

Permittee and/or Contractor

**Check List for Street and Sidewalk Opening Permits**

For Utility Cut into a Roadway, Sidewalk, or Town Right-of-Way

**STSOP PERMIT:**

1. **Read through STSOP Regulations and Permit – must comply with all!**
2. For water service lines, must contact the Water Department **prior** to submitting STSOP for Water Service Application and scheduled water appointment.
3. Determine if road is on Town's Five Year Moratorium List prior to submission of permits.
4. **STSOP Permit Checklist** for completed, signed and dated permit form:
  - A. Include dig safe #
  - B. Include Starting Date and Completion Date
  - C. Include Drawing showing a sketch of work and dimensions, signed and dated by Contractor on the reverse side of permit or a third page
  - D. \$1,000,000 insurance binder certificate of general liability (\$1,000,000 per accident, \$2,000,000 general aggregate)
  - E. \$5,000 Surety Bond
  - F. Copies of licenses for heavy equipment operators
5. Checks: **\$225** application fee + **\$750/or \$1500** refundable fee (\$750 if paving less than 50 square feet, \$1500 if paving greater than 50 square feet). Refundable fee or the balance of fee to be given following road closing costs subtraction, and, following one freeze and thaw season passing with the patch being successful with subsequent inspection less the Town's paving contractor's charge if necessary.
6. Include a Trench Permit, as deemed necessary.

**FOLLOWING PERMIT APPROVAL:**

1. Contractor contacts the DPW Highway Department, 508-358-6853, 24 hours in advance of when opening will be done, and, **MUST** call Highway Department prior to job being completed or inspection.
2. Contractor contacts Police and/or Fire Department a **MINIMUM** of 24 hours in advance of excavation with traffic control plan and Police details as needed.
3. Contractor is responsible for scheduling same-day paving and patch work for the opening, **using the Town of Wayland's contracted paving company ONLY**. Questions direct towards the DPW.

**NOTE:** This is not intended to take the place of the **Town of Wayland Regulation for Street and Sidewalk Openings**. Permittee must fully abide by the Regulation as outlined in the **Town of Wayland Regulation for Street and Sidewalk Openings**.

**I have read the Town of Wayland Permit Regulations, fully grasp and understand these regulations, and agree to abide by all that is required.**

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

