE A STOP LINE IS WARRANTED, SHALL A RAMP BE PLACED BEHIND THE STOP LINE.
6. FIXED OBJECTS – UTILITY POLES, HYDRANTS, ETC. – MUST NOT EN-CROACH ON WHEELCHAIR RAMPS.
7. AT NO TIME IS ANY PART OF THE WHEELCHAIR RAMP TO BE LOCATED OUTSIDE OF THE CROSSWALK AND IT IS TO BE CENTERED WHENEVER POSSIBLE.
8. CATCH BASINS WHICH ARE TO BE LOCATED IN THE VICINITY OF A WHEELCHAIR RAMP SHOULD BE LOCATED UP-GRADE WHENEVER POSSIBLE.
9. THE ENTRANCE OF THE WHEELCHAIR RAMP SHALL BE FLUSH WITH THE ROADWAY.
10. TESTING SURFACE: WHEN TESTING WITH A STRAIGHTEDGE PLACED PARALLEL TO THE LINE OF SLOPE, THERE SHALL BE NO DEVIATION FROM A TRUE SURFACE IN EXCESS OF  $\frac{1}{4}$  OF AN INCH.
11. A MID-BLOCK TYPE WHEELCHAIR RAMP WILL NOT BE CONSTRUCTED ON BRIDGES DUE TO THE REQUIRED 12" CURB REVEAL, BUT ACCESSIBILITY WILL BE PROVIDED ALONG THE BRIDGE SIDEWALK.
12. WHEN IT IS TECHNOLOGICALLY UNFEASIBLE TO CONSTRUCT WHEEL-CHAIR RAMPS IN COMPLIANCE WITH THE ARCHITECTURAL ACCESS BOARD'S REGULATIONS, A VARIANCE WILL NEED TO BE SUBMITTED. THE DEPARTMENT'S HANDICAPPED ACCESSIBILITY SECTION SHOULD BE CONTACTED UNDER THESE CIRCUMSTANCES.
13. ANY WHEELCHAIR RAMP THAT IS DISTURBED AND IS NOT CURRENTLY CONSTRUCTED TO THE CURRENT ADA / AAB STANDARD SHALL HAVE THE

RAMP AND ANY AND ALL RAMPS AT THAT INTERSECTION MUST BE BROUGHT UP TO CURRENT STANDARD.



# APPENDIX A

# STREET OCCUPANCY PERMIT APPLICATION FORM

**CITY OF SPRINGFIELD DPW / ENGINEERING DIVISION  
STREET OCCUPANCY PERMIT APPLICATION FORM**



Required Information:

Date of Application: \_\_\_\_\_

1. Type of Permit (Circle One): Daily Yearly

2. Name of Responsible Person  
Applying for Permit: \_\_\_\_\_

3. Applicant / Company / Name  
Organization (If applicable): \_\_\_\_\_

4. Applicant Address: \_\_\_\_\_

5. Phone Number: Office / Home: \_\_\_\_\_  
Cell: \_\_\_\_\_

6. Start Date: \_\_\_\_\_

7. End Date: \_\_\_\_\_

8A. Street Permit Location, Attach  
Map, if required or requested: \_\_\_\_\_

8B. List Two adjacent Side Streets  
(Example Main Street between  
Bridge St and Worthington St.): \_\_\_\_\_

9A. Reason for Issuing Work Permit (New  
Installation, Crane, Dumpster, Delivery, etc.) \_\_\_\_\_

9B. Reason for Issuing Event Permit (Parade,  
Block Party, Walk, etc.) \_\_\_\_\_

10. Describe Work Event:

11. Fee Calculation:	Application Fee:	\$75
	Daily Fee ( _____ days X \$25/day )	\$ _____
	Annual Fee	\$ _____
	Estimated Total:	\$ _____

**INVALID WITHOUT APPLICANT SIGNATURE**

Authorized Signature: \_\_\_\_\_

Person above agrees to abide by all DPW permit regulations and fees as outlined in the "Manual for Occupancy of Public Ways within the City of Springfield" – Latest Edition

Applicant Check Number: \_\_\_\_\_



## APPENDIX B

# YEARLY LICENSED CONTRACTOR APPLICATION FORM

**For Office Use Only**

**YEARLY LICENSED CONTRACTOR SUBMISSION CHECKLIST**

<b><u>Submitted and Approved</u></b>	<b><u>Task</u></b>
--------------------------------------	--------------------

Original Completed Annual License Application Form

Pay a \$125 application fee (no cash) – copy of check for file

Produce a \$10,000 Permit Bond (must be original – no fax copies accepted)

Provide a Certificate of Liability Insurance that meets all requirements of sample form. Certificate can be faxed or e-mailed

Supply three (3) recent, local references from other municipalities on municipal letterhead or approved alternate references.

Reference Letters can be hand delivered or mailed to:

City of Springfield  
Engineering Division  
Permit Coordinator  
70 Tapley Street  
Springfield ,MA 01104

Supply copies of the operators MA Hoisting Equipment License as well as an original signature of each excavator for our file as per OSHA Regulations, G.L. c. 82A, 520 CMR 7.00 et seq.

Supply OSHA Competent Worker Training Certificate

**Comments:**

**NOTE:**

**Contractors will not be allowed to begin any work until all above material has been submitted and accepted, and an approval letter has been received.**



**CITY OF SPRINGFIELD DPW / ENGINEERING DIVISION**



**YEARLY LICENSED CONTRACTOR APPLICATION FORM**

Required Information:

1. *Date of Application:* \_\_\_\_\_
2. *Name of Contractor:* \_\_\_\_\_
3. *Contractor Address:* \_\_\_\_\_  
\_\_\_\_\_
4. *Phone Number:*    *Office / Home:* \_\_\_\_\_  
*Cell:* \_\_\_\_\_  
*Fax:* \_\_\_\_\_
5. *Primary Contact Name, Phone # and e-mail address*  
\_\_\_\_\_
6. *Please describe your company's experience in street excavation, pavement restoration and trench safety:*  
\_\_\_\_\_

7. *Recommendation Summary ( List 3 References):*

- A.
- B.
- C.

-----  
**OFFICIAL USE ONLY**

The Department of Public Works / City Engineer:

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

1. **Has No Objection to the issuance of a license:**
2. **Objects to the issuance of a license:**
3. **Has not been provided with enough information:**

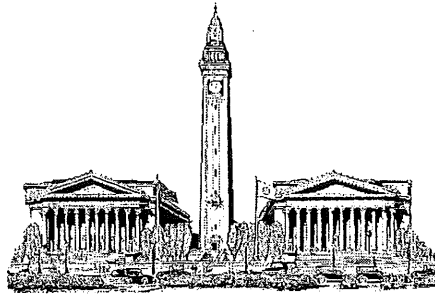
Other Comments:

**DEPARTMENT OF  
PUBLIC WORKS**

**ENGINEERING DIVISION**

70 TAPLEY STREET  
SPRINGFIELD, MA 01104

413-787-6210 413-787-6029 FAX



CITY OF SPRINGFIELD  
MASSACHUSETTS

Date:

Contractor Name  
Address

Dear Sirs:

Your application to be a licensed contractor under the City of Springfield's Occupancy Permit Program has been approved. Your approval is active for the calendar year \_\_\_\_\_.

You can re-apply for your approval for the next calendar year beginning October 1 of this year. We recommend that you apply early to ensure no lapse in approval status.

Thank You very much for working in the City of Springfield.

Very Truly Yours,

**Matthew J. Sokop, P.E.**  
City Engineer

This letter will be issued by the DPW –  
Engineering Division upon obtaining  
approval status.

CONTRACTOR LETTERHEAD  
Address, Telephone #, etc.

Date:

Mr. Matthew J. Sokop, P.E  
City Engineer  
Springfield Department of Public Works – Engineering Division  
70 Tapley Street  
Springfield, MA 01104

Dear Mr. Sokop:

Re: OSHA Excavation Competent Person Training

I certify that the following employees are OSHA Excavation Competent Persons and that they are responsible for overseeing the trench excavation safety requirements of the Commonwealth of Massachusetts (520 CMR 14.00, et. Al.) and the applicable Federal OSHA general industry and construction health & safety regulations:

Name 1  
Name 2  
Name 3  
Etc.

Supporting OSHA training certificate(s) are attached.

Please contact me at XXX-XXX-XXXX or via e-mail at xxxx@xxxxxxxxx if you have any questions.

Sincerely,

Contractor Authorized Signature

This sample letter should be sent by the contractor to the City of Springfield identifying OSHA approved personnel

**SAMPLE INSURANCE CERTIFICATE - CONTRACTOR MUST COMPLY WITH ALL SECTIONS**



**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)  
12/2

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER 4 <b>Insurance Co. name here</b>	CONTACT NAME: Ro PHONE (A/C, No, Ext): 413 E-MAIL ADDRESS: rom PRODUCER CUSTOMER ID #: ADJ	FAX (A/C, No): 413-
INSURED <b>Insured Name Must match name exactly as stated on Application Form</b>	INSURER(S) AFFORDING COVERAGE INSURER A: Oh INSURER B: Pe INSURER C: Nat INSURER D: INSURER E: INSURER F:	NAIC # 2419 <b>Insert Firm actually providing Insurance "Workers Comp Bureau" not acceptable</b>

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL SUBSCRIBER	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		BAW53153900	12/31/10	12/31/11	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED MISFS (Per occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		BAW53153900	12/31/10	12/31/11	COLLISION SINGLE LIMIT (Per accident) \$ 1,000,000 BODILY INJURY (Per accident) \$ 500,000 PROPERTY DAMAGE (Per accident) \$ 1,000,000 \$ 300,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$ 10,000		USO53153890	12/31/10	12/31/11	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	W	12/31/10	12/31/11	WC STATUTORY LIMITS OTHER EACH ACCIDENT \$ 1,000,000 DISEASE - EA EMPLOYEE \$ 1,000,000 DISEASE - POLICY LIMIT \$ 1,000,000 ess Lim 5,000,000
C	Excess Umbrella		BE	12/31/10	12/31/11	

**Policy Must be checked—not Project**

**Policy must comply with either limits**

**All sections must have a policy number, not "Policy number TBD"**

**Preferable that effective dates are calendar year, but not required.  
Contractor must submit updated policy following expiration**

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if the City of Springfield, MA is named as an additionally Insured.  
XCU Coverage Included

CERTIFICATE HOLDER <b>City of Springfield Department of Public Works 70 Tapley Street Springfield, MA 01104</b>	<b>Required for all certificates</b>	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
		AUTHORIZED REPRESENTATIVE <i>Joseph M. Phillips</i>



The Hanover Insurance Company | 440 Lincoln Street, Worcester, MA 01653  
Citizens Insurance Company of America | 645 West Grand River Avenue, Howell, MI 48843  
Massachusetts Bay Insurance Company | 440 Lincoln Street, Worcester, MA 01653

**STREET PERMIT BOND**

Bond No. \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS, that we, \_\_\_\_\_

of \_\_\_\_\_,

as Principal, and  The Hanover Insurance Company (A New Hampshire Corporation)  Massachusetts Bay Insurance Company (A New Hampshire Corporation), as Surety, are held and firmly bound unto \_\_\_\_\_

City of Springfield DWP \_\_\_\_\_, as Obligee, in the penal sum of

Ten Thousand Dollars \_\_\_\_\_, good and lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, and our heirs, executors, administrators, jointly and

**SAMPLE PERMIT BOND**

WHEREAS the said Principal has applied to said Obligee for a license to \_\_\_\_\_

open, occupy, cross by vehicles and obstruct a certain portion of a public sidewalk/berm, curbing, street or way in said Town or City of Springfield \_\_\_\_\_.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH, That if Principal shall faithfully observe and honestly comply with the provisions of all Laws or Ordinances of Obligee regulating the business for which license is issued, then this obligation shall be void; otherwise to be and remain in full force and virtue.

PROVIDED, THE LIABILITY OF THE SURETY upon this bond shall be and remain in full force and effect for the full period of the license, and renewals thereof, issued to the principal above named, or until ten days after receipt by the Obligee of a written notice signed by such Surety, or its authorized agent, stating that the liability of such Surety is thereby terminated and canceled; and provided further, that nothing herein shall affect any rights or liabilities which shall have accrued under this bond prior to the date of such termination.

Signed, sealed and dated the \_\_\_\_\_ 28th day of \_\_\_\_\_ April \_\_\_\_\_, 2009.

\_\_\_\_\_  
Principal

By: \_\_\_\_\_ (Seal)



- THE HANOVER INSURANCE COMPANY
- MASSACHUSETTS BAY INSURANCE COMPANY

By: \_\_\_\_\_

THE HANOVER INSURANCE COMPANY  
MASSACHUSETTS BAY INSURANCE COMPANY  
CITIZENS INSURANCE COMPANY OF AMERICA

POWERS OF ATTORNEY  
CERTIFIED COPY

KNOW ALL MEN BY THESE PRESENTS: That THE HANOVER INSURANCE COMPANY and MASSACHUSETTS BAY INSURANCE COMPANY, both being corporations organized and existing under the laws of the State of New Hampshire, and CITIZENS INSURANCE COMPANY OF AMERICA, a corporation organized and existing under the laws of the State of Michigan, do hereby constitute and appoint

Jillian A. Gustavis

of Chicopee, MA

and each is a true and lawful Attorney(s)-in-fact to sign, execute, seal, acknowledge and deliver for, and on its behalf, and as its act and deed any place within the United States, or, if the following line be filled in, only within the area therein designated

any and all bonds, recognizances, undertakings, contracts of indemnity or other writings obligatory in the nature thereof, as follows:

Street Permit

in the amount of \$10,000.00  
and said companies hereby ratify  
These appointments are made  
resolutions are still in effect:

**SAMPLE PERMIT BOND**

of these presents.  
companies which

"RESOLVED, That the President or any Vice President, in conjunction with any Assistant Vice President, be and they are hereby authorized and empowered to appoint Attorneys-in-fact of the Company, in its name and as its acts, to execute and acknowledge for and on its behalf as Surety any and all bonds, recognizances, contracts of indemnity, waivers of citation and all other writings obligatory in the nature thereof, with power to attach thereto the seal of the Company. Any such writings so executed by such Attorneys-in-fact shall be as binding upon the Company as if they had been duly executed and acknowledged by the regularly elected officers of the Company in their own proper persons." (Adopted October 7, 1981 - The Hanover Insurance Company; Adopted April 14, 1982 - Massachusetts Bay Insurance Company; Adopted September 7, 2001 - Citizens Insurance Company of America)

THE HANOVER INSURANCE COMPANY  
MASSACHUSETTS BAY INSURANCE COMPANY  
CITIZENS INSURANCE COMPANY OF AMERICA



*Mary Jeanne Anderson*  
Mary Jeanne Anderson, Vice President

*Robert K. Grennan*  
Robert K. Grennan, Assistant Vice President

IN WITNESS WHEREOF, THE HANOVER INSURANCE COMPANY, MASSACHUSETTS BAY INSURANCE COMPANY and CITIZENS INSURANCE COMPANY OF AMERICA have caused these presents to be sealed with their respective corporate seals, duly attested by a Vice President and an Assistant Vice President, this 28th day of April 2009

THE COMMONWEALTH OF MASSACHUSETTS )  
COUNTY OF WORCESTER ) ss.

On this 28th day of April 2009, before me came the above named Vice President and Assistant Vice President of The Hanover Insurance Company, Massachusetts Bay Insurance Company and Citizens Insurance Company of America, to me personally known to be the individuals and officers described herein, and acknowledged that the seals affixed to the preceding instrument are the corporate seals of The Hanover Insurance Company, Massachusetts Bay Insurance Company and Citizens Insurance Company of America, respectively, and that the said corporate seals and their signatures as officers were duly affixed and subscribed to said instrument by the authority and direction of said Corporations.



*Barbara A. Gault*  
Notary Public

My commission expires on November 3, 2011

I, the undersigned Assistant Vice President of The Hanover Insurance Company, Massachusetts Bay Insurance Company and Citizens Insurance Company of America, hereby certify that the above and foregoing is a full, true and correct copy of the Original Power of Attorney Issued by said Companies, and do hereby further certify that the said Powers of Attorney are still in force and effect.

This Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of The Hanover Insurance Company, Massachusetts Bay Insurance Company and Citizens Insurance Company of America.

"RESOLVED, That any and all Powers of Attorney and Certified Copies of such Powers of Attorney and certification in respect thereto, granted and executed by the President or any Vice President in conjunction with any Assistant Vice President of the Company, shall be binding on the Company to the same extent as if all signatures therein were manually affixed, even though one or more of any such signatures thereon may be facsimile." (Adopted October 7, 1981 - The Hanover Insurance Company; Adopted April 14, 1982 - Massachusetts Bay Insurance Company; Adopted September 7, 2001 - Citizens Insurance Company of America)

GIVEN under my hand and the seals of said Companies, at Worcester, Massachusetts, this 28th day of April 2009

THE HANOVER INSURANCE COMPANY  
MASSACHUSETTS BAY INSURANCE COMPANY  
CITIZENS INSURANCE COMPANY OF AMERICA

*Stephen L. Brown*  
Stephen L. Brown, Assistant Vice President



The Hanover Insurance Company | 440 Lincoln Street, Worcester, MA 01653  
 Citizens Insurance Company of America | 645 West Grand River Avenue, Howell, MI 48843  
 Massachusetts Bay Insurance Company | 440 Lincoln Street, Worcester, MA 01653

**ONLINE MISCELLANEOUS SURETY BOND APPLICATION**

**PRIOR TO RELEASING BOND, THE APPLICATION MUST BE SIGNED BY THE PRINCIPAL/APPLICANT AND, IF REQUIRED, BY ANY ADDITIONAL INDEMNITOR(S) WITH EACH SIGNATURE WITNESSED**

**BASIC MISCELLANEOUS SURETY APPLICATION INFORMATION**

Surety Company: [REDACTED] Bond Number: E [REDACTED]  
 Name of Principal or Applicant: [REDACTED]  
 Name of Oblige: [REDACTED]  
 Type of Bond: [REDACTED] Bond Amount: \$10,000.00  
 Effective Date: April 28, 2009

**AGREEMENT OF INDEMNITY**

The undersigned applicant and indemnitors hereby request the Company to become surety for the above bond. The undersigned hereby certify the truth of all statements in the application and attachments and jointly and severally agree:

- 1) to pay the usual premiums, including continuations and/or renewals;
- 2) to completely INDEMNIFY the Company from and against any liability, loss, costs, attorney's fees, and expenses whatsoever which the Company shall at any time sustain as surety on this bond or any other bond, or for the enforcement of this agreement;
- 3) that the Company shall, without notice, have the right to amend the penalty terms and conditions of any bond issued for the undersigned and this agreement shall apply to any such amended bond;
- 4) that the Company shall have the right to adjust, settle or compromise any claim, demand, suit or judgment upon said bond(s) and its decision in good faith to make any payment shall be final and conclusive as to the fact and extent of the liability of the undersigned;
- 5) upon demand by the Company, to deposit current funds with the Company in amount sufficient to satisfy any claim against the Company by reason of such suretyship;
- 6) that if said bond is cancelable, this agreement may be terminated as to subsequent liability, upon written notice to the Company and with written confirmation from the Company stating when such termination will take effect.

NOTE: Full Collateral may be required for certain types of bonds.

**APPLICABLE IN NEW YORK**  
 Any person who knowingly and with intent to mislead, information concerning any fact

**SAMPLE PERMIT BOND**

conceals for the purpose of

Please sign below in the appropriate section and have your signature(s) witnessed.

Signed and Dated: April 28, 2009

(Name of Applicant)

Witness: _____	By: _____ (Individual)
Witness: _____	By: _____ (Partner)
Witness: _____	By: _____ (Partner)
Witness: _____	By: _____ (Managing Member)
Witness: _____ (Corporate Secretary)	By: _____ (President)

In consideration of the execution by the Company of the bond herein applied for, the undersigned, jointly and severally, join in the foregoing indemnity agreement.

**SIGNATURE OF INDEMNITORS**

Witness: _____	_____ (Indemnitor)
Witness: _____	_____ (Indemnitor)
Witness: _____	_____ (Indemnitor)
Witness: _____	_____ (Indemnitor)



## APPENDIX C

# STREET EXCAVATION PERMIT APPLICATION FORM



**CITY OF SPRINGFIELD DPW / ENGINEERING DIVISION  
STREET EXCAVATION PERMIT APPLICATION FORM**



Required Information:

Date of Application: \_\_\_\_\_

1. Location of Excavation (Circle One): Public Way Private Way / Property

2. Name of Responsible Person Applying for Permit: \_\_\_\_\_

3. Applicant / Company Name (must be a licensed contractor): \_\_\_\_\_

4. Applicant Address: \_\_\_\_\_

5. Phone Number: Office: \_\_\_\_\_

Cell: \_\_\_\_\_

6. Start Date: \_\_\_\_\_

7. End Date: \_\_\_\_\_

8. DigSafe Number (No permit issued without DigSafe Number) \_\_\_\_\_

9. Street Permit Location, Attach Map, if required or requested: \_\_\_\_\_

10. List Two adjacent Side Streets (Example Main Street between Bridge St and Worthington St.): \_\_\_\_\_

11. Describe Work Event:

11. Fee Calculation: Application Fee: \$75  
 Daily Fee ( \_\_\_\_\_ days X \$45 / day) \$ \_\_\_\_\_  
 Life Cycle pavement Fee \$ \_\_\_\_\_

Estimated Total: \$ \_\_\_\_\_

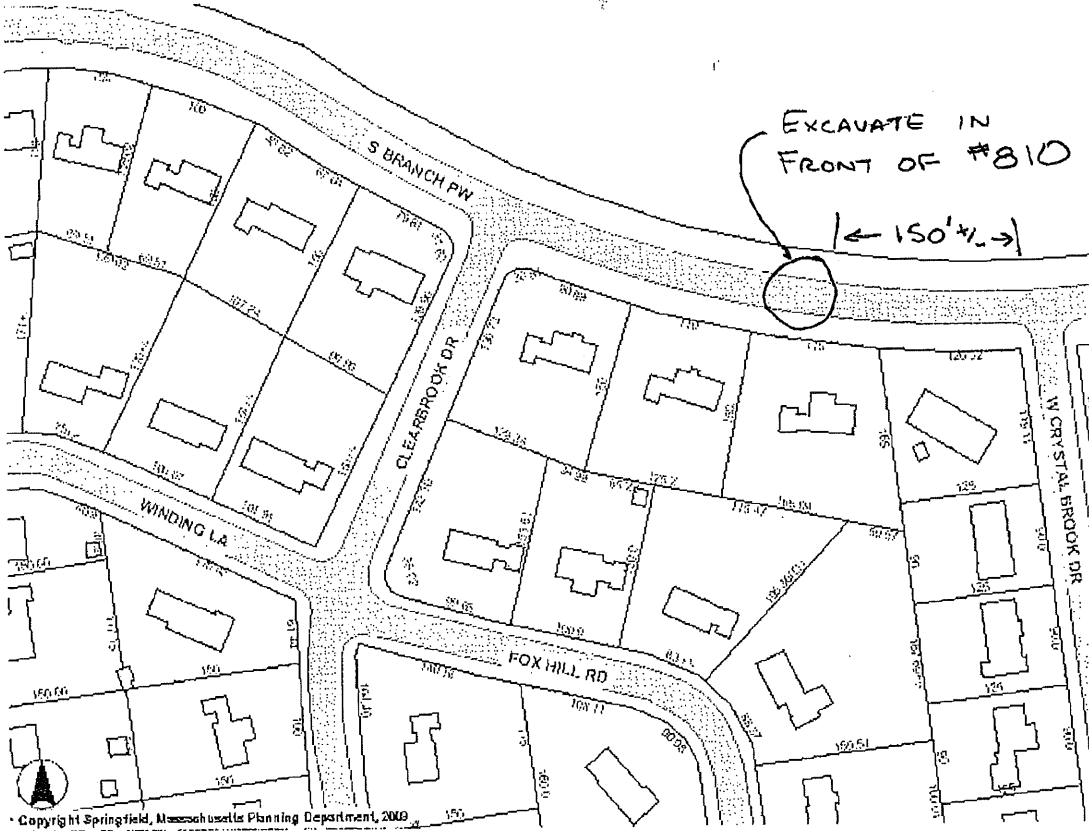
**INVALID WITHOUT APPLICANT SIGNATURE**

Authorized Signature: \_\_\_\_\_

The applicant agrees to abide by all DPW- Engineering Div. permit regulations and fees as outlined in the "Manual for Occupancy of Public Ways within the City of Springfield" – Latest Edition

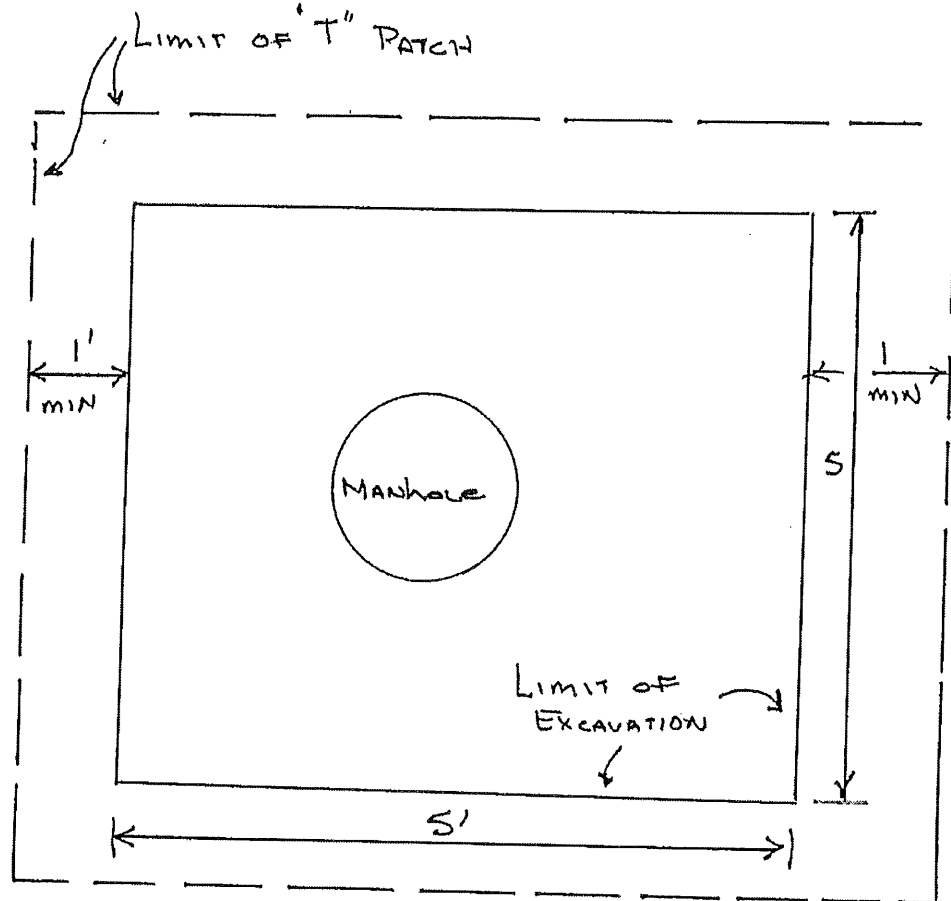
Applicant Check Number: \_\_\_\_\_

# STREET EXCAVATION PERMIT SKETCH



**SAMPLE SKETCH**

# STREET EXCAVATION PERMIT SKETCH



## Manhole Repair

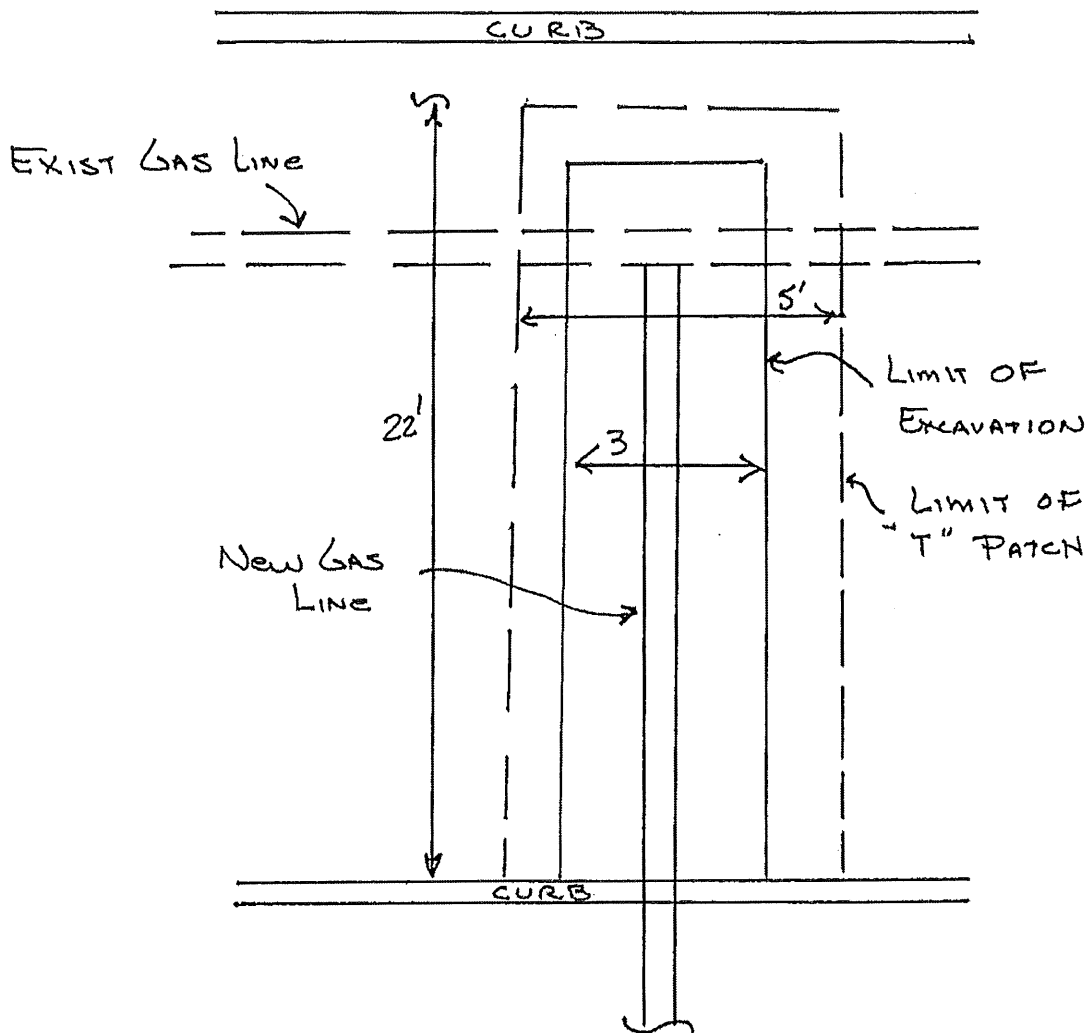
### Life Cycle Calculation

Pavement 4 years old = \$65 / sf

Cost = 7' x 7' x \$65 / sf = \$3,185

# SAMPLE SKETCH

# STREET EXCAVATION PERMIT SKETCH



## Trench Excavation

### Life Cycle Calculation

Pavement 7 years old = \$30 / sf

Cost = 5' x 22' x \$30 / sf = \$3,300

# SAMPLE SKETCH

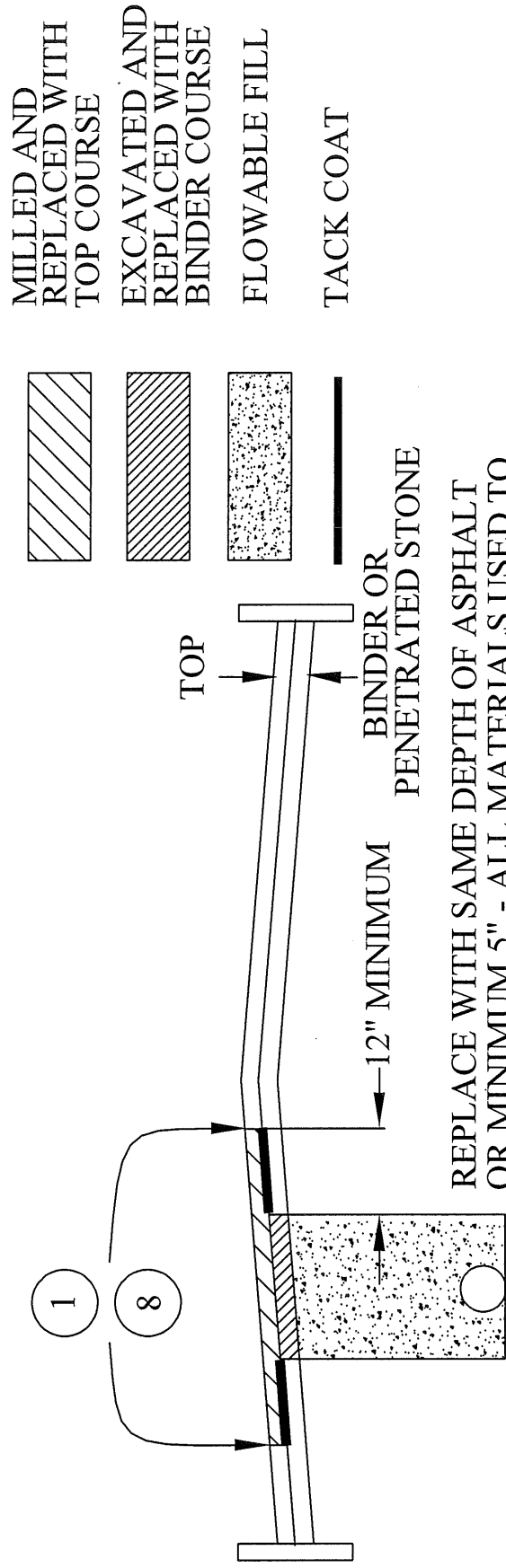


## **APPENDIX D**

# **RESTORATION DETAILS**

- Arterial Street Trench and Pavement Repair
- Residential Street Trench and Pavement Repair
- Sidewalk / Driveway Repair
- Multiple Excavation Repair
- Inlay or Imprinted Pavement Repair

# TRENCH REPAIR SPECIFICATION ARTERIAL STREET



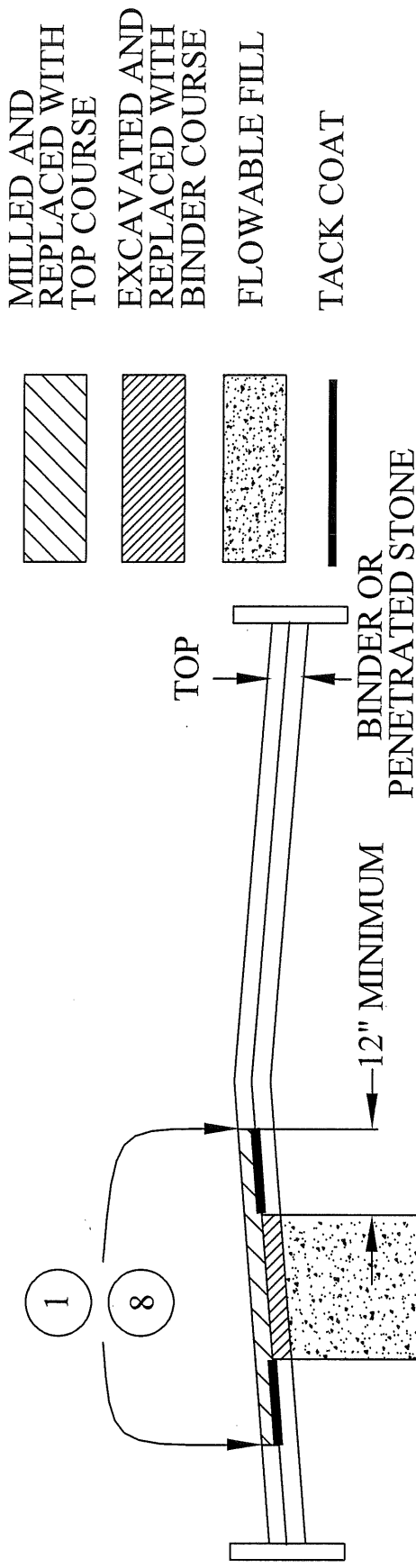
REPLACE WITH SAME DEPTH OF ASPHALT OR MINIMUM 5" - ALL MATERIALS USED TO MEET MASS. STANDARD SPECIFICATIONS FOR HIGHWAYS AND BRIDGES

## NOTES:

1. SAW CUT OUTER EDGE OF UTILITY PATCH
2. MILL TO REMOVE TOP COURSE
3. LEAVE 12" MIN. LIP BETWEEN EDGE OF TOP AND EDGE OF BINDER COURSE
4. AFTER TRENCH WORK COMPLETED, FILL AROUND PIPE TO BOTTOM WITH FLOWABLE FILL
5. REPLACE LAYERS OF BINDER AND DEEP BASE
6. TACK AREA OF MILLING
7. REPLACE TOP COURSE
8. SEAL EDGES OF UTILITY PATCH WITH HOT POURED RUBERIZED ASPHALT SEALANT
9. ALL ROAD CUTS 2' OR LESS FROM THE CURB MUST BE MILLED AND REPAIRED FROM THE OUTER MOST EDGE OF CUT TO THE CURB.

2-B SPECIFICATION FOR PATCHING BIT. CONC. ROADWAYS(CONT.)

# TRENCH REPAIR SPECIFICATION RESIDENTIAL STREET



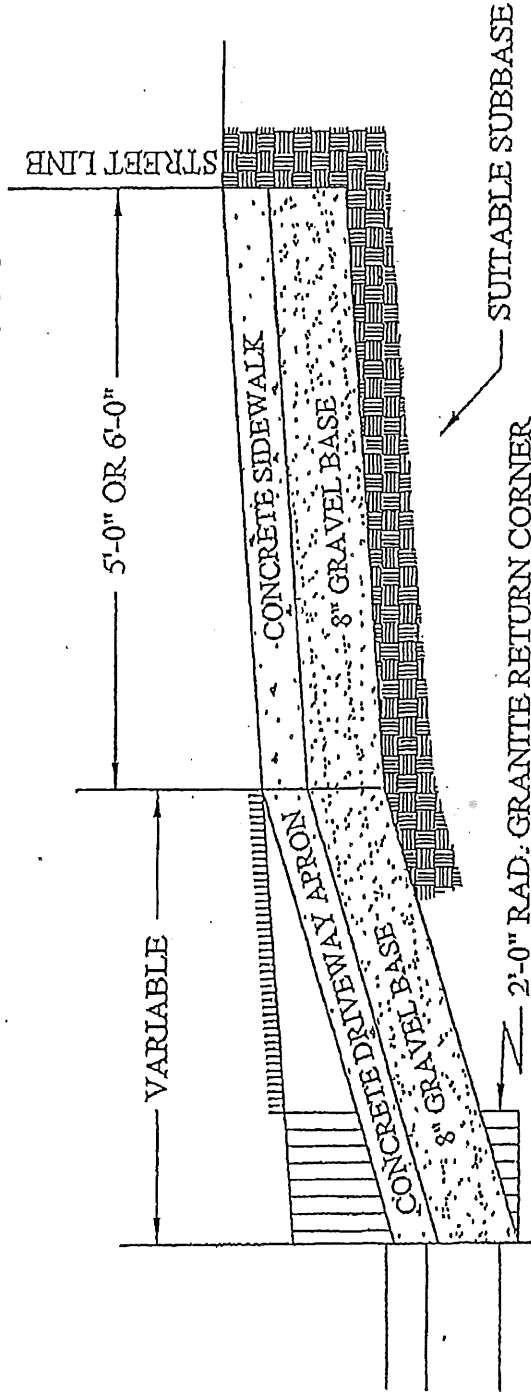
REPLACE WITH SAME DEPTH OF ASPHALT OR MINIMUM 3" - ALL MATERIALS USED TO MEET MASS. STANDARD SPECIFICATIONS FOR HIGHWAYS AND BRIDGES

## NOTES:

1. SAW CUT OUTER EDGE OF UTILITY PATCH
2. MILL TO REMOVE TOP COURSE
3. LEAVE 12" MIN. LIP BETWEEN EDGE OF TOP AND EDGE OF BINDER COURSE
4. AFTER TRENCH WORK COMPLETED, FILL AROUND PIPE TO BOTTOM
5. REPLACE ONE LAYER OF BINDER
6. TACK AREA OF MILLING
7. REPLACE TOP COURSE
8. SEAL EDGES OF UTILITY PATCH WITH HOT POURED RUBERIZED ASPHALT SEALANT
9. ALL ROAD CUTS 2' OR LESS FROM THE CURB MUST BE MILLED AND REPAIRED FROM THE OUTER MOST EDGE OF CUT TO THE CURB.

2-B SPECIFICATION FOR PATCHING BIT. CONC. ROADWAYS(CONT.)

# STANDARD SIDEWALK CONSTRUCTION AT COMMERCIAL DRIVEWAYS

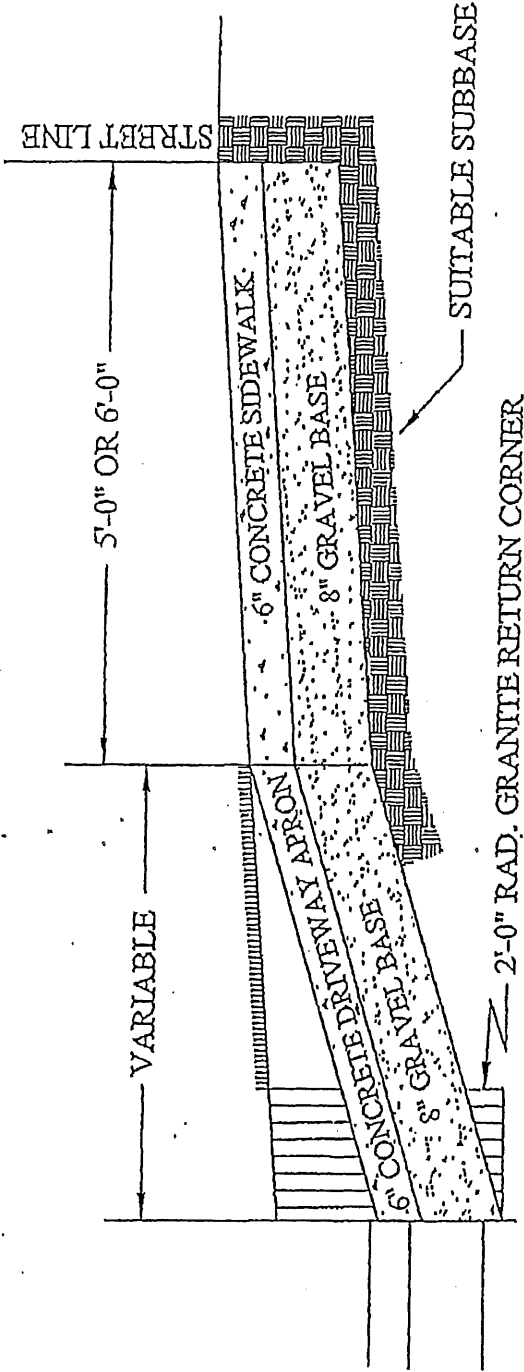


## NOTES:

- 9" CONCRETE MAY BE REPLACED BY 6" ASPHALT IF APPROVED
- STANDARD SIDEWALK SLOPE IS 3/16 PER FT.
- MAXIMUM DRIVEWAY WIDTH IS 40' WITH TWO 2' CURB RETURNS (36' OPENING)
- #3 REINFORCING BARS SHALL BE PLACED 12" O.C., 3" FROM GRAVEL BASE
- MINIMUM CONCRETE STRENGTH WILL BE 4,000#, CLASS D



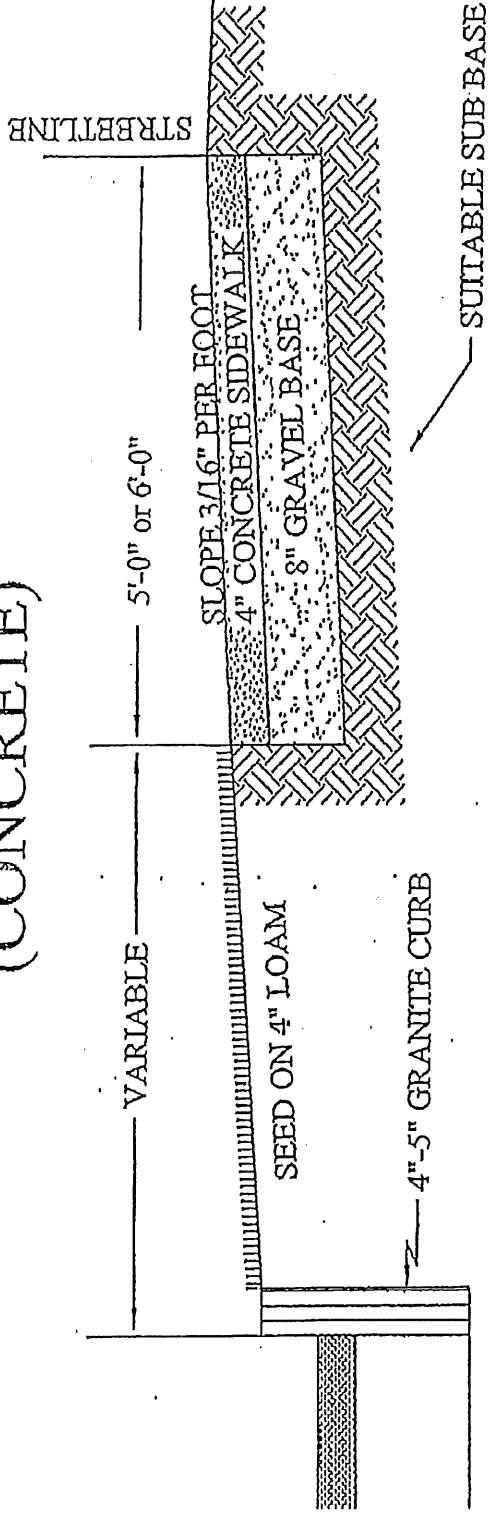
# STANDARD SIDEWALK CONSTRUCTION AT RESIDENTIAL DRIVEWAYS



## NOTES:

- 6" CONCRETE DEPTH TO BE REPLACED BY 3-1/2" ASPHALT(2" BINDER, 1- 1/2 TOP) AS DIRECTED BY THE ENGINEER.
- STANDARD SIDEWALK SLOPE IS 3/16 PER FT.
- MAXIMUM DRIVEWAY WIDTH IS 24' WITH TWO 2' CURB RETURNS (20' OPENING)
- WIRE WELDED FABRIC PLACED 1-1/2" ABOVE GRAVEL BASE
- MINIMUM CONCRETE STRENGTH WILL BE 4,000#, CLASS D

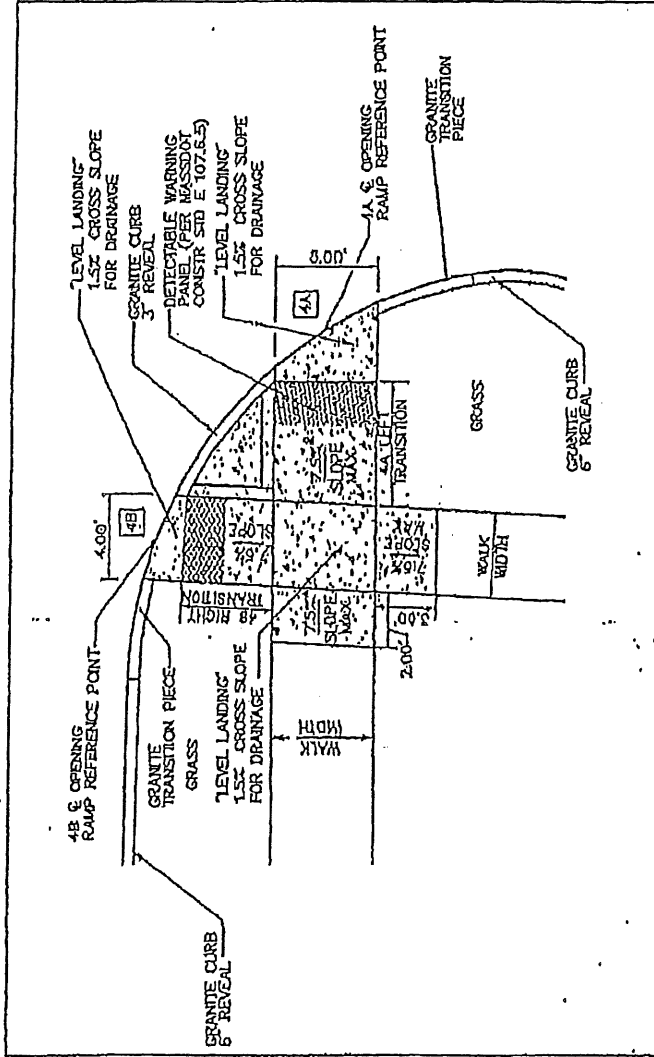
# TYPICAL STANDARD SECTION FOR SIDEWALK CONSTRUCTION (CONCRETE)



**NOTES:-**

- STANDARD SIDEWALK SLOPE IS 3/16 PER FT.
- MINIMUM CONCRETE STENGTH WILL BE 4,000#, CLASS D

# SIDEWALK REPAIR



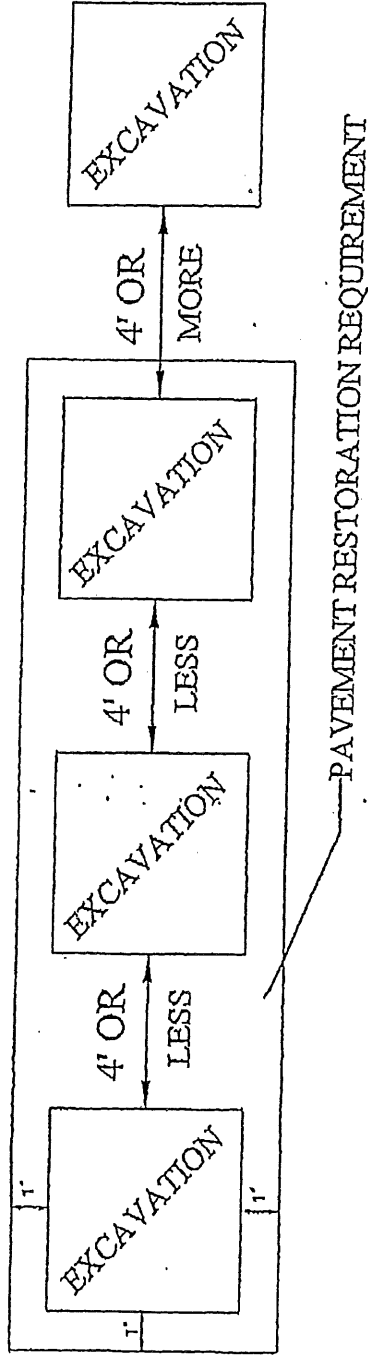
**NOTES:**

- IF EXCAVATION OCCURS ON A SIDEWALK AT AN INTERSECTION, CONTRACTOR IS REQUIRED TO REMOVE ENTIRE SIDEWALK WHEELCHAIR RAMP, ADJUST CURB, AND REPLACE TO CURRENT MASSDOT/A.D.A. GUIDELINES.
- IF NO CURRENT RAMP EXISTS, CONTRACTOR IS REQUIRED TO INSTALL RAMP AND ADJUST CURB TO MEET CURRENT MASSDOT/A.D.A. GUIDELINES.
- WIRE MESH REINFORCEMENT CONFORMING TO AASHTO-M55 OR ASTM A185-79 WILL BE REQUIRED.

ID# 0070

SPRINGFIELD, MA DPW 1-09-2012

# MULTIPLE EXCAVATION REPAIR



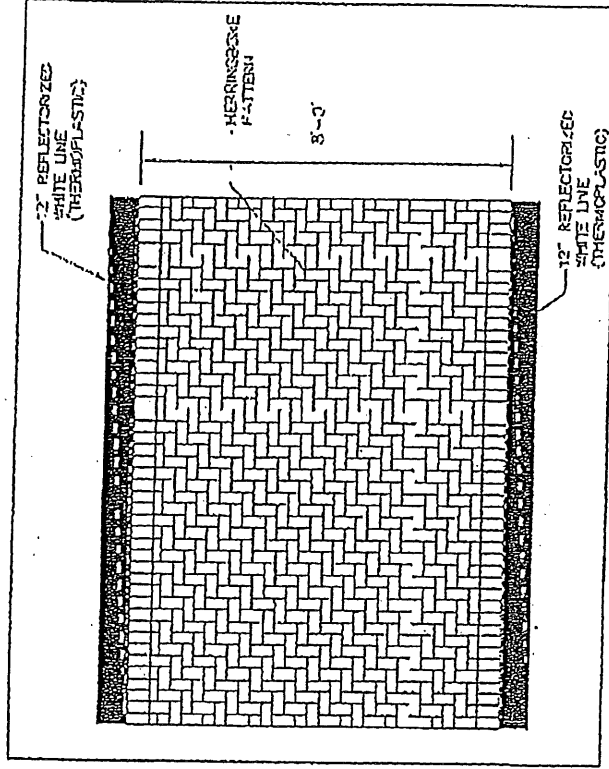
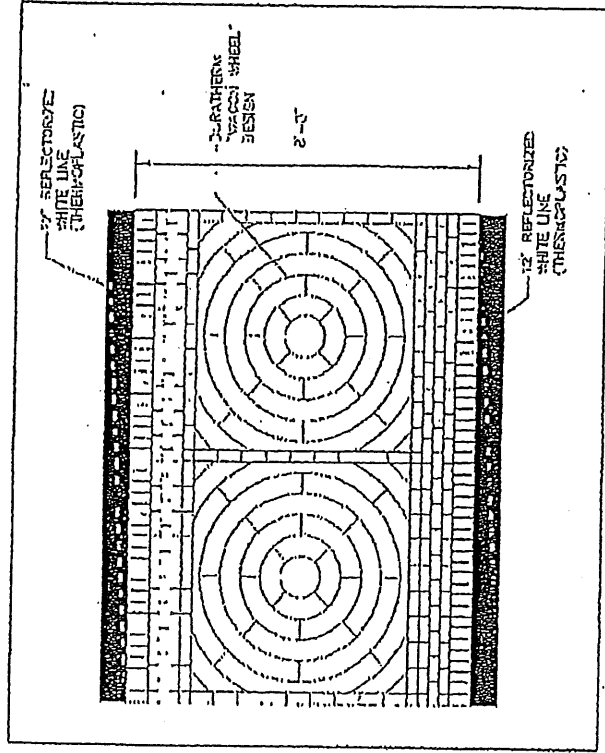
## NOTES:

- APPLIES TO ANY ROADWAY EXCAVATION THAT RESULTS IN MULTIPLE PENETRATIONS PERFORMED LESS THAN 4' OF ONE ANOTHER UNDER A SINGLE PERMIT.
- APPLIES TO ANY ROADWAY EXCAVATIONS THAT ARE PERFORMED WITHIN 2 MONTHS OF ANY OTHER PERMIT ISSUED TO THE SAME CONTRACTOR/UTILITY AT A SPECIFIC LOCATION.
- EXISTING PAVEMENT REMAINING SHALL BE MILLED AND OVERLAYED (1.5" RESIDENTIAL + 2" ARTERIAL) AS SHOWN ABOVE.

ID# 0071

SPRINGFIELD, MA DPW 1-09-2012

# IMPRINT OR INLAYED CROSSWALK REPAIR



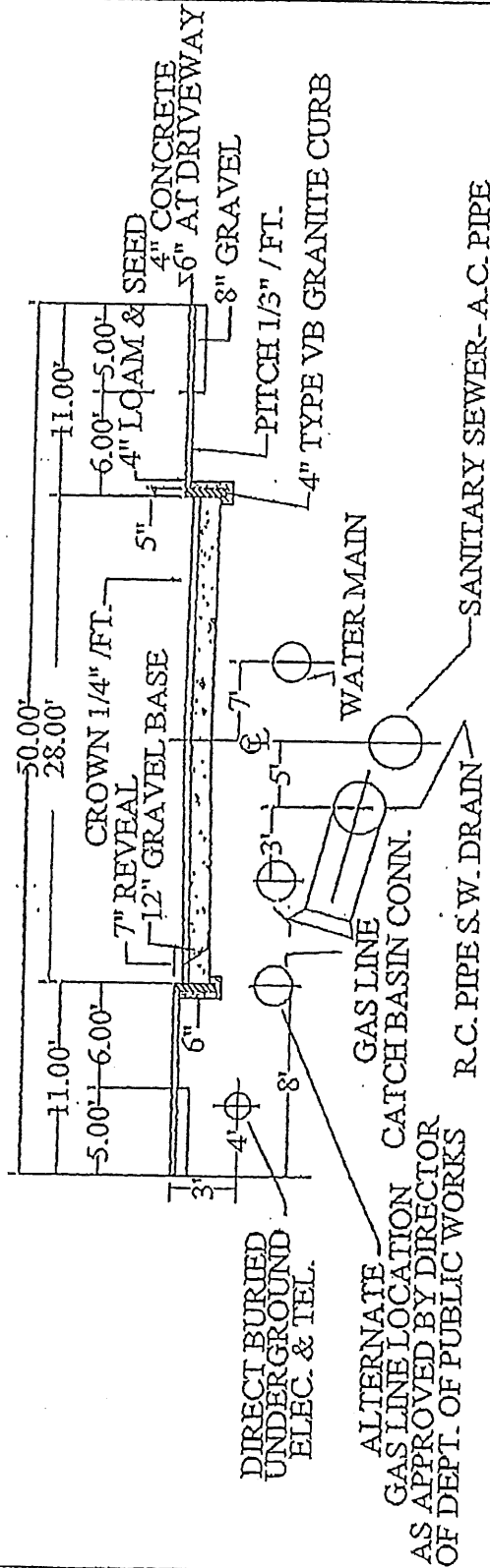
## NOTES:

- IF ANY EXCAVATION OR SURFACE PAVEMENT IMPROVEMENT OCCURS OF ANY LOCATION WITHIN THE CITY OF SPRINGFIELD WHERE EXISTING IMPRINTED OR INLAYED CROSS WALKS EXIST, THE CONTRACTOR IS REQUIRED TO REPLACE INKIND WITH THE EXACT MATERIAL AND COLOR AS ORIGINALLY INSTALLED.
- INSTALLATIONS MUST BE COMPLETED BY AN INSTALLER APPROVED BY THE CITY OF SPRINGFIELD.
- ABUTTING PAVEMENT MARKINGS MUST ALSO BE REPLACED.

ID# 0072

SPRINGFIELD, MA DPW 1-09-2012

# STREET TYPICAL SECTION FOR UTILITIES



DIRECT BURIED UNDERGROUND ELEC. & TEL.  
 ALTERNATE GAS LINE LOCATION AS APPROVED BY DIRECTOR OF DEPT. OF PUBLIC WORKS

- NOTES:
- WHERE PRACTICABLE STORMWATER LINES ARE PLACED 5' OFF THE CENTER LINE ON THE SOUTH OR WEST SIDE OF THE STREET
  - WATER MAINS ARE 18' OFF STREET LINE, EITHER NORTH OR EAST SIDE OF THE STREET
  - CONNECTIONS FROM CATCH BASINS TO MANHOLES- V.C. PIPE- CLASS 200-64T OR EQUAL
  - SURFACE COURSE 3" TYPE I BIT. CON. LAID IN TWO COURSES- 1 1/2" TOP COURSE 1 1/2" BINDER COURSE



## APPENDIX E

# MOBILE FOOD TRUCK VENDOR PERMIT APPLICATION FORM

**CITY OF SPRINGFIELD DPW / ENGINEERING DIVISION**  
**MOBILE FOOD TRUCK VENDOR PERMIT APPLICATION FORM**



Required Information:

1. *Date of Application:* \_\_\_\_\_
2. *Name of Responsible Person Applying for Permit:* \_\_\_\_\_
3. *Applicant / Company / Name Organization (If applicable):* \_\_\_\_\_
4. *Applicant Address:* \_\_\_\_\_
  
5. *Phone Number:* *Office / Home:* \_\_\_\_\_  
*Cell:* \_\_\_\_\_
6. *Start Date:* \_\_\_\_\_
7. *End Date:* \_\_\_\_\_
8. *Street Permit Location, Attach Map, SPECIFIC PARKING SPACE LOCATION MUST BE IDENTIFIED:* \_\_\_\_\_
9. *List Two adjacent Side Streets (Example Birnie Ave. between Walther St and Wason Ave.):* \_\_\_\_\_
10. *Required Information : To be submitted with initial application and all renewals*

	<i>Vehicle Registration:</i>
	<i>Vehicle Insurance:</i>
	<i>Springfield Fire Department Permit (if required):</i>
	<i>Springfield Health and Human Services Permit:</i>
	<i>Springfield Police Department (Hawkers and Peddlars):</i>
11. *Fee Calculation:*

	Application Fee (not required if renewal):	\$ 75
	Quarterly Fee	\$ 150
	<b>Total:</b>	<b>\$ 225 Initial application - \$ 150 if renewal</b>

**INVALID WITHOUT APPLICANT SIGNATURE AND FULL PAYMENT**

Authorized Signature: \_\_\_\_\_

Person above agrees to abide by all DPW permit regulations and fees as outlined in the "Manual for Occupancy of Public Ways within the City of Springfield" – Latest Edition

Applicant Check Number: \_\_\_\_\_