

**IMPORTANT –PLEASE READ BEFORE COMPLETING
DRIVEWAY PERMIT APPLICATION**

YOU ARE APPLYING FOR A DRIVEWAY PERMIT OFFLINE BY USING THIS SHORT FORM. IT IS IMPORTANT THAT YOU DO NOT WRITE ON THE APPLICATION FORM EXCEPT FOR A SKETCH OF THE DRIVEWAY, WHICH MUST SHOW ITEMS LISTED TO LEFT OF SKETCH, YOUR SIGNATURE AND THE DATE SUBMITTED. ALL OTHER INFORMATION IS TO BE WRITTEN ON THE SHORT FORM. A COMPUTER WILL TRANSFER THE INFORMATION TO THE PERMIT FORM.

Contractor Name _____

Call Before You Dig Number _____ CBYD Start Date _____

Property Owner _____

Proposed Work Address _____

*** Property Owner Signature & Phone Number Required on Permit Application Form ***

TOWN OF WEST HARTFORD DRIVEWAY PERMIT APPLICATION

Permit #	Contractor ID	Call B4UDIG #	CB4UDIG Start Date	Date Received
Utility or Property Owner		Proposed Work Location		
Contractor Name		Contractor Address		
Contractor Phone	Contractor FAX	Contractor Emergency Phone		

SKETCH

Sketch must show:

Location of building(s) in relation to paved area.

Location of property line in relation to paved area.

Is there a sidewalk? Yes ___ No ___

If Yes, condition of sidewalk:

Exact Replacement? Yes: _____ No: _____

Property Owner Phone # _____

Property Owner Signature



The Contractor is responsible for implementing a plan to maintain safe vehicle and pedestrian passage in accordance with the most recent applicable Americans with Disabilities Act (ADA) regulations and in accordance with the most recent edition of the Manual On Uniform Traffic Control Devices (MUTCD).

Contractor agrees to comply with the above condition, General Conditions on the reverse of the Application, such Special conditions as the Town prescribes, and all Indemnification, Bonding, and Insurance Requirements. I represent that I am authorized to sign this Application and to bind the Contractor to all the above-referenced conditions and requirements.

Date _____ Signed: _____

TO BE COMPLETED BY MUNICIPALITY

FEES	Y/N	INSURANCE	EXPIRES	BONDS	EXPIRES
Permit Fee Paid?		General Liability		Curb and Walk	
Permit Fee Waived?		Auto Liability		Street Excavation	
Annual Fee Paid Thru:		Worker's Comp		Drain Layer	
Permit Issued On:				Liability and Indemnification Effective Date:	
Permit Expires On:					
Date: _____ Engineering: _____					
Date: _____ Zoning: _____					

GENERAL CONDITIONS

The Contractor is responsible for themselves and anyone working directly or indirectly under their supervision, for:

Full compliance with all applicable laws, statutes, ordinances, codes, rules and regulations, including, without limitation, the "Town of West Hartford Infrastructure Rules and Specifications" regulating street excavation, curb and walk layers, street construction, and sanitary and storm sewer installation, ConnDOT Standard Specifications (Form 816), and Manual on Uniform Traffic Control Devices (MUTCD). Copies of the Rules and Specifications are available through the office of the Town Engineer. Copies of Form 816 and MUTCD are available for review in the office of the Town Engineer.

Safety of the worksite and surrounding area, including, in particular, the safety of pedestrians, workers, and motorists. The Town has the right, but not the responsibility, to monitor worksite safety. The Town may take such steps as it deems appropriate, including notifying and directing the Contractor to make the worksite safe and/or taking such action as it deems reasonably necessary and backcharging the Contractor.

Protection of the Town's infrastructure and repair and/or replacement of any sidewalk, curbs, pavement, traffic signs, traffic control devices, pavement markings, vegetation, subsurface improvements, etc. The Contractor acknowledges that for purposes of the state's "Call Before You Dig" regulations, the Town's storm drainage system constitutes a standard and repeating layout connected by facilities visible on the surface. The Contractor will be provided with a map identifying the location of the Town's storm drainage near the contractor's work area upon request. The worksite shall be restored completely by the Contractor when the work is completed. The Contractor shall appropriately secure the site at the end of each workday.

Compliance with all Permit/Permit Application conditions.

Indemnifying the Town for any and all harm directly or indirectly caused by the negligence of the Contractor and/or failure to comply with any permit condition or requirement.

No work shall result in the concentration and/or discharge of surface or subsurface water onto public or private property.

Unless expressly approved by the Town Engineer or his/her agent and noted on the front of the Permit (or indicated in a separate, signed communication):

Construction activity shall be limited to Monday through Friday, and to the hours of 7:00AM to one hour after sunset. The Town has the right to restrict hours on arterial or other roads.

No street, lane or sidewalk shall be closed nor detour established.

Excavation requires daily patching with bituminous concrete.

No steel plates are permitted. Where authorized, they must be pinned, and edges paved each night, and warning signs posted.

No materials and/or equipment shall be stored on the street, sidewalk, or other Town property, outside of work hours. Stored materials and/or equipment shall be protected with lights and barricades.

Upon signature by a duly authorized town employee, the Construction Permit Application, front and back, together with the separately executed Liability and Indemnification Agreement, and bonding and insurance requirements shall comprise the Construction Permit.