



# City of Chicopee

Department of Public Works  
115 Baskin Drive  
Chicopee, MA 01020

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## STREET OCCUPANCY PERMIT APPLICATION

This application is to request authorization to perform construction work within or to occupy the City of Chicopee's right-of-way. In addition to obtaining authorization to work within or occupy the City's right-of-way, the applicant is required to contact Dig Safe at 1-888-344-7233. The Dig Safe number must be secured prior to issuance of the Street Occupancy Permit.

**PLEASE NOTE:** Five (5) working days' notice is required in order to process and approve the permit (with the exception of emergency situations).

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**Street excavation is not allowed from November 15<sup>th</sup> through March 31<sup>st</sup> unless an emergency situation exists. The determination as to whether the work is of an emergency nature will be determined by the DPW Superintendent or his representative.**

## **PERMIT REGULATIONS**

### **Pavement:**

- All pavement shall be saw cut and replaced with a minimum of 2<sup>1</sup>/<sub>2</sub>" bituminous concrete binder and 1<sup>1</sup>/<sub>2</sub>" bituminous concrete top, or match existing pavement thickness, whichever is greater. All repairs must be made within twenty-four (24) hours from the day of pavement opening. The permittee is responsible for maintaining and patching all areas of disturbed pavement in road upon request of the DPW Superintendent or his representative.
- All open trenches, if not paved, shall be steel plated at the end of each day's work.
- During winter months, pavement patches are to be repaired with a cold mix and maintained throughout the winter. Cold mix patches are to be replaced with hot mix in the spring, no later than May 1.
- Prior to final patching, all rough edges shall be upgraded with straight saw cuts.
- Remove and lawfully dispose of old asphalt, concrete and other roadway demolition waste. Remove and dispose of any clay and backfill with clean compacted gravel only. Backfill in six to eight inch layers, compacting each successive layer. Newly reconstructed streets and main arteries require flowable fill or when conditions exist as determined by the DPW Superintendent.
- Streets and all adjacent public and private property (sidewalks, tree belts, etc.) shall be kept clean and free of hazards.

### **Traffic Control:**

- Barricades are to be provided by the contractor/applicant as per instruction of the Superintendent of Public Works or his representative. Night-time warning shall be reflectorized and include a flashing device. Traffic Police are required during road occupancy on all major arteries. Traffic Police may be required on secondary streets at the direction of the Superintendent of Public Works or the Chief of Police.
- Vendors shall not request a police detail with less than twenty-four (24) hours notice unless said work is of an emergency nature. In such a situation, the determination as to whether the work is of an emergency nature will be determined by the DPW Superintendent or his designee or the Chief of Police or his designee. The designees for the Police Department shall be the Outside Detail List Administrator and in their absence, the Commanding Officer of the Uniform Division.

No road closings will be permitted without the permission of the DPW-Superintendent or his designee or the Chief of Police or his designee.

**Sidewalks:**

- All excavated sidewalks shall be replaced in-kind and have a minimum thickness of 4" of bituminous concrete or cement concrete. Minimum material thickness at driveways is 6" for cement. The sidewalks shall be constructed to meet handicapped regulations and according to the details attached to the approved permit.
- Any granite curbing removed or disturbed during construction must be reset with a 6" reveal or match the existing reveal on the adjacent curbing.
- Any berm damaged or removed during construction must be replaced.

**Sewer Connections:**

- The Engineering Department must be contacted to schedule an inspection of the connection 48 hours in advance and also must be verified by 10:00 a.m. the day of construction.
- No 90° or 45° elbows or sweeps will be allowed. Only 22° elbows and sweeps will be accepted. The sewer main must be cored and the connection shall be made with a saddle or an inserta-tee. Appropriate details will be handed out with the permit. Connections should be made without the use of bends and sweeps if at all possible.
- If the sewer connection is tied into a manhole, the invert will come in on the shelf. If the invert is higher than the flow line, a chimney with an inverted "T" and clean out must be installed. Mortar patch is required around the connection inside and outside of the manhole. Manhole inverts may be required to be rebuilt.

**Driveway Requirements:**

- Occupants are permitted one driveway per building. Special situations must be approved by the Department of Public Works in advance.
- The occupant shall submit a plan of the proposed work when submitting the permit application. The 1"=20' plan shall show the property line, utilities, dimensions, structures and any appurtenant details needed to make a quality decision.
- Only contractors approved by the DPW Superintendent are allowed to make pavement, curb, sidewalk and tree belt alterations. Curb adjustments are to be done by the owner's contractor at no cost to the City of Chicopee, under the supervision of the DPW Superintendent or his delegated representative.
- Any granite curbing removed as a result of the work shall remain the property of the City of Chicopee. Authorization will be given to the contractor to remove the stone and deliver to the DPW yard located at 115 Baskin Drive.
- A public hearing is required prior to the removal of any live public shade tree. If approved, the cost of the tree removal and stump shall be borne by the permit applicant.

- Any sign changes, major traffic disturbances or proposals requiring Ordinance changes must receive prior approval from the Board of Alderman.
- Adequate provisions shall be made for handicap persons per ADA requirements.
- All restoration work shall be in-kind or better. Sidewalks shall be replaced in-kind or better. The sidewalk shall be at least 6" thick for cement concrete at the driveway. The sidewalk and apron shall be constructed according to the details attached to the approved permit.

**Miscellaneous:**

- Installation of monitoring wells is not permitted within any paved section of the City right-of-way. Wells may be installed in grass or tree belt areas only upon approval of the submitted site plan.
- Dumpsters allowed within the City right-of-way must not impede pedestrian or vehicular traffic. The dumpster must also have reflectors on it for night-time visibility. Any damage caused by the dumpster is the responsibility of the applicant.
- The City is to be held harmless from liability from any occurrence during the progress of the work or subsequent to its repair.
- All work done under the issued permit is to be made when the weather and road conditions are favorable, and at all times in such a manner as to give strict attention to safety and rights of the public. The permittee shall take all precautions to prevent accidents to persons or damage to property.
- The permittee shall provide the name and telephone number of a contact person available for emergency calls in the event a hazardous conditions arises due to the street opening. If a contact cannot be made and DPW Personnel and equipment are used to correct the hazardous condition, the permittee shall be charged accordingly.



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## STREET OCCUPANCY PERMIT APPLICATION

Section 1: To be filled out by Applicant

Date: \_\_\_\_\_ Dig Safe Number: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Phone No: \_\_\_\_\_

Company: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

Company Address: \_\_\_\_\_

Location of Proposed Work: \_\_\_\_\_

Purpose: \_\_\_\_\_

Date work is scheduled to begin: \_\_\_\_\_

Date when work will be completed: \_\_\_\_\_

Show on this street diagram, a sketch of the location of the proposed work


The Applicant understands and agrees that the permitted work shall comply with all permit provisions and conditions listed in the Application package and any and all plans, details or notes attached to the approved permit.

BY: \_\_\_\_\_ Title: \_\_\_\_\_

(Signature of Authorized Representative) Date: \_\_\_\_\_