

DRIVEWAY / EXCAVATION PERMIT PROCESS AND REQUIREMENTS

Engineering Department
60 West Main Street
Avon, Connecticut 06001
Phone: 860.409.4322

CERTIFICATE OF LIABILITY
INSURANCE
REQUIREMENTS

General Liability Coverage Requirements: Permitting for Public Right of Way Projects:

- a. Commercial General Liability:
 - Each Occurrence: \$1,000,000
 - Personal/Advertising Injury Per Occurrence: \$1,000,000
 - General Aggregate: \$1,000,000
 - Product/Completed Operations Aggregate \$1,000,000

MUST include coverage for explosion, collapse, and underground hazards. If this coverage is automatically included under the Commercial General Liability, please note this in the Description of Operations section of the COI.

- b. Worker's Compensation, as required by Connecticut State statutes.
- c. The "Town of Avon" is to appear as an additional insured on the contractor's general liability Certificates of Insurance.
- d. All insurance is to be provided by a company authorized to issue such insurance in the State of Connecticut with a Best rating of no less than A- : VII.
- e. The contractor shall furnish the Town with certificates of insurance effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the Town before work commences. Renewal of expiring certificates shall be filed thirty (30) days prior to expiration. The Town reserves the right to require complete, certified copies of all required policies, at any time.
- f. It is desired by the Town that no insurance be canceled or modified without thirty (30) days written notice by registered U.S. Mail to: Town Manager, Town of Avon, 60 West Main Street, Avon, Connecticut 06001-3743. Endorsements to the contractor's policies may be used to comply with this requirement.
- g. The limits of insurance may either be met as stated above, or in combination with an umbrella or excess liability policy.

General Liability & Automobile Coverage Requirements: All other Service Projects:

- a. Commercial General Liability:
 - Each Occurrence: \$1,000,000
 - Personal/Advertising Injury Per Occurrence: \$1,000,000
 - General Aggregate: \$2,000,000
 - Product/Completed Operations Aggregate \$2,000,000
 - Damage to Rented Premises \$ 100,000
- b. Automobile Liability:
 - Each Accident: \$1,000,000
 - Hired/Non-owned Auto Liability \$1,000,000
- c. Worker's Compensation, as required by Connecticut State statutes.
- d. The "Town of Avon" is to appear as an additional insured on the contractor's general liability and automobile liability Certificates of Insurance.

staff for compliance with Town requirements, and there must be a bond on file to cover the work being performed.

Sanitary (Drain Layers) Permits: Please see Drain Layer Permit Information Packet for additional specifications and information.

All work that has either a direct or indirect connection to the Town of Avon sanitary collection system requires a Drain Layers permit from the Town of Avon Engineering Department. All permits are required to be taken out by a licensed sewer layer qualified and approved to perform the work. In order to take out a permit, the project must be reviewed by Town staff for compliance with Town requirements, and there must be a bond on file to cover the work being performed.

Multiple Work Sites:

Projects with multiple work sites will be evaluated on a case by case basis. Generally speaking, each new work site requires a separate permit.

Road Cuts:

See attachment # 1 **Road/Pavement Cut Policy**

All Town-owned pavement cuts require a two-phase restoration.

Work Schedule:

Contractors are required to provide a written schedule indicating when they intend to complete each phase of the work, including final restoration of the right-of-way and pavement. In no case is a site to be left idle for more than 10 business days prior to completing restoration activities. Please note the sample work schedule.

Restoration of the Right Of Way:

Restoration of the right-of-way includes all materials that are affected by the work and/or contractors working on the project. Shoulders are to be loamed with high-quality screened loam, free of rocks larger than ¾ inch, roots, and other debris, to a depth of 4 inches minimum. Depending on the pre-work condition, loamed shoulders are to be seeded with a quality grass seed mix consisting of annual and perennial grasses, or mulched/wood chipped to match or improve on the pre-construction condition.

Work Zone Safety:

It is the responsibility of the permittee to provide and perform all necessary work zone safety measures. This includes but is not limited to OSHA requirements, traffic control, industry standard safety measures, etc.

Emergency Utility Repairs:

Permits are required for emergency repairs. Such permits are to be taken out by the contractor or utility company within 2 business days following the work. Failure to do so may result in fines.

Contact Avon Engineering Department:

It is the responsibility of the permittee to contact the Engineering Department a minimum of 3 business days in advance of the following milestone activities during the work: Beginning the work; pavement cuts, backfill and compaction under pavement, temporary paving, completion of the work prior to final pavement restoration, and final pavement restoration. Failure to contact the Engineering Department prior to performing these tasks may result in rework so that the Town may properly inspect the work during construction.

Contact Others:

It is the responsibility of the permittee to contact other agencies prior to commencing the work as required. Other agencies may include: Avon Police Department, the school bus company (Dattco), the Avon Water Company, Connecticut Water Company, Connecticut Natural Gas Company, etc.

Materials and Equipment Staging

Materials and equipment must be stored in a safe manner with minimal impact on Town of Avon property and with absolute attention to sight lines, traffic safety, and pedestrian safety.

Work Hours:

The Town of Avon has the following hours of operation:

Normal work schedule –8:30am to 4:30pm M - F

Summer hours (June to August) –8:00am to 4:45pm M - Th; 8:00am to 12:30pm Friday



Town of Avon
60 West Main Street
Avon, Connecticut

TEL: 860-409-4322
FAX: 860-409-4364

SAMPLE PERMIT

NOTIFY 48 HOURS PRIOR TO STARTING WORK OR TO REQUEST INSPECTIONS

Permit will be issued in accordance with Ordinance No. 9.

Prior to issuance of Permit, Site will be inspected by Engineering Department
as needed with Property Owner and/or Contractor.

Property Address:	Parcel Number	Permit Number

Fee Type	Amount	Rec Date	Check No	Issued By

Permit Type	Issued Date	
Excavation Type	Approved By	Approved Date
Property Owners Name or Company Name		Telephone
CBYD #	Contractor	
Contractor Phone	Bond Number	Bond Expires
	COI	COI Expires

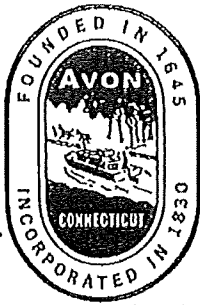
Final Inspection By	Work Completion Inspector	Contractor's Signature
Final Inspection Date	Release From Guarantee Date	Inspector's Signature

**WORK PERFORMED WITHIN TOWN R.O.W. WILL BE GUARANTEED
FOR A PERIOD OF ONE (1) YEAR FROM FINAL INSPECTION DATE.**

Permit Notes:

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PERMITS ARE NOT TRANSFERABLE AND WILL EXPIRE 1 YEAR FROM DATE OF ISSUE



TOWN OF AVON

60 West Main St. Avon, CT 06001-3743

**POLICE, FIRE & MEDICAL
EMERGENCY - 911**

TOWN MANAGER'S OFFICE
Tel. (860) 409-4300
Fax (860) 409-4368

ACCOUNTING
Tel. (860) 409-4339
Fax (860) 409-4366

ASSESSOR'S OFFICE
Tel. (860) 409-4335
Fax (860) 409-4369

BUILDING DEPARTMENT
Tel. (860) 409-4316
Fax (860) 409-4364

COLLECTOR OF REVENUE
Tel. (860) 409-4306
Fax (860) 677-8428

ENGINEERING DEPARTMENT
Tel. (860) 409-4322
Fax (860) 409-4364

FINANCE DEPARTMENT
Tel. (860) 409-4339
Fax (860) 409-4369

FIRE MARSHAL
Tel. (860) 409-4319
Fax (860) 409-4364

LANDFILL
281 Huckleberry Hill Rd.
Tel. (860) 673-3677

PLANNING & ZONING
Tel. (860) 409-4328
Fax (860) 409-4364

POLICE DEPARTMENT
Tel. (860) 409-4200
Fax (860) 409-4206

PROBATE
Tel. (860) 409-4348
Fax (860) 409-4368

PUBLIC LIBRARY
281 Country Club Road
Tel. (860) 673-9712
Fax (860) 675-6364

PUBLIC WORKS
11 Arch Road
Tel. (860) 673-6151
Fax (860) 673-0338

RECREATION AND PARKS
Tel. (860) 409-4332
Fax (860) 409-4366
Cancellation (860) 409-4365

REGISTRAR OF VOTERS
Tel. (860) 409-4350
Fax (860) 409-4368

SOCIAL SERVICES
Tel. (860) 409-4348
Fax (860) 409-4366

TOWN CLERK
Tel. (860) 409-4310
Fax (860) 677-8428

TDD HEARING IMPAIRED
Tel. (860) 409-4361

To Contractors and Developers:

Effective immediately, every permit issued from the Engineering Department requires a site visit from an Engineering Department representative prior to commencing with any of the work related to the permit. The purpose of the site visit is to verify contact information, identify the scope of the work, and to review the work plan including work location, work zone safety, impacts to Town property, schedule, and procedures for inspections and sign off.

For smaller projects such as a lateral connection or a simple driveway, it is anticipated that the meeting can be held on the same day that the work is expected to begin. For larger and more complex projects, it is expected that the meeting will be held well enough in advance to allow other departments to be scheduled to attend in addition to Engineering. Among the reasons for a larger attendance list, is coordination with Public Works, Police, Fire, and the School Bus company.

In addition to the primary work completion, the Town is also particularly interested in learning what the restoration expectations for the project are. As an example, the Town initiated a two-part pavement restoration program during the spring of 2011. This restoration technique is similar to that of the Connecticut DOT in which any excavated or disturbed town-owned pavement is to be temporarily repaired, and then over-milled and re-paved after there has been time to settle. Typically this is to be two to three seasons later. You should have received a copy of the Town's detail for this with your permit. If you did not, please contact the Engineering office to obtain one.

Restoration of all disturbed areas is expected to be completed in a timely fashion -- ideally within one week of the completion of other work on the project. Shoulders are expected to be restored to "better than original" condition using high quality screened loam, and either quality grass seed or other treatment depending upon pre-project conditions. Bare earth is not an acceptable restoration. It is expected that bare earth areas (even those recently loamed and seeded) will be treated with suitable slope stability material such as hay. Projects done in which the time of completion does not facilitate growing of grass, must be temporarily restored and then the site revisited during the next season (Spring or Fall) that is more appropriate. It is the responsibility of the contractor to communicate this to the abutting property owner so that their expectations are addressed.

Private utilities within the right of way that are disturbed (such as invisible pet fences or irrigation systems) must be restored to the owner's satisfaction. It is not the Town's responsibility to manage this, however we do not want to hear from dissatisfied property owners.

If you have any questions concerning this, please contact the Engineering office.



TOWN OF AVON

60 West Main St. Avon, CT 06001-3743
www.town.avon.ct.us

MEMORANDUM

POLICE, FIRE & MEDICAL
EMERGENCY - 911

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FINANCE DEPARTMENT
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Fax (860) 409-4366

FIRE MARSHAL
Tel. (860) 409-4319
Fax (860) 409-4364

HUMAN RESOURCES
Tel. (860) 409-4303
Fax (860) 409-4368

LANDFILL
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POLICE DEPARTMENT
Tel. (860) 409-4200
Fax (860) 409-4206

PRODATE
Tel. (860) 409-4348
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TDD HEARING IMPAIRED
Tel. (860) 409-4361

TO: Local Utilities, Contractors and Developers

COPY: Brandon Robertson, Town Manager

FROM: Lawrence E. Baril, P.E., GISP, Town Engineer

LEB

DATE: May 29, 2013

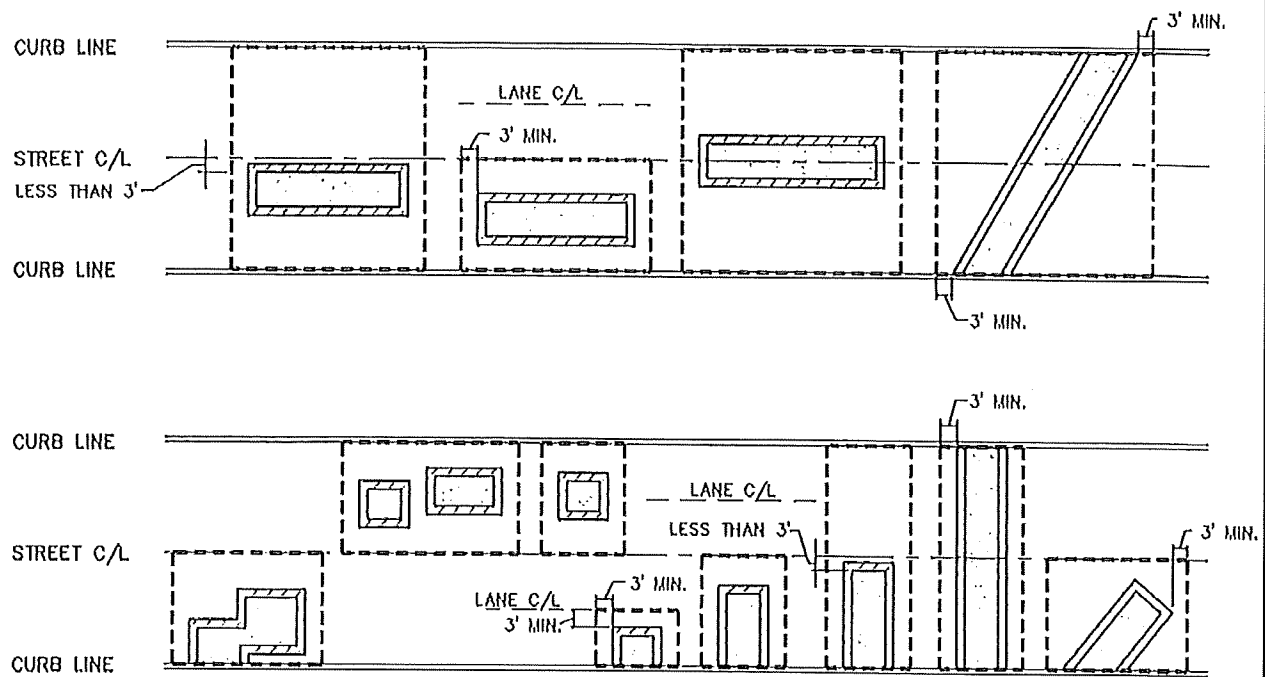
RE: Town of Avon Pavement Cut Policy

In response to concerns regarding the costs of pavement repair and renovation, the Avon Town Council adopted the attached Pavement Cut Policy, effective immediately, which pertains to all Town of Avon owned pavements. Some highlights of the policy:

- The policy indicates that any Town of Avon owned road or parking lot that has been paved or resurfaced within 5 years can not be cut without written permission from the Town Engineer except in an emergency situation.
- The policy indicates that all excavation work within the Town's property or right-of-way requires an Excavation Permit as issued by the Town of Avon Engineering Department. The permit is required in advance of the commencement of the work except in the case of an emergency, in which case the permit must be obtained within the first business day following the work.
- The policy indicates pavement cuts require a two part repair – temporary and permanent.

Please refer to the Town of Avon's web site in the near future to obtain the pavement schedule. You will notice a list of those roads that have been recently paved and a list referencing roads to be paved within the foreseeable future.

Questions regarding this may be directed to the Avon Engineering Department at either sessex@town.avon.ct.us or 860.409.4322.



NOTES: WHEN PAVEMENT IS LESS THAN 5 YRS OLD

1. FULL DEPTH PAVEMENT REPLACEMENT IS REQUIRED TO 1-FT BEYOND TRENCH LIMITS. (SEE DETAIL P-3)
2. FULL DEPTH REPLACEMENT IS REQ'D TO CURB LINE WHEN REMAINING DISTANCE BETWEEN CURB AND TRENCH IS LESS THAN 3-FT.
3. PAVEMENT PATCH JOINTS SHALL BE SEALED USING INFRARED TECHNIQUES.
4. LONGITUDINAL CUT- WHEN REMAINING DISTANCE BETWEEN TRENCH AND CENTER LINE OF ROAD IS LESS THAN 3-FT, PAVEMENT IS TO BE MILLED THE FULL WIDTH OF THE ROAD.
5. WHEN TWO TRENCHES ARE WITHIN 20 FT OF EACH OTHER, THE TRENCHES SHALL BE TREATED AS ONE AREA AND MILLED TOGETHER FOR ONE PATCH.
6. APPLY TACK COAT TO ALL CUT EDGES AND MEETING PAVEMENT SURFACES PRIOR TO FINAL PAVING.

LEGEND

- | | |
|--|---|
| | TRENCH LIMITS AT TOP OF PAVEMENT |
| | AREA OF FULL DEPTH PAVEMENT REPLACEMENT |
| | EDGE OF MILLING AREA |

P-1



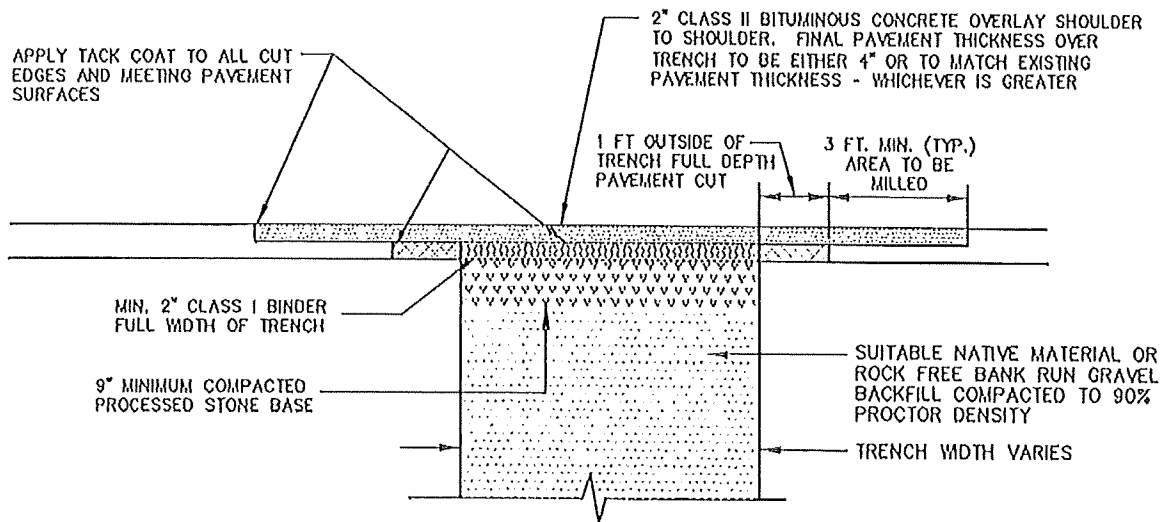
TOWN OF AVON

60 WEST MAIN STREET AVON, CONN.
ENGINEERING DEPT.

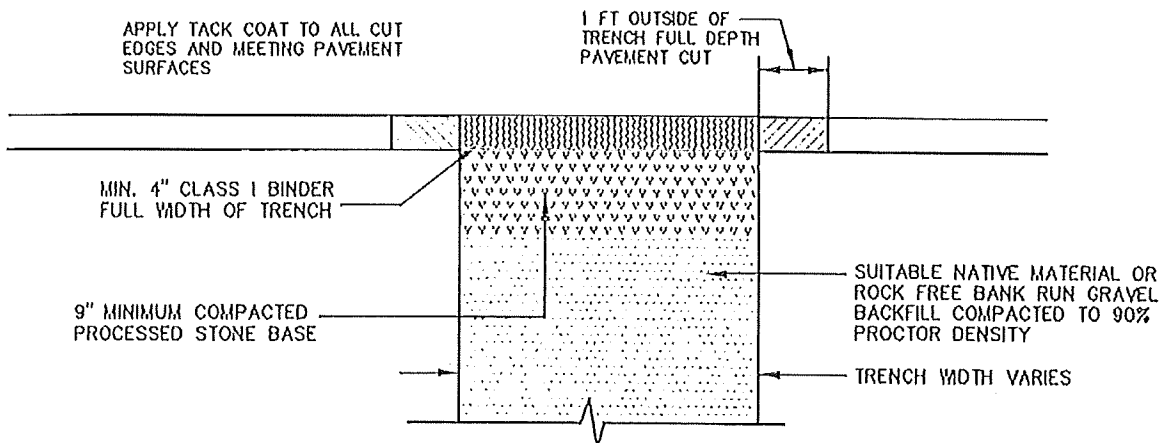
TYPICAL TRENCH IN PAVEMENT DETAIL
PAVEMENT IS LESS THAN 5 YRS OLD

SCALE: NONE

DATE: 3/21/13



TYPICAL PERMANENT TRENCH IN PAVEMENT DETAIL

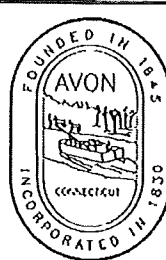


TYPICAL TEMPORARY TRENCH IN PAVEMENT DETAIL

NOTES:

1. PAVEMENT IS TO BE SAW-CUT TO 1 FT BEYOND TRENCH LIMIT UPON COMPLETION OF BACKFILL AND COMPACTION. TACK COAT IS TO BE APPLIED AND TEMPORARY PAVEMENT PLACED AND COMPACTION.
2. PERMANENT PAVEMENT PATCH TO BE COMPLETED 6 TO 9 MONTHS AFTER CONSTRUCTION OF TEMPORARY PAVEMENT PATCH. THIS WORK IS TO BE COORDINATED WITH AVON ENGINEERING DEPARTMENT.
3. FOR PERMANENT PATCH, EXISTING ROAD (AND TEMPORARY PATCH) IS TO BE MILLED TO A DEPTH OF 2" MIN. FOR THE WIDTH OF THE TRENCH AND A DISTANCE OF 3 FT OUTSIDE OF SAW-CUT EDGE. NEW PAVEMENT THICKNESS TO BE 4" MINIMUM OR TO MATCH EXISTING PAVEMENT THICKNESS - WHICHEVER IS GREATER.
4. WITHIN LIMITS OF CONN. STATE HIGHWAYS, CONNDOT REQUIREMENTS SHALL GOVERN FOR PAVEMENT, BASE, AND RELATED SPECIFICATIONS.

P-3



TOWN OF AVON

60 WEST MAIN STREET AVON, CONN.
ENGINEERING DEPT.

TYPICAL TRENCH IN PAVEMENT DETAIL

SCALE: NONE

DATE: 3/21/13