



# City of Meriden

142 East Main Street, Room 19, Meriden, CT 06450

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

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)

**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 Code \_\_\_\_\_

Email (req'd) \_\_\_\_\_

Contact Name \_\_\_\_\_ Cell Phone \_\_\_\_\_

Property Owner's Name or Utility Company \_\_\_\_\_

CT Plumbing License # \_\_\_\_\_

Job Reference # \_\_\_\_\_

**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 Resources > File Repository > Public Works for all relevant forms

**Certificate of Insurance (COI)** is required for all contractors working in the City’s right of way or on sewer laterals connected to the City sewer system. 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** required for all contractors working within the City Right of Way. The license fee is \$1,250 cash or check, made payable to the 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.

**Bonds are required for each permit. 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 \$50,000. The bond will not be released until all work associated with the bond is completed.

- Bituminous driveways and aprons connecting to public streets or within the City right of way, grass areas, and sidewalks incidental to trench construction - \$1,000 bond
- Asphalt and concrete sidewalks, driveways, curbs and ramps - \$4,000 bond
- Any excavation activity in the City right of way including shoulders and snow shelf - \$2,000 bond per 75 linear feet (no prorating)

**Warranty Schedule for Bonds is as follows:**

- Driveways – 3 months
  - Sidewalks – 12 months
  - Grass areas – 6 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 Layer’s Bonds are valid for one calendar year, and are required for all storm, water and sewer work, including private property.

**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>

**Sidewalk work** is to be done only by contractors on the City’s List of Approved Contractors, available at Engineering and Neighborhood Preservation. 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. See Resources > File Repository > Public Works, then select “Excavation Permit Rules- Page 6” for complete list of fees.

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

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.

Signed: \_\_\_\_\_  
Applicant Date Telephone No.