



Town of Stratham, New Hampshire

HIGHWAY DEPARTMENT

PROCEDURES AND SPECIFICATIONS FOR EXCAVATIONS ON TOWN STREETS, ROADS OR RIGHTS-OF-WAY

The following procedures are for all companies or individuals excavating in town streets, roads or rights-of-way. An excavation permit shall be issued by the Stratham Highway Department, prior to beginning any excavation within any street or right-of-way owned or controlled by the Town of Stratham.

Pursuant to Section ____:a of the General Ordinances of the Town of Stratham, anyone wishing to open or excavate in any street or right-of-way must make an application for a permit on a form provided by the Highway Department. A **\$100.00 permit fee** must accompany each application for a permit.

Permit holders will be responsible for a permanent patch that meets the specifications of the Highway Department for a period of one (1) year from date of initial inspection. Any interim repair will either be done by the permit holder, or the Highway Department and costs billed to the permit holder. A bond of indemnity or an escrow deposit may be required for any or all excavations and patches at the discretion of the Highway Agent. (Ordinance, sec. ____:b)

Applicant must obtain a signed excavation permit before starting any work in the field. Town Ordinance (Sec.____:c) states there is a fine of up to \$500.00 for failure to obtain said permit or for the violation of any condition of the permit. This will be strictly enforced.

1. Any excavation shall be backfilled, compacted, and temporarily patched at the completion of work, in no case shall an open excavation be left overnight unless waived by the Highway Agent. All temporary patches shall be of an acceptable cold patch material.
2. Applicant shall complete the permanent patch within 20 calendar days of temporary patch but not sooner than complete settlement (7 days recommended minimum) or for winter work (if authorized) within 30 calendar days of availability of hot bituminous concrete. Permanent patch section of permit must be returned to Highway Department within **15 days** of completion of permanent patch. Any existing landscaped areas shall be restored with loam, fertilized, and replanted. Any asphalt or concrete sidewalk shall have surfaces of equal depth, kind and quality placed. As work progresses, all streets shall remain free of all rubbish, excess earth, rock and other debris resulting from such work. The town's Highway Agent will inspect the work. The one-year guaranty period will start at that time. Work will be re-inspected after one year at which time the permit will be retired or the applicant will be notified to repair patch.
3. Prior to installing a pavement patch, all existing edges shall be sawcut with straight, neat, defined edges that intersect with the flow of traffic at angle from between 30 degrees and 60 degrees (e.g. the sawcut edge shall not be perpendicular to the flow of traffic, see diagram). The pavement thickness shall match the pavement thickness of the existing roadway, but shall not be less than the requirements stipulated in the Town of Stratham subdivision regulations.
4. No opening or excavation in any street shall extend beyond the centerline of the roadway, before being back filled and the surface of the roadway made passable to traffic.
5. All trenches shall be backfilled with suitable original material with the exception of the required gravel for pavement base at thicknesses required by the Town of Stratham subdivision regulations.
6. Every permit holder will be required to place around all openings, excavations, encumbrances or obstructions, sufficient barriers, barricades, lights, warning flags, and danger signs to protect the safety of the general public to the satisfaction of the Highway Agent. During the hours of darkness, adequate artificial lighting devices are required to call attention to and indicate the actual location of obstructions and hazards.
7. All barricades, warning signs, lights, temporary signals and other protective devices shall conform with the edition of the "Manual on Uniform Traffic Control Devices for Streets & Highways", current on the date of permit application.

This manual is approved by the Federal Highway Administrator as the National Standard for all highways open to public travel.

8. A minimum of one lane of traffic shall be provided on all streets at all times. Access shall be provided to all property at night and on weekends, and shall be maintained to all places of business at all times.
9. If a complete street closure is necessary, at least seven (7) working days advance notice is required with confirmation of the proposed closure three (3) working days in advance of the actual street closure. The Highway Agent will review and approve any detours required. If a detour approved, the permit holder shall erect sufficient signage so motorists are given appropriate warning of the detour and are able to navigate the detoured route as efficiently as possible.
10. If an emergency necessitates the complete closing of a street, the closing will be governed by the "Emergency Provisions" Section of this regulation.
11. Property or street line monuments survey reference points and permanent survey benchmarks shall not be removed or disturbed, unless specifically permitted by the Highway Agent. If any such monuments are removed or disturbed, the permit holder shall be required to have monuments replaced by a licensed land surveyor.
12. Provisions shall be made to provide for proper drainage during construction, and the permit holder shall be responsible for all claims for damage or injury, whatsoever, that may arise from the obstruction or use of any public culvert or drain in connection with the work contemplated under the permit.
13. The Highway Agent may revoke any permit issued under this regulation at any time.

EMERGENCY PROVISIONS

In the event of an emergency, the Highway Agent reserves the right to waive any of the provisions of this regulation, and to impose such conditions as she/he may require. If such an emergency exists, the (Police Department, Fire Department and Highway Department, at a minimum), shall be notified immediately by telephone. During the next business day, an excavation permit form shall be applied for at the Town's Municipal Offices or Highway Department.

