

TOWN OF CHESHIRE

STREET EXCAVATION PERMIT PROCEDURES & CHECKLIST

Street Excavation Permits are issues at the Department of Public Works and Engineering which is located in Room #213 at the Town Hall (84 South Main Street). To ensure that all applicants have the necessary information and to minimize any inconvenience when making the application for a permit, the Town of Cheshire has developed this document for guidance.

Please contact the Public Works Department (203-271-6650) with any questions regarding these procedures.

STEP NUMBER	PROCEDURE INFORMATION	COMMENTS	COMPLETED (v)
1	Call Before You Dig (CBYD) 1-800-922-4455	Whenever excavation is planned to be done utilizing power or mechanized equipment, CBYD must be contacted at least two (2) full working days prior to the proposed excavation. A CBYD number will be issued, which needs to be provided at the time of the Street Excavation Permit application.	
2	State of Connecticut Encroachment Permit	If work is being performed in the State of Connecticut right-of-way, then a State Encroachment Permit is required. A Street Excavation Permit will not be necessary if a State Encroachment permit has been obtained. A copy of the Encroachment Permit shall be submitted to the Town Engineer prior to commencing construction activities.	
3	Street Excavation Permit Application	If work is being performed within the Town of Cheshire's right-of-way, then a Street Excavation Permit is required. A complete permit application shall be filled out and signed; along with all items below.	
4	Performance Bond	A performance (surety) bond of not less than three thousand dollars (\$3,000.00) guaranteeing work performance shall be provided to the Department of Public Works and placed on file. The Town may require the permittee to provide additional security sufficient to fund completion of the work. Bonds shall be kept in force for the duration of any subject license.	
5	Certificate of Insurance	An insurance certificate is required to be on file prior to issuance of a Street Excavation Permit. Public liability insurance coverage shall be not less than two hundred thousand dollars (\$200,000.00) liability for one (1) person, five hundred thousand dollars (\$500,000.00) liability for one (1) accident and five hundred thousand dollars (\$500,000.00) for property damage.	
6	Plan / Sketch	A plan showing the work proposed shall be submitted with the application. A sketch is acceptable for driveway replacements.	
7	Application Fee	<p>(1) For minor work (lateral connections & driveway aprons) within the Town right-of-way, a fee of seventy-five dollars (\$75.00) for each excavation site shall be required.</p> <p>(2) For work associated with sidewalk installations and trench excavations up to 100 square feet in size within the Town right-of-way, a fee of seventy-five dollars (\$75.00) for each excavation site shall be required.</p> <p>(3) For all other work in excess of 100 square feet, a base fee of seventy-five dollars (\$75.00) plus seventy-five dollars (\$75.00) for each additional 400 square feet of disturbance shall be required.</p>	