

TOWN OF AMHERST

REQUIREMENTS FOR THE INSTALLATION OF UNDERGROUND UTILITIES AND STRUCTURES

This specification defines the requirements of the Town of Amherst (the Town) for the installation of underground utilities or structures and excavation and construction operations in the right-of-way of the Town, including the installation of driveways. These specifications provide general guidance for the preparation of construction, installation, and traffic control plans by the contractor for all such work and define bonding requirements.

1. No Work is permitted within the right-of-way of the Town without the issuance of a street opening permit by the Director of Public Works.
2. The Director may waive or modify these requirements on an individual basis as is necessary to protect the health and safety of the public.
3. All plans required herein must be submitted for review by the Director at least 30 days in advance of the desired street occupancy, construction, or driveway installation. The Director may issue an emergency permit without prior submission of plans in the event that street occupancy is necessary to protect the public health and safety.
4. It is the responsibility of the contractor to notify all abutters of work within the right-of-way so as to minimize traffic interference, protect private property, to assure access, and to provide the Director proof of such action at least 7 days prior to the commencement of work. The contractor shall also provide appropriate public notice of the work schedule and location. Such notification is not required for the installation of driveways where the access abutters is not impaired.
5. The Director shall determine the hours of operation for construction activities. In general, all activities should be performed outside of peak traffic periods.
6. Protection of the Work Area.
 - The contractor shall be liable for the loss or damage to all materials or equipment while working within the Town's right-of-way.
 - All accidents or property damage involving the contractor shall be reported to the Director in written form, within one working day.
 - All emergencies or trouble related to the Town shall be reported immediately to the Director at 673-2317 or after hours to the Amherst Police Department at 673-4900.
 - The Contractor shall comply with all applicable State and Federal safety and health, environmental, and traffic regulations.

- The contractor shall provide and enforce all necessary safety and health precautions to protect from personal injury all workers and all other personnel who may be on or about the work site.
- A ladder shall be maintained at each trench location.
- The contractor shall test the atmosphere of manholes and other closed or poorly ventilated areas for the presence of combustibles or explosive gas or deficiency of oxygen prior to permitting anyone to enter such areas. All OSHA confined space regulations shall be followed.
- Open trenches and excavations are not permitted during non-working hours.
- Road closures must be approved by the Director as far in advance as is practicable. Road closures during peak traffic periods are prohibited.
- It is the responsibility of the contractor to ensure emergency vehicle access through the work zone at all times.
- No construction materials or equipment shall be stored within the right-of-way during non-work hours.
- No equipment shall be left unattended within 10 feet of traveled way within work is in progress.
- Employee parking associated with the construction activities shall not be permitted within the right-of-way of the Town.
- The contractor shall make all **DIG SAFE** notification.

7. Traffic Control.

- The contractor shall prepare and submit for review a plan for traffic control and safety within the work zone.
- All signing shall conform to the latest edition of the Manual on Uniform Traffic Control Devices for Streets and Highways, Traffic Controls for Street and Highway Construction and Maintenance Operations.
- Provisions shall be made to re-route traffic when road closings are permitted. Adequate advance notice shall be posted along the route at least five days in advance.
- Provisions shall be made for pedestrian access through the work zone where required.

- All street crossings shall be made in two phases to permit through or cross movement of traffic.
 - Travel lanes through the construction area shall be a minimum of ten (10) feet wide and properly delineated at all times.
 - During non-work hours, the construction zone shall be returned to a traveled way whenever possible.
 - Police traffic control will be provided in all work zones as specified by the Director or the Chief of Police to facilitate vehicle and pedestrian access and safety conditions.
 - Driveway access will be provided within the work zone whenever street occupancy or construction activities persist for more than one working day.
8. The contractor is responsible for the institution of dust and noise control measures to effectively minimize any undesirable impacts in residential areas of the Town.
9. Trenching, Excavation, Backfill, and Repaving
- The work zone shall be kept as neat and clean as possible. All trenches shall be maintained in a workmanlike manner and condition at all times.
 - Where excavation is necessary through grass plots, brick, cobblestone, sidewalks or other surface treatments, private or public, the contractor shall restore all such areas to their original condition to the satisfaction of the owner. All restoration work shall be completed within 15 days of the excavation work in the immediate area, unless otherwise agreed upon by the Director in writing.
 - All pavement surfaces to be cut shall be marked prior to scoring. **See paving requirements on attached details.**
 - Any excess material shall be removed from the site and disposed of properly. **Plans for disposal must be approved by the Director.**
 - Trenches and excavations are to be backfilled with clean fill, as required by the Director (see Section F part 3 d & e “Road Specifications” Planning Ordinances) in six (6) inch layers, each compacted prior to the addition of the next layer.
 - Temporary paving requirements shall conform to the **general road specifications of the Town.**

- When temporary paving is applied to a perpendicular pavement cut in the roadway, the temporary material shall be removed and replaced, according to Town road specifications after six months, to permit adequate use and settling of the backfill.
- When trenching or excavation crosses a paved road, repaving shall extend at least twenty (20) feet beyond each side of the disturbed pavement and will, at the discretion of the Director cover all damaged area. **Resurfacing of the entire road width shall be required whenever trenching / excavation run parallel along the paved surface.**
- Above and below ground installation, such as grates, culverts, castings, street or road signs and markings, fences, etc. removed or damaged during the construction, shall be replaced as found.
- Street curbs shall be restored to their original condition.
- Bricks, paving blocks or other specialized surface treatments shall be restored to their original condition.
- When tree roots are encountered in excavation, the contractor shall take appropriate measures, such as excavation with hand tools and soaking and dressing the roots, to avoid any damage. The roots will be covered as quickly as possible with equal parts of sand and peat or loam.
- The contractor **shall notify the Director** of any pipes, cables or ducts that appear to be abandoned.
- Disposal of debris within the trench is prohibited.
- The discover of any presence of hazardous waste or materials shall be reported to the Director immediately. **Failure to notify the Public Works Director of such presence shall place the liability for removal and disposal on the contractor.**

10. The Public Works Director may at his discretion, require utilities to be installed using coring or boring techniques. This method of installation will be used to protect the integrity of existing paved surface and sub-base. Where this is undertaken, all other requirements of this regulation shall be followed where applicable.

11. As built plans for all installations and construction within the Town's right of way shall be provided to the Director within thirty (30) days of the completion of the work.

12. Performance bonds shall be posted as required by the Public Works Director. The bond shall be sufficient to cover any resurfacing/ paving costs plus the minimums as defined below.

Any installation or construction involving a perpendicular crossing - \$1,000 to \$4,000.

Any installation or construction that is parallel to the roadway, not involving pavement cuts - \$1.00 to \$3.00 per linear foot.

Any installation or construction that is parallel to the roadway that necessitates pavement cuts - \$10.00 to \$20.00 per linear foot.

Any installation or construction of driveways or roadway access points - \$500 to \$2000.

13. Inspection – inspection shall be performed on a part time or full time basis as determined necessary by the Director in order to ensure compliance with these regulations. The inspector shall be designated by the Director and may be a consultant specifically contracted by the Town for this purpose. The cost for this service shall be the responsibility of the contractor/owner responsible for the work being accomplished. Fees will be maintained by the Town in an escrow account. These fees will be based on an estimate of inspection cost made by the consultant. Additional fees may be requested and included in the account when inspection efforts exceed the estimated efforts. The consultant will endeavor to keep the Town informed in advance (when possible) when such occurs.

Town of Amherst

STREET OCCUPANCY / ROAD OPENING PERMIT

CHECKLIST

Yes	No	Incomp	N/A	
___	___	___	___	30 Day Advance Submission
___	___	___	___	List of Abutters
___	___	___	___	Notice to Abutters
___	___	___	___	Public Notice of Work Schedule
___	___	___	___	Restricted Hours of Operation
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___	___	___	___	Plans for Protection of Work Zone
___	___	___	___	Traffic Control Plans
___	___	___	___	Police Traffic Control Detail Required
___	___	___	___	Dust and Noise Control Plans
___	___	___	___	Open Trench Restrictions
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___	___	___	___	Dig-safe Notice
___	___	___	___	Excavation and Construction Plans
___	___	___	___	Restoration Plans
___	___	___	___	Performance Bond Required
___	___	___	___	As Built Plans Submitted date_____

TRANSPORTATION

Chapter 236

Highway Regulations, Protection and Control Regulations

Excavations and Driveways

Section 236:9

236:9 Excavation; Permit; Emergency. – it shall be unlawful to excavate or disturb the shoulder ditches, embankments of the surface improved for travel of any class I or class III highway or state maintained portion of any class II highway for any purpose whatever without written permission from the commissioner of transportation or his district engineer, or any other highway without written permission from the selectmen or highway agent of the town, or the mayor and aldermen or street commissioner of the city; provide that in cases of emergency where the public health or safety is endangered such immediate action as may be necessary may be taken without such permission, but such cases the person directing or taking such action shall at once notify the official empowered to written permission.

Section 236:10

236:10 Regulations; Bonds. – The person giving such written permission may make rules and regulations to govern the excavation and restoration of such highway and may require that a bond satisfactory to him be furnished to the state, city or town providing for the satisfactory restoration of highway.

Section 236:11

236:11 Restoration. – Any person or corporation who excavates or disturbs the shoulders, ditches embankments, or the surface improved for travel of any such highway shall restore such highway to satisfaction of the official empowered to give such written permission.

Section 236:12

236:12 Exception. – The foregoing provisions shall not apply to railroads when making necessary repairs or improvements within their rights-of-way at points where the same are crossed by a highway but no such repairs or improvements, if they involve excavating or disturbing the surface of any highway, shall be made without written permission from the department of transportation.

Town of Amherst
Street Occupancy / Road Opening Permit

Applications for construction or repair work or street occupancy activities within the right-of-way of the Town of Amherst must be submitted at least thirty (30) days in advance of the initiation of such activities. This permit application and all applicable plans / documentation shall be submitted to the Public Works Director.

Name of Applicant _____ Date _____

Company _____ Phone# (____) _____

Street Address _____

Town _____ State _____ Zip _____

Location of proposed work _____

Right of Way (if known) _____

Distance and Direction from nearest Intersection _____

Nature and extent of work _____

Start date of Work _____ Completion date of Work _____

Signature of Applicant _____

Approval

Approval by Public Works Director _____

Approved by Zoning Administrator _____

Effective Date of Permit From _____ Date to _____ Date

Permit Fee \$ _____
Bond Fee \$ _____

Copies

_____ Public Works Director
_____ Zoning Administrator
_____ Police Department
_____ Applicant