

City of Essex Junction, VT Excavation/Curb Cut Application

Fees as per current fee schedule

Permit Fee: \$85

After-the-Fact Administrative Fee¹: \$100

Road surface, sidewalk, or Shared-Use Path disturbance within ROW²: \$10/sq ft

Property Information

Property Owner _____ Property Address _____

Property Owner Phone # _____ Property Owner Email _____

Construction Information

Requested starting date _____ Approximate completion date _____

Person(s) or company performing work _____

Dig Safe # _____ Number of Excavations in R.O.W. _____

Billing Address _____ Physical Address _____

Day Phone # _____ Email _____

Do you anticipate cutting into pavement, sidewalk, or curb? Yes No

Days for completion _____

Description of Work (*attach site plan showing excavation area(s) with dimensions*)

Requirements

- Attach traffic control plan for any proposed temporary impacts to traffic, parking, or sidewalks
- Refer to City of Essex Junction Land Development Code for public works details
- All work must comply with the Excavation Permit General Requirements attached below

Certification

I hereby certify that the information supplied in this application is true and correct and that the work applied for will comply with all provisions of the Land Development Code and the attached Liability and General Requirements.

Applicant _____ Date _____

Property Owner _____ Date _____

¹ Applied when ROW work begins prior to permit issuance. This fee does not preclude enforcement or civil penalties under 19 V.S.A. § 1111 and does not apply to emergency excavations, subject to prompt post-emergency permitting.

² This per-square-foot fee does not apply to excavations associated with an approved zoning permit subject to the issuance of Certificate of Occupancy. In such cases, engineering plan review and inspection costs are assessed at actual cost pursuant to the City Council's policy for Funding Engineering Plan Review and Inspections.



Staff Action

Date received: _____

Fee Amount:

Fee Verified:

Pre-Approval Verification

Application is associated with an issued Zoning Permit:

Yes No

Permit #: _____

Excavation is located within the Crescent Connector Right-of-Way:

Yes No

Excavation forwarded to Public Works:

Completed

Excavation approved by Public Works:

Approved

Utilities marked out on _____ by _____

Date

Employee #

Approval

Approved Start Date: _____ Valid Until (30 Days): _____

Conditions (if any): _____

Approval forwarded to applicant Completed

Post-Excavation Verification

Excavation inspected and verified for billing by Public Works Completed

Authorized Public Works Personnel

Date



EXCAVATION PERMITS – LIABILITY AND GENERAL REQUIREMENTS

Traffic Control

1. If necessary to perform the work, a Traffic Control Plan shall be submitted to the City for review and approval.
2. Traffic control for the project is the applicant's sole responsibility. Contractor or property owner must supply all signs and safety equipment for temporary traffic control in accordance with Manual on Uniform Traffic Control Devices (MUTCD).
3. If two lanes of traffic cannot be maintained, the contractor shall provide certified flagger(s).
4. Contractor shall directly contact Public Works at (802) 878-6944 and Essex Police at (802) 878-8331 under any of the following circumstances:
 - a. If any travel lane is required to be closed due to work. This request must be made prior to its closure.
 - b. In the event of an on-site emergency.
 - c. For any work taking place on class 1 and class 2 highways. Notification shall be made at least 48 hours prior to beginning work.
5. Contractor shall maintain safe pedestrian traffic at all times.
6. Any road closure requires approval of the Public Works Superintendent or his designee, prior to closure.
7. The City Manager, Public Works Superintendent or his/her designee, or the Essex Police Department reserve the right to rescind any permission to close, obstruct or excavate within a public right-of-way without advance notice if in the public interest and/or safety so requires.
8. The City, at its own discretion, may require night excavation for work in high traffic areas.

Construction Timing & Permitting

9. Construction activity will be allowed from April 15 until October 31 unless warranted by an emergency. A waiver may be granted by the approval of the Public Works Superintendent.
10. Excavation permits are valid for 30 days from the date of approval.
11. Application shall be submitted to the City a minimum of five working days prior to the requested start date, unless it is for emergency repairs.
12. After receiving approval and a copy of the permit, the applicant is authorized to begin work on the approved start date.

Safety & Compliance

13. The owner and contractor are completely responsible for all Vermont Occupational Safety Health Administration (VOSHA) Compliance.
14. No excavation shall remain unattended during trenching activity.
15. No excavation shall remain open overnight.

Inspection & Restoration

16. Maintenance of any temporary restoration is the sole responsibility of the project owner/contractor.
17. A representative of the City of Essex Junction shall be present for all utility installations, sidewalk, and roadway repairs. Contractor failure to secure inspection shall result in re-excavation at the owner's expense.
18. If the cut is 100 square feet or less, the Public Works Department may perform the pavement repair, provided the repair is technically feasible and can be completed with available in-house equipment, materials, and staff, as determined by the Public Works Superintendent. If the cut is over 100 square feet, or if the Public Works Superintendent determines that the repair is not suitable for in-house completion due to site conditions, complexity, timing, or other constraints, the applicant shall be required to hire a qualified contractor to complete the repair in accordance with Essex Junction Public Works specifications.



Utilities & Notifications

- 19. The applicant is responsible for notifying utility companies as required by law.
- 20. The City will mark out public utility lines at the applicant’s request.
- 21. The applicant is required to notify Dig Safe prior to approval (1-888-344-7233). Dig Safe is not affiliated with any Essex Junction department.
- 22. The contractor shall be responsible for marking out the limits of the work area.
- 23. The contractor shall excavate with caution at all times. Any utilities damaged or disturbed by the contractor during the performance of the work shall be repaired or replaced in a timely fashion at the expense of the contractor.

Insurance & Liability

- 24. Applicant shall obtain a Certificate of Insurance demonstrating One Million Dollars (\$1,000,000) of commercial liability insurance naming the City of Essex Junction as an additional insured prior to approval.

Curb Cuts & General Agreement

- 25. I understand that I must obtain approval to open or alter any curb cut, which serves as a driveway to any property or structure.
- 26. I agree to abide by all the rules and regulations as specified in the General Regulation of Public Streets Ordinance and Land Development Code and any conditions placed upon the approval application.

Excavations within Crescent Connector Right-Of-Way

- 27. In accordance with the Municipal Code Chapter, all earthwork within the Crescent Connector Right-Of Way (Railroad Street between Park Street and Main Street) requires engineering review and prior approval due to the presence of contaminated soil. The applicant will pay the actual cost for plan review and construction inspections by the City Engineer and/or City’s consultant.

Fee Adjustment

- 28. All right-of-way surface disturbance fees are based on the area approved in the issued permit. If, upon inspection, the actual area of pavement, sidewalk, or shared-use path disturbance exceeds the permitted area, the City may assess additional fees commensurate with the additional disturbance.

