



**TOWN OF SUDBURY**  
**PUBLIC WORKS DEPARTMENT**  
 275 Old Lancaster Road, Sudbury, MA 01776  
 T:(978) 440-5421 F:(978) 440-5404

Permit #: \_\_\_\_\_  
 Permit Fee: \$125.00  
 Fee Paid:  Cash:   
 Check #: \_\_\_\_\_  
 Received by: \_\_\_\_\_

**STREET OPENING / ROADWAY  
 ACCESS / ROAD CLOSURE PERMIT**

This application must be submitted not less than five (5) business days prior to any construction within a public way.

**A \$50.00 non-refundable permit fee must accompany the application request.**

**No permits are valid from November 1 – April 1 of each permit year unless granted in writing by Director.**

**A** Date: \_\_\_\_\_ | Dig-Safe Number: \_\_\_\_\_ | Valid thru: \_\_\_\_\_

**B** Project Location: \_\_\_\_\_ | Map/Parcel: \_\_\_\_\_  
*Street number (or range) and Street Name*

**C** Start Date: \_\_\_\_\_ | Estimated Completion Date: \_\_\_\_\_

**D Proposed Work: (Check all that apply)**

<input type="checkbox"/> New	<input type="checkbox"/> Repair	<input type="checkbox"/> Replace	<input type="checkbox"/> Remove	<input type="checkbox"/> Emergency
<input type="checkbox"/> Utility	<input type="checkbox"/> Main	<input type="checkbox"/> Service	<input type="checkbox"/> Other	
<input type="checkbox"/> Water	<input type="checkbox"/> Sewer	<input type="checkbox"/> Drain	<input type="checkbox"/> Electric	<input type="checkbox"/> Gas
<input type="checkbox"/> Telecom	<input type="checkbox"/> Driveway	<input type="checkbox"/> Sidewalk	<input type="checkbox"/> Curbing	<input type="checkbox"/> Well/Boring/Pole

Road Closure (**must fill out page 2 for approval**)

Describe Work:

Surface Impacted  Paved Road  Shoulder  Sidewalk  Other

**E** Length of Cut (feet): \_\_\_\_\_ | Width of Cut (feet): \_\_\_\_\_ | Depth of Cut (feet): \_\_\_\_\_

**F Affidavit** (Please print clearly):

I, \_\_\_\_\_, \_\_\_\_\_ of \_\_\_\_\_

(Name) (Title)

\_\_\_\_\_  
 (Company Name and Address) (Phone)

\_\_\_\_\_  
 (E-MAIL ADDRESS)

do hereby certify that I have read and agree to the Town of Sudbury Specifications for Regulating Construction within Public Ways, dated February 2020 as amended. I have provided the required bond with the Town of Sudbury and I understand the Town of Sudbury may deduct from this amount the cost of any repairs to the roadway surface, shoulders, curbs, walks, walls, or any other features within the right-of-way including replacing bounds if not completed to the satisfaction of the Public Works Director or his agent in accordance with said Specifications. I also certify that I am familiar with the requirements, bylaws, statutes of the Commonwealth of Massachusetts and other laws, regulations and specifications of the Town of Sudbury; and I hereby agree to exercise the permit herein approved in compliance with those requirements.

\_\_\_\_\_  
 (Signature) (Date)



**ROAD CLOSURE / DETOUR PERMIT APPLICATION FORM**

Proposed Road to Be Closed \_\_\_\_\_

Between: \_\_\_\_\_ And: \_\_\_\_\_

Purpose of Proposed Closure: \_\_\_\_\_

Has Police Detail been Requested \_\_\_\_\_

(Police details must be scheduled in accordance with the Town of Sudbury's Police Department Bylaws / Regulations)

Applicant \_\_\_\_\_

Address \_\_\_\_\_ Telephone # \_\_\_\_\_

24-Hour Emergency Contact Name \_\_\_\_\_

24-Hour Emergency Telephone # \_\_\_\_\_

Approximate Dates of Closure: \_\_\_\_\_

Anticipated Hours of Closure: \_\_\_\_\_

Proposed Detour Route – **It is the contractor's (conducting the work) responsibility to supply, deploy and maintain ALL barricades & Signage:**

(attach map with proposed detour signage)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will sidewalks remain open? (Circle one):

**Yes** If not, provide pedestrian detour route (attach map)

**No** N/A

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Notes:

**1) Applicate required to provide all signage necessary to close and detour vehicle and pedestrian traffic. Signage must meet MUTCD standards.**

**2) Application for permit should be made at least (3) working days prior to the start date of any proposed closures. Permit will be approved by the Department of Public Works and returned to the applicant prior to any closure .**

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

# H

Provide a sketch or furnish a detailed drawing/plan showing the proposed work. The sketch shall indicate the relationship to existing and proposed utilities and/or structures including, but not limited to, utility poles, hydrants, trees, buildings/houses, stone walls, walks, etc. The sketch shall illustrate the location and full extents of the proposed work.

### FOR OFFICE USE ONLY

Special Conditions:  Match existing HMA depths  Notify Public Works before work commences Grind/inlay  
 patch by:  Inspection by Public Works required before backfill 24 Hour  
 Advance Notice of Construction to Director of Public Works.  
 Other: \_

Comments/Special Conditions: \_

---

---

PERMIT:  APPROVED  APPROVED WITH CONDITIONS (SEE ABOVE)  DENIED

Tina Rivard, Director:

Date: \_

Signature

Bond:  Paper  Cash Amount:

Bond Deposit Date:

Bond Return Date: \_ Insurance:

Current  Expired

# SPECIFICATIONS FOR REGULATING CONSTRUCTION WITHIN PUBLIC WAYS

---

## SECTION I: GENERAL REQUIREMENTS

### A. Preface

1. Any public or private utility company, private contractor, or any person(s) who intends to perform work of any kind within the limits of a town right-of-way in the Town of Sudbury for any reason must first obtain a permit from the Department of Public Works.
2. The permit is conditional upon compliance with these specifications.
3. Emergency repair work to existing utilities requires immediate notification to the Director of Public Works, Sudbury Police Department and Sudbury Fire Department. Subsequent and/or concurrent to the emergency work all applicable permits are required regardless of the nature of the work.
4. Application forms for a permit hereunder are available from the Town of Sudbury at the Department of Public Works' administrative office and on the Town's website [www.sudbury.ma.us](http://www.sudbury.ma.us).
5. Plans and/or sketches showing the proposed work require the approval of and shall be in the form specified by the Director of Public Works or their agent.
6. The Director of Public Works or their agent will be solely responsible for the interpretation of these specifications and all work hereunder must be completed to their satisfaction.

### B. Public Safety

1. The permittee, from the time the work commences until the work has been approved in writing by the Director of Public Works or their agent, shall be responsible ensuring the safety of the public.
2. All roadways shall be passable at all times unless special permission is granted for a roadway closure by the Director of Public Works or their agent. Notification of a roadway closure shall be provided to the Sudbury Police Department and the Sudbury

Fire Department.

3. When required by the nature of the work, lights and barricades erected at the expense of the permittee shall be located as directed by the Director of Public Works or their agent.
4. The Sudbury Police Department and its agents may determine whether and how many police officers are necessary for public safety. If a police officer(s) is deemed necessary the permittee shall pay the expense for the police officer(s).
5. Massachusetts General Law (Chapter 82, Section 40A) requires that contractors notify public utility companies in writing at least forty-eight (48) hours before any excavation in a public way. Contractors are required to call "Dig Safe" at 888-DIG-SAFE.

## SECTION II: EXCAVATIONS

### A. General

1. No work shall be performed within the right-of-way **between November 1 and April 1** without prior written approval from the Director of Public Works or their agent.
2. Five (5) year Pavement Moratorium: The cutting of newly resurfaced roadways less than five (5) years old will not be permitted, except if necessitated by utility companies for fuel conversion and for emergency repairs. Violating this moratorium will require a 1-1/2 inch Cold Plane and repaving with bituminous surface course material for 50 feet, 25 feet in either direction of the trench, curb to curb. Exposed joints to be sealed with a RS-1 emulsion and coated with stone dust. A resurfaced roadway includes a full-depth reconstruction or a mill and overlay.
3. Three (3) year Pavement Moratorium: The cutting of newly preserved roadways less than three (3) years old will not be permitted, except if necessitated by utility companies for fuel conversion and for emergency repairs. Violating this moratorium will require 1-1/2 inch Cold Plane and repaving with bituminous surface course material for 50 feet, 25 feet in either direction of the trench, curb to curb. Exposed joints to be sealed with a RS-1 emulsion and coated with stone dust. A preserved roadway includes a sealing treatment or a micro surfacing treatment.
4. All work within the limits of a Town right-of-way will be conducted in a manner which will not damage or disturb such features as stone walls, trees, fences, guardrails, etc. If any of these features is anticipated to be damaged or disturbed the Director of Public Works or their agent shall be notified for evaluation of the matter prior to commencement of work. The Director of Public Works or their agent may impose additional limitations and conditions to safeguard and preserve the integrity of such features.

5. If the work takes place on a Scenic Roadway and requires disturbance of a tree or stone wall additional permitting is necessary through the Town's Planning Department and Planning Board, pursuant to G.L. c.40, §15C and Article VIII.B of the Sudbury Bylaws. A list of the Town's scenic roads may be found on the Town's website [www.sudbury.ma.us](http://www.sudbury.ma.us).
6. If the work requires disturbing a road bound or property bound, the bound will be reset in its original location to the new grade and its new location shall be certified in writing by a professional land surveyor registered in the Commonwealth of Massachusetts.

#### B. Materials

1. All materials used within public ways shall be subject to approval by the Director of Public Works or their agent. This will include, but not be limited to, the size, type and quality of pipe, the type of gravel backfill, the quality of the patching material, etc.
2. Gravel Subbase – Gravel subbase shall consist of inert material that is hard durable stone and coarse sand, free from loam and clay, surface coatings and deleterious materials. MADOT Material Standard M1.03.0 Gravel Borrow as specified the Commonwealth of Massachusetts Department of Transportation Standard Specifications for Highway and Bridges, 2020 Edition, as amended.
3. Hot Mix Asphalt Pavements - Pavement mixtures shall be within the composition limits of base courses, binder courses, top courses and surface treatment, in accordance with Section M3.11.03 of the Commonwealth of Massachusetts Department of Transportation Standard Specifications for Highway and Bridges, 2020 Edition, as amended.

#### C. Trenches

1. Backfill Materials: Earth backfill will consist of the excavated material if it is declared suitable by the Director of Public Works or their agent. Backfill will be placed in successive layers of not more than six (6) inches of compacted depth. If in the opinion of the Director of Public Works or their agent the excavated material is unsuitable, the rejected material shall be legally disposed of by the permittee at no cost to the Town, and proof thereof shall be provided to the satisfaction of the Director of Public Works or their agent. Suitable fill material consisting of approved gravel or borrow shall be hauled in at no cost to the Town. Suitable earth backfill materials shall be well graded granular material at least 80-percent of which must be sand and gravel. It shall be free from peat, organic matter and debris and shall not contain any clay lumps or stones in excess of three (6) inches in their greatest dimension. Any materials of whatever description which are too uniformly graded or saturated and not readily compactible to 95-percent of maximum

dry density at optimum moisture content shall not be utilized. Excavated rock or boulder material exceeding three (3) inches in diameter shall not be used for backfilling. A minimum of 12-inches of gravel subbase to be installed above the backfill material in preparation for the bituminous pavement.

2. **Compaction of Backfill Materials:** Backfill materials shall be placed in a maximum loose lift thickness of 9-inches. Backfill material shall be maintained with uniform moisture content with no visible wet or dry streaking. Degree of compaction shall be at least 95-percent of the maximum dry density of the material at optimum moisture content. Maximum lift thickness shall be six (6) inches (loose thickness) where hand operated compaction equipment is used. A minimum of 12-inches of gravel subbase to be installed above the backfill material in preparation for the bituminous pavement.
3. **Settlement of Trench:** If settlement of the trench occurs within a 12-month period following construction where the ride-ability of the roadway is affected (as determined by the Director of Public Works or their agent), the Town reserves the right to direct the permittee to excavate and repave the trench to the proper lines and grades. The limits of the repaving are to be determined by the Director of Public Works or their agent.
4. **Defect in Bituminous Pavement –** If the bituminous pavement from the pavement supplier deteriorates excessively within 12-months of installation the permittee will be responsible for replacing the pavement for the limits determined by the Director of Public Works or their agent.
5. **Temporary Bituminous Trench Patch –** The decision to pave trenches in existing pavement on a daily basis will be the decision of the Director of Public Works or their agent. Temporary pavement trench patches are allowed for a minimum of 45 days and a maximum of 12-months. Permit applicants are responsible for the integrity of this trench throughout its duration particularly throughout the winter season. Refer to Temporary Pavement Detail attached.
6. **Permanent Bituminous Trench Patch -** Refer to Pavement Trench Repair Section Detail.
7. **Main Line Utility Installs, Upgrades and/or Replacements:** Permittees performing any of the aforementioned activities to main line utilities will be responsible for the cost of resurfacing the impacted section area with a 1-1/2 inch cold plane and overlay from edge of pavement to centerline of road. The permittee will be responsible for the section of roadway impacted by construction including striping, if impacted. Time line for this work will be coordinated and approved by the Director of Public Works or their agent.
8. **Temporary steel road plates** are allowable only with written consent of the Director of Public Works or their agent. Under no circumstances will road plates be permitted during an anticipated severe weather event.

9. All driveways to homes and places of business shall be open during periods of construction. When this is not possible 48-hour advance written notice of interruption is required to effected homes, businesses, and the Department of Public Works. In addition notification shall be provided each day prior to driveway closure to afford abutters the opportunity to move vehicles from driveways, if possible.

#### D. Shoulders

1. Disturbed road shoulders will be carefully returned to their original or better than original condition.
2. Disturbed lawns will be rebuilt with a minimum of 4-inches of loam, fertilized, rolled and seeded. The permittee will be responsible for a period of 6-months from construction completion for regrading/seeding in case the repair does not become established.

### SECTION III: SURETY

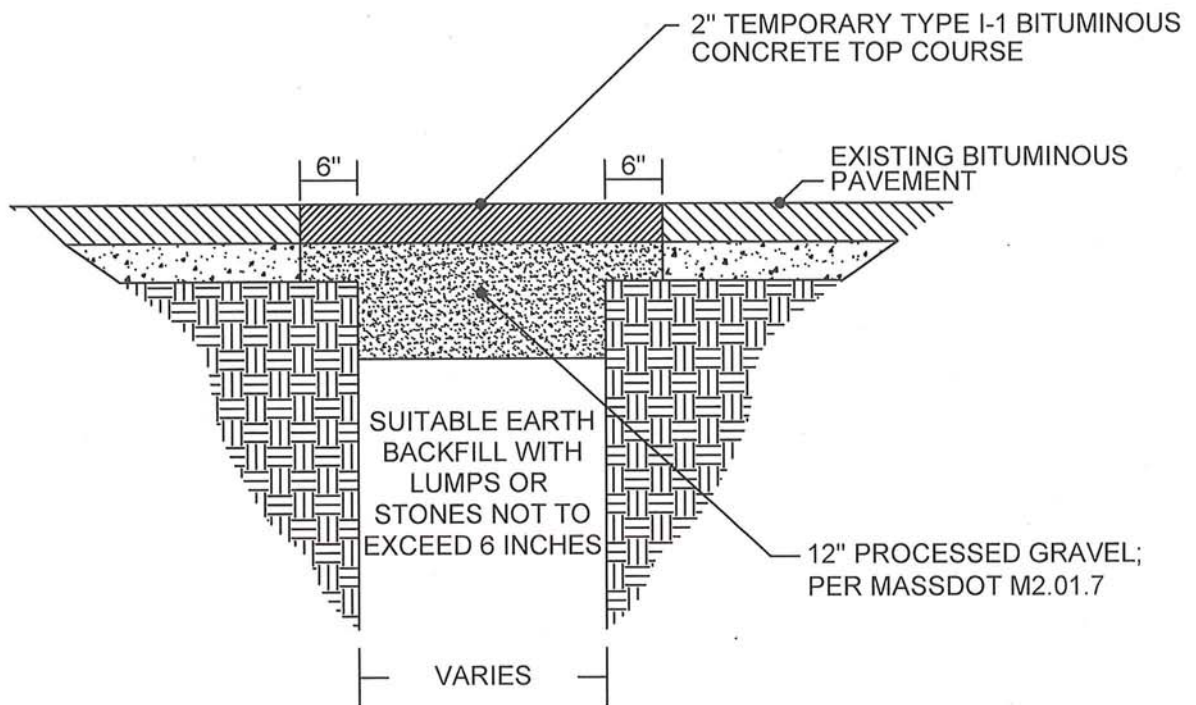
1. All permits issued hereunder shall require a check, made payable to the Town of Sudbury, in an amount to be determined by the Director of Public Works or their agent, to be posted with the Town Treasurer as a guarantee to fulfill this agreement.
2. Street cuts over 10 square feet or significantly larger in scope may be secured by bond, rather than by cash surety in an amount determined by the Director of Public Works or their agent. However, the minimum bond shall be five thousand (\$5,000) dollars. The guarantee and bond requirements stated herein are for each opening, cut or excavation. However, for projects involving multiple openings, cuts or excavations, the Director of Public Works or their agent may permit a single bond to be posted for the entire project in such amount as they shall deem reasonable to protect the interests of the Town.
3. When permanent patching, re-loaming, seeding, and all work required by the permit issued hereunder has been completed and approved in writing by the Director of Public Works or their agent, the Town will return the bond. The Director of Public Works or their agent may extend any time limit in these specifications if weather or other similar conditions have hindered the proper completion of the work. The Town may maintain the surety for a 12-month guarantee period duration, or some portion thereof, after completion of the work.

### SECTION IV: VIOLATIONS

1. If after six (6) months from the date of the permit, the repair to the Town's right-of-way is not completed according to these specifications and to the satisfaction of the

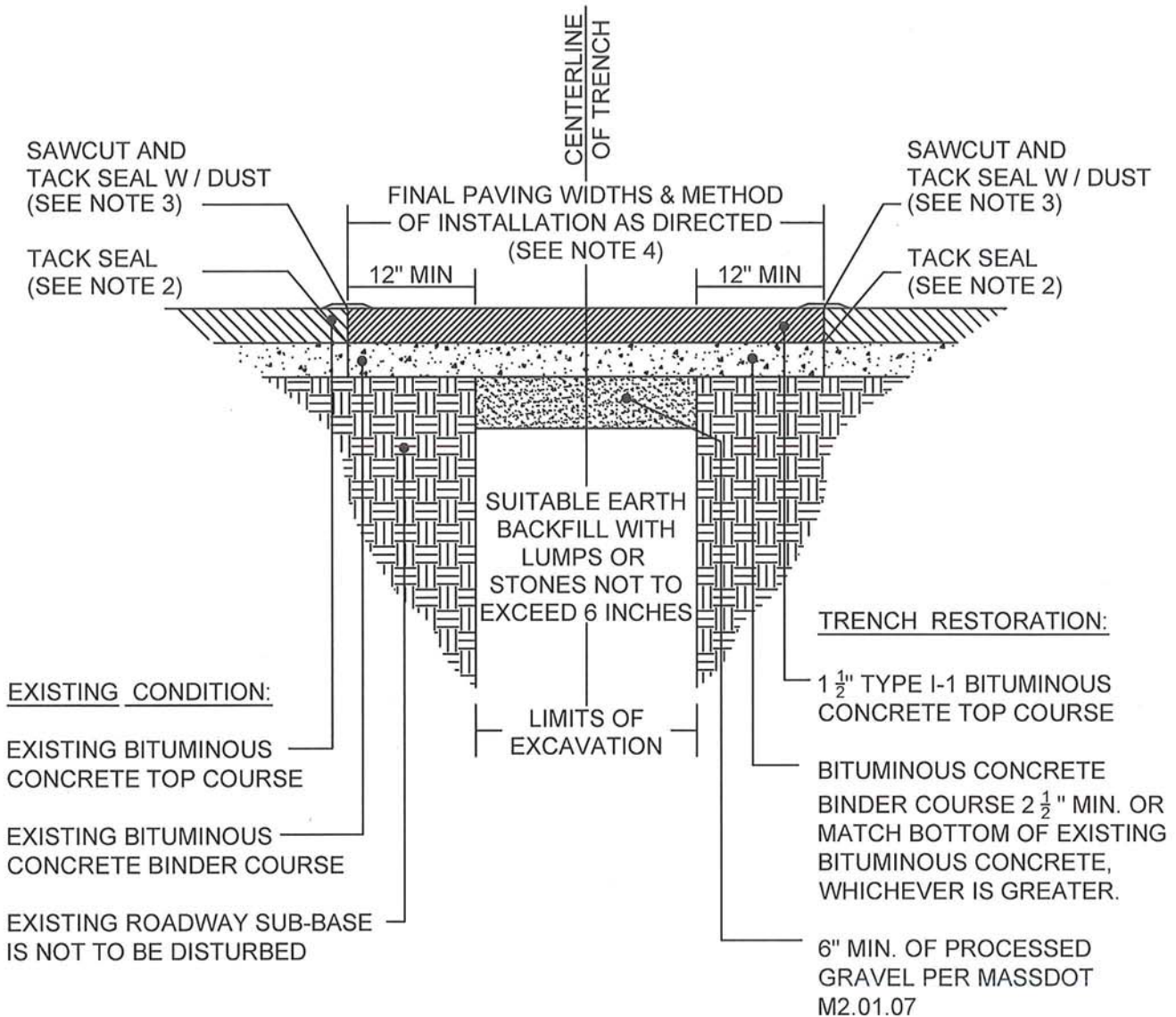
Director of Public Works or their agent, the permittee will be notified in writing by the Director of Public Works or their agent that the permit has expired. The Town of Sudbury reserves the right to complete the necessary work in any manner it may deem appropriate and deduct from the amount of the surety all costs of completing the work.

2. If any time during the life of the permit the permittee allows the construction to exist in a way dangerous to users or the road, the Director of Public Works or their agent may, upon 24 hours written notice to the permittee, make the necessary arrangements to correct the unsatisfactory condition. The permittee will be responsible for any Town incurred costs to correct the unsafe condition.
3. Failure to obtain a permit prior to the start of any construction within a public way shall be subject to a fine of not more than fifty (\$50) dollars per day.
4. Failure to abide by these regulations may result in suspension of any current or future permits in the Town of Sudbury for a duration determined by the Director of Public Works.



TEMPORARY PAVEMENT  
PATCH DETAIL

NOT TO SCALE



1. ALL INSTALLATION AND MATERIAL SPECIFICATIONS PER COMMONWEALTH OF MASSACHUSETTS DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS FOR HIGHWAY AND BRIDGES, 2020 EDITION, AS AMENDED.
2. ALL EXPOSED BITUMINOUS CONCRETE IS TO BE TACKED PER MASSDOT PRIOR TO NEW BITUMINOUS CONCRETE INSTALLATION.
3. ALL EXPOSED JOINTS ARE TO BE SEALED WITH RS-1 EMULSION AND STONE DUST.
4. ANY TOP COURSE APPLIED AT A WIDTH OF 6' WIDE OR GREATER IS TO BE PLACED BY MACHINE/BOX SPREADER WHEN & AS DIRECTED BY THE TOWN OF SUDBURY.

PERMANENT TRENCH PATCH  
SECTION DETAIL

NOT TO SCALE

