

**Village of Essex Junction, VT  
Excavation/Curb Cut Application**

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**Fee: \$100.00 Major Excavation (alterations to sidewalk, curbing or road)/ \$30.00 Minor Excavation**

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Property Description (address) for application \_\_\_\_\_

Persons or company performing work \_\_\_\_\_

Property Owner \_\_\_\_\_

Dig Safe # \_\_\_\_\_

Number of Excavations in R.O.W \_\_\_\_\_

Bill to Address \_\_\_\_\_

Address \_\_\_\_\_

Day Phone # \_\_\_\_\_

Day Phone # \_\_\_\_\_

Permit reply fax # \_\_\_\_\_

Requested starting date: \_\_\_\_\_

Do you anticipate cutting into pavement, sidewalk or curb? Yes \_\_\_\_\_ No \_\_\_\_\_ Days for completion \_\_\_\_\_

Describe purpose and attach drawing or site plan \_\_\_\_\_

Application shall be submitted to the village a minimum of two working days prior to the requested start date, unless it is for emergency repairs and be accompanied by a Certificate of Insurance demonstrating One Million Dollars (\$1,000,000) of commercial liability insurance naming the Village of Essex Junction as an additional insured. In the event of an emergency, the applicant shall notify the Essex Police at 878-8331 prior to starting work, and shall notify the Village at 878-6950 the next business day. After receiving approval and a copy of the permit, the applicant is authorized to begin work on the approved start date shown below. The applicant is responsible for notifying dig-safe, 1-888-344-7233. Traffic control for the project is the applicant's sole responsibility. For work on class 1 and class 2 highways, the applicant shall notify the Essex Police at 878-8331 at least 24 hours prior to beginning work.

If the area of the cut in the pavement is under 100 sf., the public works department will perform the repair and bill the applicant for the time and material costs (see time and materials fee schedule). If the area of the cut is greater than 100 sf., the applicant shall hire a qualified contractor to perform the repair and all materials shall comply with the village public work standards.

I understand that I must obtain approval to open or alter any curb cut, which serves as a driveway to any property or structure. 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, including the attached Excavation Permit General Requirements.

Applicant \_\_\_\_\_ Date \_\_\_\_\_

Property Owner \_\_\_\_\_ Date \_\_\_\_\_

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**Staff Action**

Date received \_\_\_\_\_ **Approved Start Date** \_\_\_\_\_ **Valid for 30 Days** \_\_\_\_\_ Denied \_\_\_\_\_

Conditions, if any \_\_\_\_\_

Marked out by \_\_\_\_\_ Planning Dept Permit Yes \_\_\_\_\_ No \_\_\_\_\_ Approval by Public Works \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_  
(If yes, PC approval conditions have been met)

Fee Amount:
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Fee Verified _____
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\_\_\_\_\_  
Authorized Public Works Personnel Date

## Excavation Permits – General Requirements and Special Conditions

- 1) Contractor/Owner must supply ALL signs and safety equipment for temporary traffic control in accordance with Manual on Uniform Traffic Control Devices (MUTCD).
- 2) 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.
- 3) Maintenance of any temporary restoration is the sole responsibility of the project owner/contractor.
- 4) This permit is valid for 30 days from the date of approval.
- 5) The owner and contractor are completely responsible for all Vermont Occupational Safety Health Administration (VOSHA) Compliance.
- 6) If two lanes of traffic cannot be maintained, the contractor shall provide Registered Traffic Control Technicians.
- 7) Contractor shall notify Public Works at 878-6944 and Essex Police at 878-8331 of any lane closure, prior to its closure.
- 8) Contractor shall maintain safe pedestrian traffic at all times.
- 9) No excavation shall remain unattended during trenching activity.
- 10) No excavation shall remain open overnight.
- 11) A representative of the Village of Essex Junction shall inspect all backfill steps such as under drain or stabilization fabric repairs. Contractor failure to secure inspection shall result in re-excavation at the owner's expense.
- 12) Any road closure requires approval of the Public Works Superintendent or his designee, prior to closure.
- 13) The Village 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.
- 14) The applicant is responsible for notifying utility companies as required by law Dig Safe 1– 800-225-4977). The contractor shall be responsible for marking out the limits of the work area.
- 15) The contractor shall be responsible for Right of Way restoration to original condition or surface restoration of minor excavations shall be by the Village of Essex Junction. All restoration shall be by Public Works Specifications noted in the Village of Essex Junction Land Development Code (as amended).
- 16) The Village may require night excavation for work in high traffic areas. The Village may do so at its own discretion