



City of Barre, Vermont

"GRANITE CENTER OF THE WORLD"

Department of Public Works Permit Application Form

Applicant Information			
Project E911 Address		Date	
Applicant Name		Phone	
Contractor Information (if different than applicant)			
Company		Address	
Contact Name		Email	
Cell Number		Phone	
Certificate of Insurance on file (Circle one): YES/NO			
Access (check all that apply)			
<input type="checkbox"/>	New, permanent access to a public road will be created or existing access will be altered.		
<input type="checkbox"/>	New, temporary access to a public road will be created		
Excavation within the City ROW (check all that apply)			
<input type="checkbox"/>	Excavation work will be taking place within the City ROW		
<input type="checkbox"/>	Changes will alter or obstruct an existing drainage path within the City ROW. Explain on site plan		
Areas in the City ROW that will be disturbed:			
<input type="checkbox"/>	Asphalt	Fee: \$6/SF Estimated SF to be replaced: _____	Total: _____
<input type="checkbox"/>	Gravel	Fee: \$3/SF Estimated SF to be replaced: _____	Total: _____
<input type="checkbox"/>	Sidewalk	Fee: \$5/SF Estimated SF to be replaced: _____	Total: _____
<input type="checkbox"/>	Curbing	Fee: \$10/LF Estimated LF to be replaced: _____	Total: _____
(\$100 minimum permit fee)			Total: _____
Water (check all that apply)		\$2,000/Connection	Total: _____
Service Information: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other			
Type and size of water service:			
<input type="checkbox"/>	Single family, residential, new service		
<input type="checkbox"/>	Two or more family, residential, new service		
<input type="checkbox"/>	Non-residential, new service		
<input type="checkbox"/>	Sprinkler connection		
<input type="checkbox"/>	Sprinkler flow test		
<input type="checkbox"/>	Water Turned On/Off (Service fee)		
Sewer (check all that apply)		\$2,000/Connection	Total: _____
Service Information: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other			
Describe wastewater characteristics:			
Type and size of sewer service:			
<input type="checkbox"/>	Residential Connection		
<input type="checkbox"/>	Non-Residential Connection		

Site Plan	
A site plan shall be submitted with this application. It shall show the following:	
_____	Project E911 Address
_____	Property Lines including Easements and Right-of-Way
_____	Streets/Roads
_____	Curb Cuts/Driveways
_____	Sidewalks
_____	Buildings/Structures including all outbuildings and sheds
_____	Location of proposed excavation work (if applicable)
_____	Location of proposed water, sewer, or stormwater services (if applicable)

Total Permit Fees: \$ _____

Please make all checks payable to: City of Barre
6 N. Main Street, Suite 5, Barre, VT 05641

Permit fees do not include service installation fees.

Anticipated Start Date: _____ Anticipated Completion Date: _____

Signature of Applicant: _____ Date: _____

Printed name of Applicant: _____

Application Approved and Permit Granted

Signature: _____ Date: _____

Brian Baker, Director of Public Works

Signature: _____ Date: _____

Janet Shatney, Director of Permitting (concurrance on Access Permit)

Post-Construction Inspection Passed

Signature: _____ Printed Name: _____ Date: _____

Authorized Signature

(SECTION BELOW TO BE COMPLETED BY WATER AND SEWER DEPARTMENT PERSONNEL ONLY)

Fee Payment Schedule

\$2,000 S.D.C.

Payment Type: _____

Date: _____

Administrator: _____

Service Installation Fee

Payment Type: _____

Date: _____

Administrator: _____

City of Barre, Vermont

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General Provisions for Department of Public Works Permit Application Form

1. It is the responsibility of the applicant and the contractor to contact DIGSAFE (888-344-7233) prior to any excavation work. The City of Barre is able to mark out City owned utilities at the request of the contractor. DIGSAFE shall be used to mark out all other utilities.

2. Any damage done to City owned utilities and/or property by the contractor will be repaired by the City at the applicant's expense.

3. If a permit is issued, the Department of Public Works is to be notified by the contractor of such excavation at least two (2) working days prior to digging by calling (802) 476-0250. A Certificate of Insurance from the contractor must be on file with the City of Barre Department of Public Works naming the City of Barre as additionally insured.

4. A right-of-way must be kept open at all times to allow emergency vehicles to pass. If the right-of-way is to be closed, emergency departments (Fire, Police, and EMS) will be notified by the contractor. This may include emergency services in both the City and Town, depending upon the location of the excavation. This will be determined by the City Engineer.

5. All new accesses or driveways, permanent or temporary, require approval from the Barre City Zoning Department. Approval will not be given for a new access location where there will be a restriction or hindrance of a drainage way or waterway. If culverts, storm drains, or other methods are authorized to overcome this restriction or hindrance, they are to be installed by the applicant or contractor under the supervision of the City Engineer. This work is to be paid for by the applicant. No gutter will be filled in to provide a driveway access. No driveway or access will extend out into the traveled portion of the highway.

6. Where a temporary access is approved, the contractor is responsible for taking measures to protect any pavement, curbing, and sidewalk within the City right of way. Repair of all pavement, curbing, and sidewalk that is damaged within the City right-of-way shall be paid for by the applicant. The Director of Public Works has full discretion when deciding what is to be repaired or replaced at the expense of the applicant.

7. When making a new water service connection, the City will tap the main and extend the service line back to the curb line, where a curb stop, box, and rod will be installed. All costs that the City incurs as a result of the work will be billed to the applicant after the completion of the work as a service installation fee. Meters will be installed and water turned on by the City after the contractor has installed the water service from the curb stop into the building. The water service will not be turned on until all fees for permitting and City performed installation from the main to the curb stop are paid in full. There is an

additional service fee for turning water on or off when outside the City of Barre. An appointment for the water meter to be installed and water turned on can be made by contacting the City of Barre Water Department at (802) 476-0251. By requesting for a water meter to be installed, the applicant agrees to abide by Chapter 19 of City Ordinances, the Rules and Regulations of the Water Department, and to pay water rates, as established by the Barre City Council.

8. When making a new sewer service or stormwater connection, the contractor is responsible for all work, including cutting the City main, adding a wye, and running the service into the building. All work is to be inspected before backfilling. Contact the Department of Public Works at (802) 476-0250 to schedule the inspection. By connecting to a City owned sewer main, the applicant agrees to abide by Chapter 19 of the City Ordinances, the Rules and Regulations of the Sewage Disposal Department, and to pay sewer rates, as established by the Barre City Council.

9. During excavation, if old gas lines are encountered, please contact the Department of Public Works before they are disturbed. If the abandoned gas lines must be disturbed, caution is to be used in breaking them. It is suggested that a cast iron main be broken with a backhoe or other heavy instrument and the steel mains be cut with steel pipe cutters. For additional safety, do not use torches. All disturbed pipes or broken pipes are to be plugged to make them water tight.

10. If any excavation takes place on an asphalt roadway within the City's right-of-way, the contractor will repair the ditch with a minimum of two feet of gravel (sub-base) and 2 ½ inches of hot-mix asphalt, applied in 2-courses (1 ½ -inch base thickness and 1-inch topcoat), or as specified by the City Engineer. **REPAIR OF ANY AND ALL ASPHALT SURFACES SHALL BE COMPLETED BY ONLY QUALIFIED PROFESSIONAL PAVING CONTRACTORS.** If the excavation takes place in a non-paved area but within the City's right-of-way, the contractor will repair and put the area back into its original form. All backfill material will be compacted in 6 inch lifts with a mechanical tamp. A backhoe bucket is not acceptable.

11. All asphalt excavation shall be cut neatly with a pavement saw (square cut). No jagged edges shall be allowed prior to pavement replacement.

12. The contractor must inform the City prior to backfilling any utilities so that they may be inspected by the City Engineer to insure that all work meets the specifications outlined by the Department of Public Works and Barre City Council. A Post-Construction Inspection shall be conducted by the City Engineer at the completion of work. Permits shall remain open until the Post-Construction Inspection has been passed. A final map with ties must be submitted to the Department of Public Works.

13. In the event that there is an excavation permit granted from November 15th to May 15th, the area in the street may be covered with cold patch until the final pavement is put in when the hot-mix asphalt plant is in operation. However, the patch must be maintained throughout the entire time by the contractor to the satisfaction of the City.