



**City of Meriden**  
**142 East Main Street, Room 19, Meriden, CT 06450**  
**203-630-4018 Fax: 203-630-4025 [www.meridenct.gov](http://www.meridenct.gov)**

## Application to Work within Right of Way/City Utilities

<b>Road Type</b>	<b>Type of Work</b>	<b>Trench Type</b>	<b>Impacts</b>	<b>Other</b>
<input type="checkbox"/> City Road	<input type="checkbox"/> Emergency	<input type="checkbox"/> Water main	<input type="checkbox"/> Roadway Asphalt	<input type="checkbox"/> Commercial
<input type="checkbox"/> State Road	<input type="checkbox"/> New	<input type="checkbox"/> Water service	<input type="checkbox"/> Handicap Ramp	<input type="checkbox"/> Residential
<input type="checkbox"/> Private Road	<input type="checkbox"/> Replacement	<input type="checkbox"/> Sanitary main	<input type="checkbox"/> Sidewalk Asphalt	<input type="checkbox"/> Developer Installed
<input type="checkbox"/> Private Property	<input type="checkbox"/> Repair	<input type="checkbox"/> Sanitary lateral	<input type="checkbox"/> Sidewalk Concrete	<input type="checkbox"/> New Connection
	<input type="checkbox"/> Excavation	<input type="checkbox"/> Storm lateral	<input type="checkbox"/> Sidewalk Slate	<input type="checkbox"/> Capping
<b>Traffic</b>	<input type="checkbox"/> Driveway Apron	<input type="checkbox"/> Communication	<input type="checkbox"/> Apron Concrete	<input type="checkbox"/> Road less than 5 years
<b>Impacts</b>	<input type="checkbox"/> Sidewalk	<input type="checkbox"/> Gas	<input type="checkbox"/> Apron Asphalt	<input type="checkbox"/> Neighborhood Preservation # _____
<input type="checkbox"/> Travel Lane	<input type="checkbox"/> Dumpster	<input type="checkbox"/> Electric	<input type="checkbox"/> Curb Asphalt	
<input type="checkbox"/> Shoulder	<input type="checkbox"/> Obstruction	<input type="checkbox"/> Other	<input type="checkbox"/> Curb Concrete	
<input type="checkbox"/> No Roadway			<input type="checkbox"/> Curb Stone	
<input type="checkbox"/> Sidewalk			<input type="checkbox"/> Tree Belt	
<input type="checkbox"/> Road Closure			<input type="checkbox"/> Unpaved ROW	

Anticipated Start Date \_\_\_\_\_ End Date \_\_\_\_\_ CBYD# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
*(All work must be completed within 30 days of Permit Issuance. New permits required for work beyond 30 days)*

Bond # \_\_\_\_\_ Amount \_\_\_\_\_

**Street Name and Number** *(one per application)* \_\_\_\_\_

1st house or cross street	2nd house or cross street	Length in City ROW	Width in City ROW	Description

Company/Applicant Name \_\_\_\_\_ Office Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact \_\_\_\_\_ Email \_\_\_\_\_ Cell Phone \_\_\_\_\_

Property Owner or Utility Company \_\_\_\_\_

CT Plumbing License # \_\_\_\_\_ Job Reference # \_\_\_\_\_

**Office Use**

License to Work Yes/No

Certificate of Insurance Current Yes/No

ROW Bond Yes/No/NA

Drain Layers Bond Active Yes/No/NA

## PERMIT CONDITIONS

Permit is not considered approved until license, bond and insurance information are acceptable to City. Visit the City's website at [www.meridenct.gov](http://www.meridenct.gov) and select Public Works/Engineering > Engineering Documents for forms.

**Certificate of Insurance (COI)** All contractors must have valid COI when working in the City's Right of Way or on sewer laterals connected to the City Sewer System, and Water Services. COI shall meet the minimum requirements as shown on the 'Sample' ACORD Form on the City website and name the City of Meriden as additional insured.

**License to Work** within the City is required for all contractors working within the City Right of Way. The license fee is \$1,250 cash or check, made payable to City of Meriden. Failure to properly maintain work may result in a portion of these funds to be used for repairs. The fee will remain on file until the repair has final acceptance. At this point, the contractor shall have the option to leave the fee on file or request that it be returned. If returned, the Contractor must submit the fee again prior to issuance of another permit. Fee of \$1,250 must be maintained at all times.

**Sketch** of proposed work to include the following as applicable: street, lot layout, house/building, driveway, existing water and sanitary sewer, dumpster, and dimension from driveway or nearest cross-street to the excavation/dumpster location. Maps are available online at <http://gis.meridenct.gov/meriden/default.aspx>

**Bonds are required as outlined below.** The City of Meriden's Bond Form is to be used. Multiple permits may be applied to a single bond. Engineering accepts bonds with a value up to \$10,000. The bond will not be released until after warranty period expires for the LAST project applied to the bond.

- Within the City's right of way and grass areas incidental to trench connection = \$1000
- Asphalt and concrete sidewalks, concrete driveways, curbs and ramps = \$4000
- Any excavation activity in the City right of way including shoulders and snow shelf = \$2000 bond per 75 linear feet (no prorating)

**Warranty Schedule for Bonds** Driveways – 3 months      Grass areas – 6 months      Sidewalks – 12 months  
Roadway – 24 months (permanent pavement repair in place for 12 months)

*Contractor may request that the City inspect the work at the conclusion of the warranty period. Otherwise the City will inspect when notified by the Bonding Company.*

**Drain Layers' Bond** requirement is \$4,000. Drain Layers' Bonds are valid for one year, and are required for all storm, water, and sewer work including private property.

**Sidewalk work** is to be done only by contractors on the City's List of Approved Contractors, available on the City website under Public Works/Engineering. Approval requests are to be directed to the Department of Public Works, Engineering Division for review.

**Fees**, if provided, are estimated only. Additional fees may be required for work involving water and sewer. No fees are accepted until the permit is approved and ready to be issued.

**Approved Officers** or license holders must sign permit. Valid Connecticut Plumbing P-1 or P-7 License holder must sign permits for water, drainage, and sewer work.

I, the undersigned, hereby apply for a permit from the City of Meriden for the above. I understand and accept the terms and conditions of the regulations of the Department of Public Works and that the approval of the City must be obtained for issuance of this permit. On completion of the installation, persons doing such work must notify the City of Meriden Department of Public Works that work has been completed and is ready for inspection and acceptance. The applicant shall also comply with the regulations of all other governmental agencies.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_