



## City of Middletown

PUBLIC WORKS DEPARTMENT

245 DeKoven Drive, P.O. Box 1300 Middletown, CT 06457

TEL: (860) 344-3407 RECYCLING: (860) 344-3526 FAX: (860) 344-3590

TDD: (860) 344-3521

### **EXCAVATION PERMIT REQUIREMENTS**

Anyone who performs excavation activities within a City of Middletown roadway or Right-of-Way is required to obtain an Excavation Permit from the Public Works Department. Below are the requirements for applying for an Excavation Permit.

- **Insurance Certificate**

No permit for excavation in any highway shall be granted until the applicant files with the Department of Public Works a Certificate of Insurance evidencing Comprehensive Broad Form Liability Insurance including but not limited to contractual, premises and operations, product/completed operations, independent contractors, broad form property damage and bodily injury liability insurance in the minimum amount of \$1,000,000.00 combined single limits, Special Risk insurance covering underground explosion and collapse hazard in the minimum amount of \$1,000,000.00, automobile liability insurance in the minimum amount of \$1,000,000.00 combined single limit, Workers' Compensation Insurance to meet the minimum statutory requirements and Employer's Liability Insurance in the minimum amounts of \$100,000.00 each accident; \$100,000.00 disease-each employee; and \$500,000.00 disease-policy limit. With the exception of Workers' Compensation and Employer's Liability Insurance, said Certificate of Insurance shall name the City of Middletown, its officer, agents, servants and employees as additional insureds. (Ordinance Sec. 262-29, Par. A)

- **Permit Bond**

The applicant shall further file with the Department of Public Works a permit bond in the amount of Ten Thousand Dollars (\$10,000.00) for Five (5) minor excavations which excavations shall be limited to utility lateral connections. Said bond shall expire upon the date indicated on the bond document or upon five (5) minor excavations being completed, whichever occurs sooner. For any extension of a utility into an existing accepted City road, the Director of the Department of Public Works or his duly authorized designee is authorized to set the amount of the permit bond, which bond shall be based upon the estimated amount of the proposed excavations. The permit bond shall be conditioned upon the applicant filling all excavation and restoring the highway in the manner set forth and prescribed in Sec. 262-27 of the Middletown Code of Ordinances. (Ordinance Sec. 262-29, Par. B)

- **Indemnification Agreement**

The applicant shall further execute a hold harmless and indemnification agreement indemnifying The City of Middletown, its officers, agents, servants and employees from any and all liability (including death), damages and costs that result by reason of or in connection with the negligence of the applicant, his/her or its subcontractors, independent contractors, officers, servants, employees, or agents, in the excavation and/or restoration of said highway. (Ordinance Sec. 262-29, Par. C)

- **Document Filing Period**

All such bonds and insurance coverages required by this section shall be in force during the period the permit is in effect. Any renewals shall be filed with the Department of Public Works. (Ordinance Sec. 262-29, Par. D)

- **Call-Before-You-Dig**

By State Statute, an active Call-Before-You-Dig Location Request Number is required before a municipality can issue an Excavation Permit. A Location Request Number can be obtained by calling the Call-Before-You-Dig central clearinghouse at 1-800-922-4455. You will be requested to give the clearinghouse information about the exact location of the proposed excavation site.

- **Permit Fee**

The fee for an Excavation permit is \$20.00 per excavation site. Cash or Check, made out to The City of Middletown is acceptable. Registered public utilities and excavations pertaining to City of Middletown projects may have this fee waived upon prior approval.

- **Inspections and When/Where to Apply for a Permit**

Contact the Conformance Inspector, Rick Romano, at 860-344-3532 for information and/or inspections required in conjunction with an Excavation Permit. Generally, permits are issued Monday through Friday, between 8:30 – 9:00 A.M. and 4:00 – 4:30 P.M. excluding holidays. The application for an Excavation permit will be made in the Engineering Division Office of the Public Works Department, Room 210, Municipal Building, 245 DeKoven Drive, Middletown, CT 06457.

- **Additional Information**

Please contact the Engineering Department at 860-344-3412 for questions pertaining to the Excavation Permit. Applicants should be familiar with the Middletown Code of Ordinances, specifically Chapter 262, as it applies to the application and issuance of an Excavation Permit.

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William J. Russo, Director of Public Works

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Date

# APPLICATION FOR PERMIT TO MAKE EXCAVATION IN STREET

Date:

To The Department of Public Works:

The undersigned hereby applies for permission to make excavation in \_\_\_\_\_

\_\_\_\_\_ Street at \_\_\_\_\_

\_\_\_\_\_ for the purpose of \_\_\_\_\_

\_\_\_\_\_

The undersigned agrees to conform to all Ordinances, Rules and Regulations concerning excavations in any street or highway in the City of Middletown and to execute the work under the supervision of the Department of Public Works and to become responsible to the City of Middletown for any and all damages that may result to any person or property for which the City of Middletown would be liable, by reason of the construction or existence of said excavation; also, if from any cause the Department of Public Works, or its agents, deem it necessary to do any work in restoring the filling, street surface or any portion of the excavation, at any time, before the repaving is finally done and accepted, to pay the cost of such work within thirty days.

Permit No. \_\_\_\_\_

\_\_\_\_\_ Applicant

C.B.U.D Auth. # \_\_\_\_\_

\_\_\_\_\_ Applicant Phone #

**INDEMNIFICATION AGREEMENT**

Pursuant to Sec 25-28 Bonds and Insurance Required Prior to Issuance of Permit, Chapter 25  
of the Middletown Code of Ordinances, \_\_\_\_\_

Contractor

Herein after referred to as the CONTRACTOR, its officers, agents, servants and employees to the fullest extent permitted by law, agrees to indemnify and hold harmless the City of Middletown, its officers, agents, servants and employees against any and all liability(including death) judgments, damages, costs, expenses, attorney’s fees and other loss, and against all claims or actions based upon or arising out of damage or injury (including death) to persons or property that result by reason of or in connection with the negligence of the CONTRACTOR, its subcontractors, independent contractors, officers, agents, servants, employees or agents in the excavation and/or restoration of the City of Middletown highway.

IN WITNESS WHEREOF, I have hereunto set my hand and seal.

Signed, Sealed and Delivered in the Presence of:

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Print Name

It’s Duly Authorized

\_\_\_\_\_  
Position in Company

Date

\_\_\_\_\_

Subscribed and Sworn to before me, the undersigned officer, this \_\_\_\_\_

day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Commissioner of the Superior Court  
Notary Public  
My Commission Expires: