



TOWN OF HARTFORD, VERMONT  
PUBLIC WORKS DEPARTMENT  
173 AIRPORT ROAD, WHITE RIVER JUNCTION, VERMONT 05001  
TEL: 802-295-2580 \* FAX: 802-281-7051

### EXCAVATION PERMIT GUIDELINES

#### **1. Application & Permit**

- a. The application fee of \$ \_\_\_\_\_ is non refundable. Check should be made payable to the Town of Hartford.
- b. Diagram of location of any other related materials is required for review.
- c. Bond amount will be determined by the Director of Public Works or his designee.
- d. Dig Safe Authorization Number and Effective Date is the responsibility of the contractor.
- e. Certificate of Insurance (minimum coverage requirements attached).
- f. Please sign both the *Application* page and the *Permit* Page.
- g. Applicant is responsible for presenting this application/permit package in its entirety and explaining scope of work to Department of Public Works, whom may require certain conditions be met (i.e.; emergency access to road, state certified flag person, etc.).
- h. Bonds are held for twenty-four months (2 years). Bonds will be released by the Town of Hartford only and should not automatically expire. The contractor may request reduction or release of bond/moneys at the end of 18 months.

#### **2. Trench Excavation Specifications**

- a. It is the contractor's responsibility to contact Public Works if there are any questions or if unclear about what is required. Refer to Town Of Hartford Department of Public Works specs.

#### **3. Permit Bond**

- a. This is an example Permit Bond. Insurance companies may use their own form. Please inform your insurance company that this is a 2-year bond and that it should not automatically expire at the end of its term. The Town of Hartford authorizes the release of this bond.
- b. Irrevocable Letter of Credit is also acceptable in place of a bond.

#### **4. Return these Completed Forms to Public Works:**

- a. Permit Application
- b. Original Permit Bond
- c. Original Certificate of Insurance

NOTE: Work can not start until all paperwork is completed, turned in and permit is approved by the Town. This includes submission of an Authorized Dig Safe Number, Original Permit Bond and Certificate of Insurance.