

TOWN OF WOLCOTT  
HIGHWAY DEPARTMENT  
PO Box 100  
802-888-2746  
Wolcott, VT 05680  
[www.wolcottvt.org](http://www.wolcottvt.org)  
[wolcott@pshift.com](mailto:wolcott@pshift.com)

**Application for Right of Way Excavation Permit**

Copies of the Town of Wolcott Right Way Excavation and Obstructions Policy are available from the Town Clerk's Office.

Tax Map Number: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

911 Location: \_\_\_\_\_

Phone Number: Day \_\_\_\_\_ Evening: \_\_\_\_\_

Work Commencement Date: \_\_\_\_\_ Estimated Date of Completion: \_\_\_\_\_

Description of Work to be Performed: \_\_\_\_\_

\_\_\_\_\_

The undersigned request a permit to work within the Town Right of Way in accordance with the Town of Wolcott Right of Way Excavations and Obstructions Policy to serve the Applicant's property, located on the side of the Town Highway number \_\_\_\_\_. The name of this road or street is \_\_\_\_\_. The proposed work will be located approximately \_\_\_\_\_ feet or miles from the intersection of this road/street with \_\_\_\_\_ road. The Applicant agrees to adhere to requirements of the **TOWN OF WOLCOTT RIGHT OF WAY EXCAVATION AND OBSTRUCTIONS POLICY** and the directions, restrictions, and conditions forming a part of this permit application. Dated at \_\_\_\_\_, VT this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

Signature of Applicant: \_\_\_\_\_, or Agent: \_\_\_\_\_

Instructions: in addition to completing this application, a site visit must be scheduled with the Highway Department Road Commissioner or Foreman. The Road Commissioner or Foreman can be reached at 888-3353.

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**RIGHT OF WAY EXCAVATION AND OBSTRUCTIONS PERMIT**

All work within the right of way must be conducted in accordance with the Town of Wolcott Right of Way Excavation and Obstructions Policy. Prior to final approval, all work must be inspected by the Highway Department Road Commissioner or Foreman. This permit may be revoked at any time in the event of misrepresentations on this application or failure to meet the directions, restrictions or conditions of this permit.

This application is DENIED: \_\_\_\_\_

This Application is APPROVED: \_\_\_\_\_

Restrictions, directions and/or conditions: \_\_\_\_\_

Dated at \_\_\_\_\_, VT this day of \_\_\_\_\_, 20 \_\_\_\_\_.

Signed \_\_\_\_\_ Title \_\_\_\_\_ Expirations date if Right of Way work is not completed and has not received final inspection by the Highway Department Road Commissioner or Foreman. \_\_\_\_\_.

## TOWN OF WOLCOTT RIGHT OF WAY EXCAVATION AND OBSTRUCTIONS POLICY

Adopted:

### Article I. Permits

A) No person, firm, corporation, committee, organization or department shall disturb the ground or pavement in any road with the Town of Wolcott right of way without first obtaining a written permit from the Highway Department Road Commissioner or Foreman.

B) All work shall require the pre-approval of the Selectboard after issuance of the written permit by the Road Commissioner or Foreman. The contractor shall supply a current certificate of insurance before any work commences. The contractor shall have proof of general liability coverage in a minimum amount of \$500,000.00. This insurance shall include coverage for owned, non-owned and hired vehicles. During work in the right of way the above-referenced insurance shall not be cancelled without thirty (30) days written or e-mailed notice to the Road Commissioner or Foreman of Highway Department.

Proof of a proper permit or license to do the work shall be provided, if such license or permit is required under the laws of the state or ordinances of the Town.

The contractor shall provide proof of a Dig safe number.

The contractor shall provide a site drawn plan for protection of shade and ornamental trees and the restoration of turf.

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Final inspection shall be conducted upon completion of project.

C) The Road Commissioner or Foreman of the Highway Department reserves the right to withhold the issuance of permits when:

- 1) Materials are unavailable.
- 2) A satisfactory traffic, pedestrian or utility diversion plan cannot be implemented.
- 3) Unsatisfactory compliance with Article I, sections A through B.

D) Emergencies: Nothing in this article shall be construed to prevent the making of excavation as may be necessary for the preservation of life or property, provided that the person, firm, corporation, committee, organization or department making such excavation shall apply to the Road Commissioner or Foreman of the Highway Department for a permit on the first working day after such excavation is commenced. Even in emergency situations, notice shall be given by phone to the Highway Department. All provisions of this article shall apply to such emergency.

E) Where an excavation is for the limited purpose of planting a tree or erecting a sign within public right of way, the Road Commissioner or Foreman of the Highway Department may waive any of the requirements contained in Article I, sections A-D.

F) Where an excavation is for the limited purpose of constructing a driveway, the rules and regulations for Access Permits shall apply.

ARTICLE II Contents of permit for excavation; fee.

A) Applications for an excavation permit or for improvements to unimproved portions of the public right of way shall be made on forms furnished by the Town of Wolcott.

B) Generally, a permit shall cover only contiguous construction and work performed as one continuous operation, except as otherwise determined by the Road Commissioner or Foreman of the Highway Department.

C) A permit shall contain a commencement date and estimated date of completion. Completion date as used in this section means the date upon which the permanent resurfacing is finished and accepted by the Road Commissioner or Foreman of the Highway Department. Any portion of the work affecting the traveled portion of the right of way shall be completed within eight hours unless otherwise approved by the Road Commissioner or Foreman.

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